

# SchoolsBuddy Guide

As a parent of a NAIS Pudong student, you will automatically receive an email inviting you to join **SchoolsBuddy** – our online platform to manage your child's co-curricular activities.

*All emails are sent to the addresses on file for your family, so if you do not receive an activation link, please contact your child's form tutor or class teacher.*

Dear

We are adopting a new online system here at Nord Anglia International School Shanghai Pudong, powered by SchoolsBuddy and we would ask that you register online to access the system as soon as possible.

We are using this brand new online system for the following purposes:

- Online parent consent for events/sign up for after school clubs
- Payment of fees and view your balance
- View diary of confirmed events
- Get venue information and directions
- Receive communications from us.

Below is your registration token. This expires after 21 days, but you can always contact the school IT department to request another one at a later time.

[Click here to register your account and setup your password](#)

#### Mobile Apps:

Please use links below to download our mobile apps but please note it is **not possible** to register for after school clubs / ECA's using these apps, you must complete this via the web.

To download the [free iOS SchoolsBuddy app click here](#)

To download the [free Android SchoolsBuddy app click here](#)

As this is a new system for us, we are still finding our way around. Please bear with us if there are any issues. For parent FAQ's please follow the link [here](#)

We look forward to seeing you online shortly!

Many thanks,

Nord Anglia International School Shanghai Pudong and the SchoolsBuddy team.

[Go to the Nord Anglia International School Shanghai Pudong SchoolsBuddy Portal](#)



NORD ANGLIA  
INTERNATIONAL SCHOOL  
SHANGHAI, PUDONG

Click here to **register** your account and setup your **password**

Click here to **download the mobile APP** (Please do not use the mobile APP for the actual CCA signup process -- use a web browser.)

Click here to read the **SchoolsBuddy FAQs** and watch instructional **videos** (videos require VPN)

After you select and confirm your password, you will be redirected to the Dashboard screen. The **Dashboard** gives you an overview of all messages received and upcoming activities.

The screenshot shows the SchoolsBuddy Dashboard for a parent at Nord Anglia International School Shanghai Pudong. The interface includes a navigation bar with links: Home, My Diary, Message Centre, Fees, Activities & Clubs, and Profile. A 'Bookings Open' button is also visible. The main content area is divided into several sections: a 'Welcome' message, a 'Diary' section with a table for dates, times, and details, a 'Message Centre' showing unread and starred messages, and a 'Balance' section displaying the current amount in Chinese Yuan (¥0).

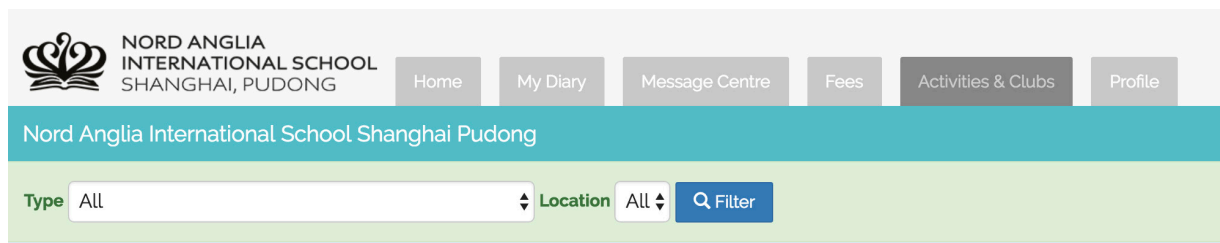
# Making CCA Selections

After logging in, you can change the language to [English](#) or [中文](#).

中文

## How to select your child's CCAs in SchoolsBuddy

Click the '[Activities & Clubs](#)' tab.



Select [Autumn Term Clubs 3:15 - 4:15](#) and click the blue '[Choose](#)' tab.



From there, the CCAs that are available for your child will be shown by day of the week.

Details ▾	Day ⚙	Start ⚙	End ⚙
Swimming Club (Goldfish Club) Description here (System, SchoolsBuddy) - Mixed Must be in; 0 or 1	Mon	15:15	16:15
Swimming Club (Goldfish Club) Description here (System, SchoolsBuddy) - Mixed Must be in; 0 or 1	Tue	15:15	16:15

To expand the day of the week, click on any day of the week.

When selected, the CCAs for which your child is eligible will appear for that day.

Our events are set up as [first come, first serve](#). You will see the number of available spaces remaining in the particular activity, and have the option to select that activity or join the [waiting list](#) if it is currently full.

☒ Choose (20 places left) ☐ Waiting list ☐ N/A

When you have made the correct selection, click the blue '[Review & Confirm](#)' tab.

When clicked, a summary of all the selections made will be shown.

If you are happy with the selections made, click the blue '[COMPLETE and Send ALL to School](#)' tab.

If you wish to edit your choices this can also be done from this screen.

Back

Edit Choices

COMPLETE and Send ALL to School

# Transportation Options

A terms and conditions box will appear which gives you the opportunity to select a CCA bus for your child.

Click [here](#) and a new browser window will open. Here, you can select your CCA bus.

You will then be directed to a external site where you can enter your transportation details.

## Terms & Conditions

Please click [here](#) to confirm your child's CCA transportation options.

When your transportation options are complete, please tick the "agree" box below to finalise.

☐ I agree

Continue

Cancel

Available

Select your **compound** or **street name** from the list

### Select your compound or street name

☐ AnFu Rd 168 安福路168

☐ Bao Hua villa 宝华别墅 三鲁公路5888弄

☐ Cambridge New Town Phase 4 康桥半岛四期

☐ Central Park in Xin tian di

☐ Century Garden 浦东世纪花园

☐ City Zhong Hua Yuan 康桥半岛城中花园

☐ Dawn Garden Hong Feng Road 358 碧云晓园

☐ Diamond Court 碧云钻石公寓

After you submit your details, you will see a **confirmation screen** with your CCA bus.

### CCA Bus Routes

1. Child's Name

2. Child's class / form group

3. Parent's email

4. Do you require a CCA bus?

YES

5. Select your compound or street name

Emerald Club House 绿宝苑

BACK TO FORM

SUBMIT

**Review and Submit** (once you see the **thank you screen**, you can **close this window** and return to the open window with SchoolsBuddy)

## Confirm and Submit

Return to the window with the SchoolsBuddy page and click “**Agree**” to the terms and conditions, and your CCA preference selections will be sent to NAIS Pudong.

You will receive an email communication confirming your selections.

### Terms & Conditions

Please click [here](#) to confirm your child's CCA transportation options.

When your transportation options are complete, please tick the "agree" box below to finalise.

☐ I agree

Continue

Cancel

Available

When we have made the after school club allocations, you will receive an email communication explaining which clubs your child has been allocated or not allocated.

Your **Diary** will then be automatically populated with the time and date of the activities.

The screenshot shows the NAIS Pudong SchoolsBuddy dashboard. At the top, there is a navigation bar with links: Home, My Diary, Message Centre, Fees, Activities & Clubs, and Profile. The main content area is divided into several sections: Welcome, Message Centre, Balance, and Diary. The Diary section is highlighted with a blue arrow pointing to it from the text above. The Diary section contains a table with columns: Date, Time, and Details. The Message Centre section shows 'Unread' and 'Starred' counts, both at 0. The Balance section shows a balance of ¥0.

Click the **Help Docs** link in the corner of the screen for useful info

Help Docs

