

DCIS ECAs Sign-up and Registration Quick Start Guide – 2016-2017

Dear DCIS Parents,

Welcome to the on-line ECA sign-up system.

We are using the CHQ platform, which simplifies and streamlines our ECA registration.

To begin with, recently registered parents will receive the following email (If you are already registered, please log in as you did the previous term):

*Dear Parents,
Welcome to the new CHQ ECA Registration. This system which will allow you to sign up your children on-line for Term 1 ECAs at DCIS.*

To begin, click on the link below:

<http://seasia.myhq.net/dovercourt>

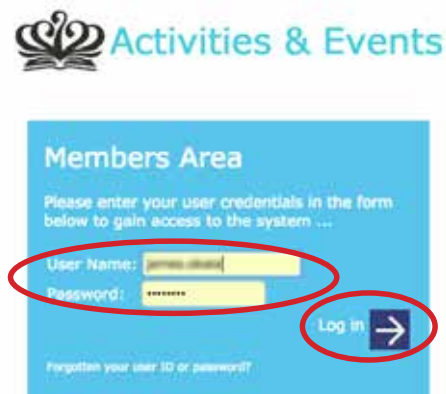
To access the system, please use the following User ID:-----

And please use the following initial password:-----

Kind regards,

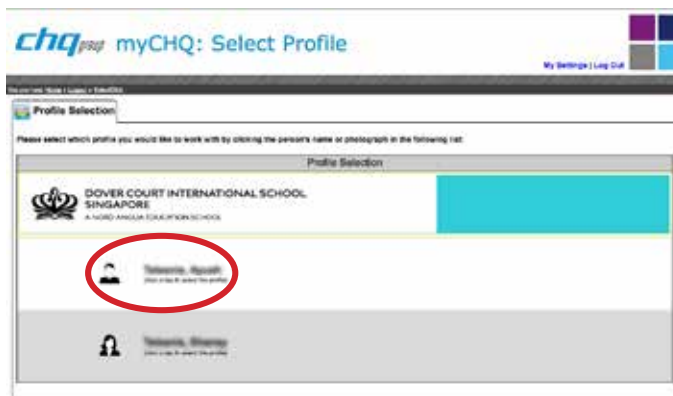
*ECA Administrators
Dover Court International School*

Next, click on the link in the email and you will arrive at the following login screen:



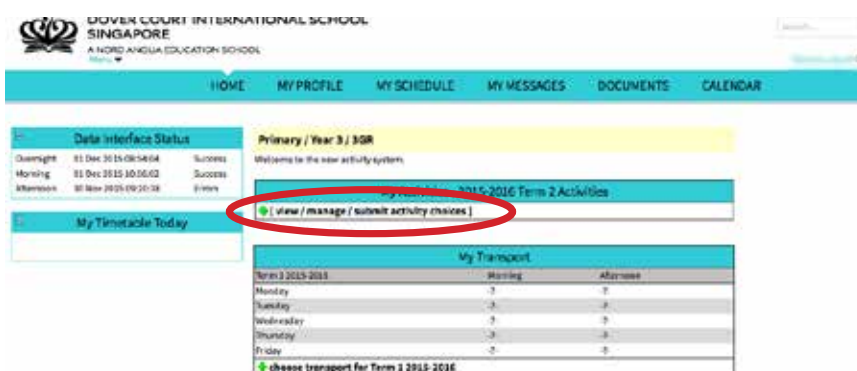
Input your User Name and Password from the email. Click 'Log In'.

You will arrive at your Profile Page. If you have more than one child at DCIS, you will see multiple profiles. Click on a profile of one of your children.



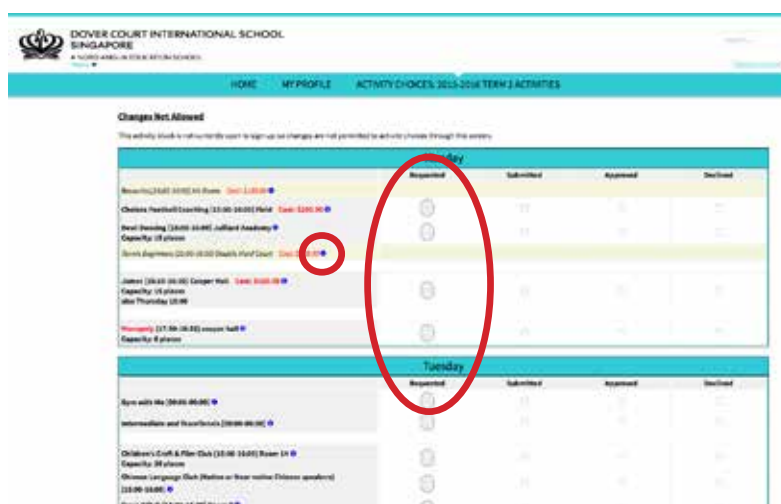
After clicking your profile, you will arrive at your child's home page.

Now click on 'view / manage / submit activity choices'.

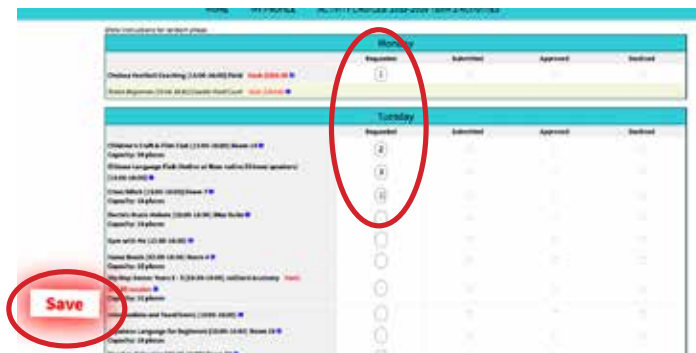


You then arrive at Activity Choices. Choose your activities by typing a '1', '2' or '3' (i.e. first, second or third choice) into the 'Requested' box. **For each day you can request up to three activities, with the '1' being your first choice, '2' being your second, etc.** If your children do not receive their first choice, we will try and give them either their second or third choices. However, given the limited space in some activities, there is no guarantee your children will receive these choices. After sorting, we will offer alternative solutions if your children do not receive any of their choices. **NB: Each child can have a maximum of two ECAs per week.**

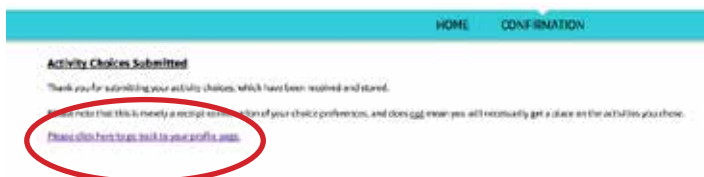
Remember, only those activities that are available to your child are visible. In other words, if your child is in Year 3, they will not see activities for Years 4-11. Also, if the activity you are interested in does not have a 'Requested' slot (eg Tennis), it means you must sign up directly with the outside vendor (eg Sports4Kids). Click on the blue 'i' for more information.



When you are finished, click on the red floating 'Save' button:



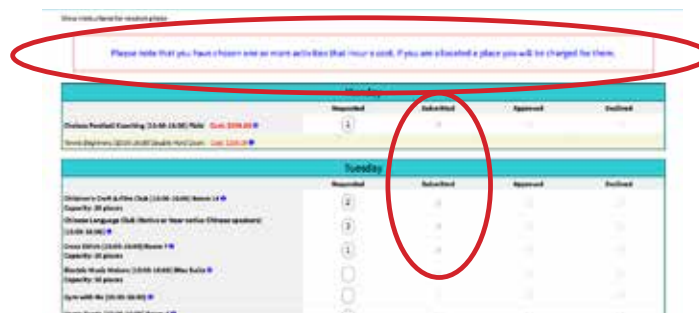
The next dialog box is the confirmation, showing your choices have been submitted. Click on the link to go back to your profile page.



All your choices will appear under My Current/Future Activities



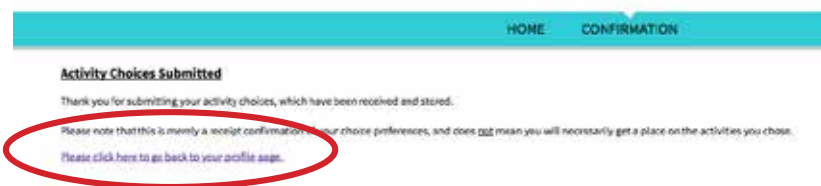
If you click on 'view/manage/submit activity choices', you will see that your choices have been checked in the submitted column.



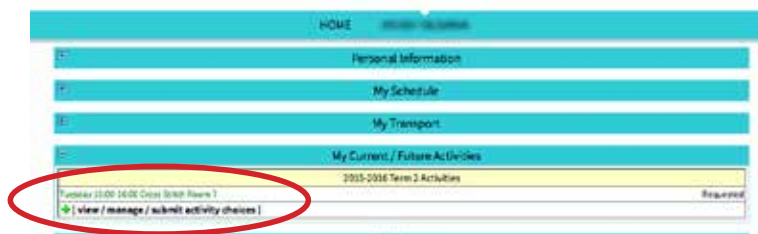
If you wish to delete a choice, merely type in a '0' or delete the number. When you have finished making your modifications, click the floating 'Save' button.



This brings you back to the confirmation page. To view all changes, click on the link to go back to your profile page.



You will see that the activities that you have deleted are now gone.



You have now completed the registration process. For continuing DCIS students, ECA random sorting will occur the first week of holiday and we will communicate your final ECA choices prior to start of term. New student sign up will be on orientation day and will be allocated the following day.

Please remember: *Each child can have a maximum of two ECAs per week.*

Initial allocation will occur via random sorting, however there may be adjustments made after to ensure all children have the chance to participate in at least one activity through the week. Some activities will be very popular and while you may not get your first choice, we will do our best to accommodate all requests.

We will be sending out an additional memo to cover bus transportation after ECAs.

Please contact us if you need any further assistance.

Kind regards,

*ECA Administrators
Dover Court International School*

email: activities@dovercourt.edu.sg
phone: +65 6775 7664