



## Clubs and Activities booklet (2018-2019)

**Term 2** (21/01/2019 – 29/03/2019- 08 tuần)

**Term 3** (13/05/2019 – 14/06/2019 – 05 tuần)

Welcome to the BVIS Clubs and Activities programme!

At BVIS we have a very exciting clubs and activities programme available to our students. Currently we offer more than 60 different choices, ranging from various art or language activities to music, dance, swimming and cooking clubs including free and paid activities:

- **Free clubs** – offered by teachers covering a wide range of different activities.
- **Paid clubs** – offered by outside providers, these clubs often require specialist tuition.

**Please note that all paid club payments are non-refundable (unless BVIS cancel the programme).**

Below are the key dates key to remember:

Date & Time	Items
Thursday, 13 December at 15:00 pm	Clubs selection on CHQ goes live for signing up.
Monday, 07 January at 12:00 pm	Selection on CHQ will close.
Thursday, 10 January	Students to be notified of their chosen clubs on CHQ. Payment for paid clubs starts.
Thursday, 17 January	Payment deadline for all paid clubs.
Monday, 21 January	Term 2 clubs begin.
Monday, 13 May	Term 3 clubs begin.

Attention: Club registration period will end at 12:00pm on Jan 07th, 2019. Any students who register after this time will start their clubs on Jan 28th, 2019 – a week later than the official starting time.

Each child in the school is entitled to enrol in:

Y1-Y2	<b>Due to the young age of these children,</b> <i>Free clubs:</i> maximum of 3 choices but <b>only 1</b> will be approved <i>Paid clubs:</i> unlimited
Y3 to Y6	Unlimited paid and free clubs
Y7-13	Unlimited paid and free clubs

All activities (free and paid) need to be selected on-line via CHQ. Please see the next few pages for instructions to log onto CHQ. If you have any questions, please do not hesitate to contact us.

### Contacts:

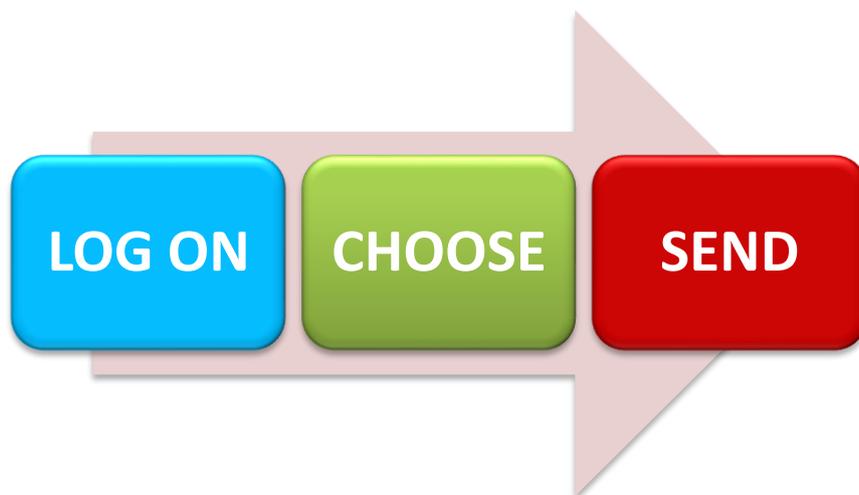
- **For Primary clubs:** Ms Mai Truong. Email: [Mai.Truong@bvisvietnam.com](mailto:Mai.Truong@bvisvietnam.com) / Tel: 028 3758 0709 (104)
- **For Secondary clubs:** Ms Tran Nguyen. Email: [Tran.N@bvisvietnam.com](mailto:Tran.N@bvisvietnam.com) / Tel: 028 3758 0717 (210)



## GUIDELINES FOR USING CHQ

Please carefully follow the instructions below to log on and select your desired activities. **Before using CHQ, please note:**

- For sport squads and some selected activities, the teachers will select the students. Students please discuss directly with your teachers to sign up for these squads.
- If you have lost the password, for CHQ, please carefully follow the instructions in **NOTES**, at the end. Please follow the instructions FIRST before contacting the school.
- You can access CHQ by **desktop, smart phone** or **Ipad** from the following links:
  - <http://www.nordangliaeducation.com/vi/our-schools/vietnam/ho-chi-minh-city/bvis/parents-essentials> (Last section: CHQ Login)
  - <https://seasia.mychq.net/Login.aspx>

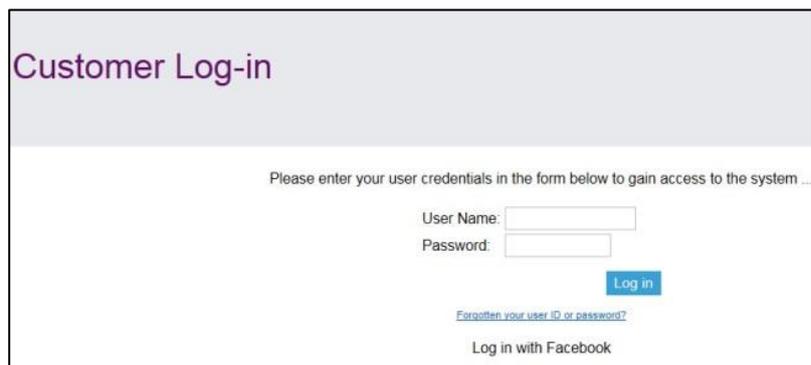
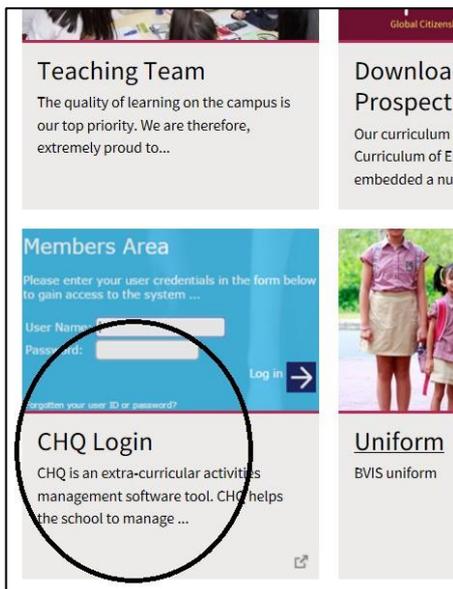




# Step 1: LOG ON

Log on to the CHQ page through: <http://www.nordangliaeducation.com/vi/our-schools/vietnam/ho-chi-minh-city/bvis/parents-essentials> or <https://seasia.mychq.net/Login.aspx> by using your User name and Password.

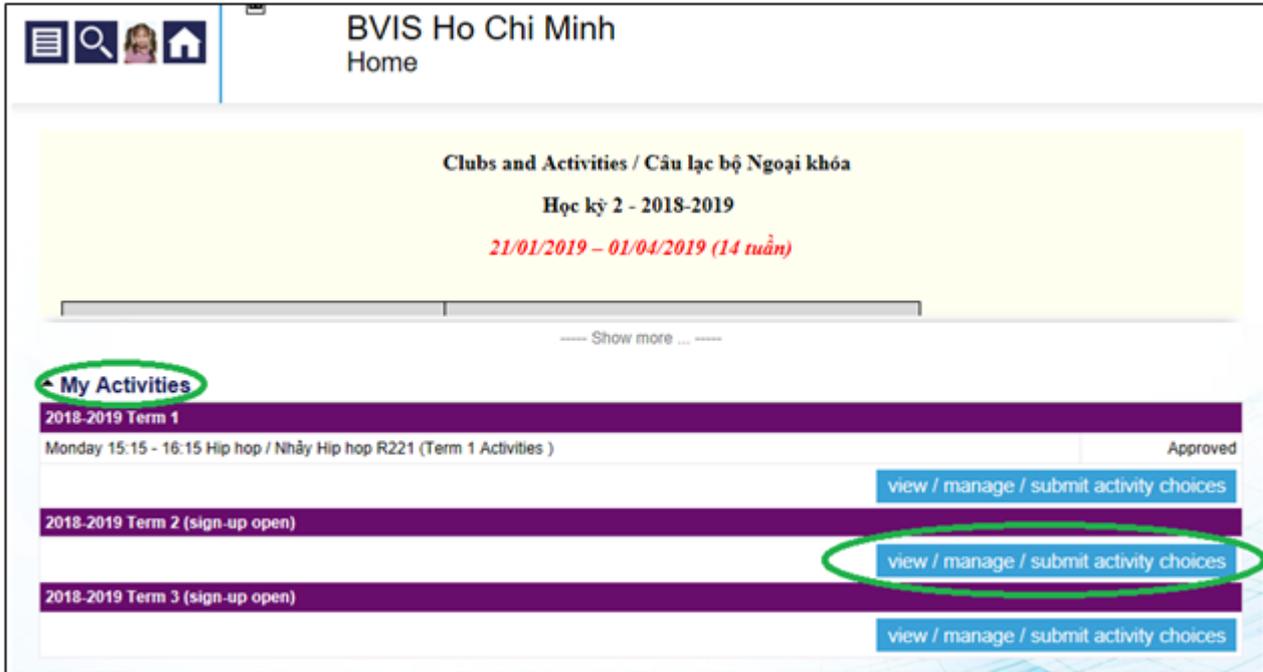
- **User Name** : STUDENT'S SCHOOL EMAIL ADDRESS (Ex: [S00000@bvisvietnam.com](mailto:S00000@bvisvietnam.com))
- **Password** : password





# Step 2: CHOOSE

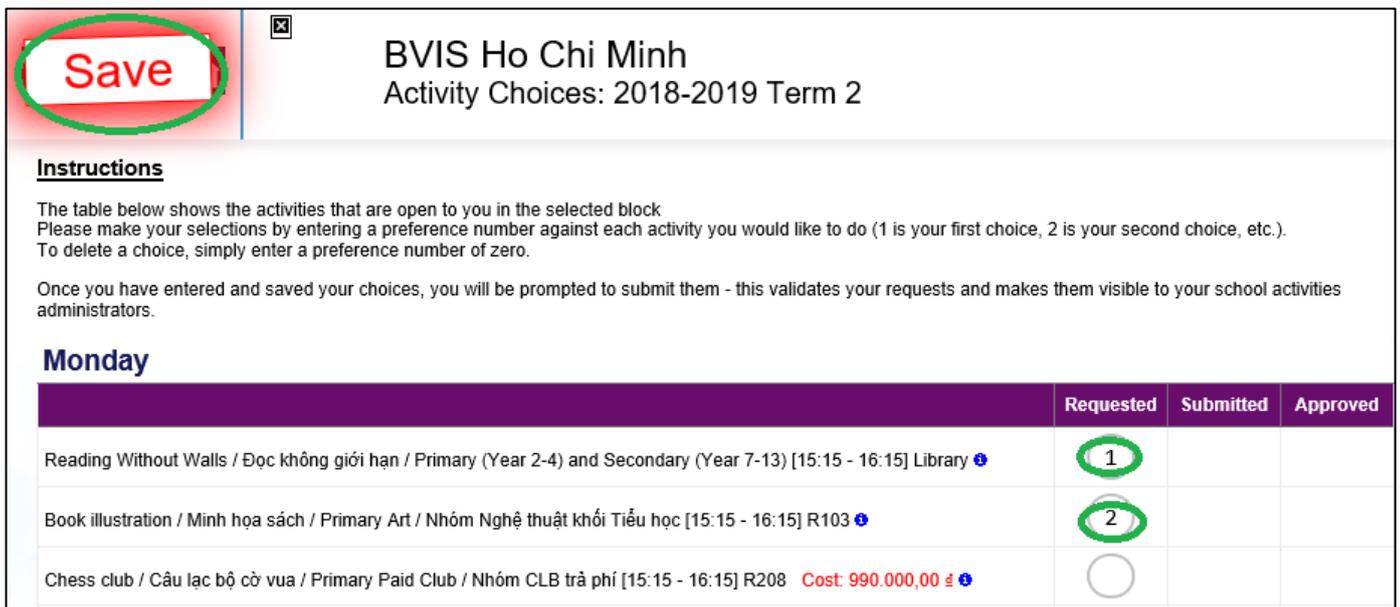
You should now see a CHQ welcome screen with instructions.



Click **My Activities**, then click **View/Manage/Submit Activity Choices** tab of the term that you are going to sign up for your child. **Please note that you need to sign up for term 2 clubs first, then continue with term 3 clubs.**

Add **1** to the desired box for your first preference of clubs & click **Save**. (A **Send** button will appear. **Do not** press this button until you have selected all your choices)

Then add a **2** for your second preference of clubs & click **Save** and a **3** for your third preference & click **Save**. Ensure that you click '**Save**' after each selection to log club preference. Continue with **4, 5,...**





## Step 3: SEND

Consider & discuss your preferences with your child then **click the Send** button. You **MUST** click the **Send** button to complete the process. CHQ will automatically send you a list of your chosen preferences to the student's registered email.

Send

**BVIS Ho Chi Minh**  
Activity Choices: 2018-2019 Term 2

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**Instructions**

The table below shows the activities that are open to you in the selected block  
Please make your selections by entering a preference number against each activity you would like to do (1 is your first choice, 2 is your second choice, etc.).  
To delete a choice, simply enter a preference number of zero.

Once you have entered and saved your choices, you will be prompted to submit them - this validates your requests and makes them visible to your school activities administrators.

**Monday**

	Requested	Submitted	Approved
Reading Without Walls / Đọc không giới hạn / Primary (Year 2-4) and Secondary (Year 7-13) [15:15 - 16:15] Library	1	✗	
Book illustration / Minh họa sách / Primary Art / Nhóm Nghệ thuật khối Tiểu học [15:15 - 16:15] R103	2	✗	
Chess club / Câu lạc bộ cờ vua / Primary Paid Club / Nhóm CLB trả phí [15:15 - 16:15] R208 <span style="color: red;">Cost: 990.000,00 đ</span>	<input type="text"/>		

Preferences will become pending until they are approved or denied by CHQ. All accepted clubs will be confirmed to you via email before the clubs programme begins.



## NOTES:

- To **CANCEL** a selection after submitting, add a 0 to the desired box then **Save and Send**.

Save

**BVIS Ho Chi Minh**  
Activity Choices: 2018-2019 Term 2

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To delete a choice, simply enter a preference number of zero.

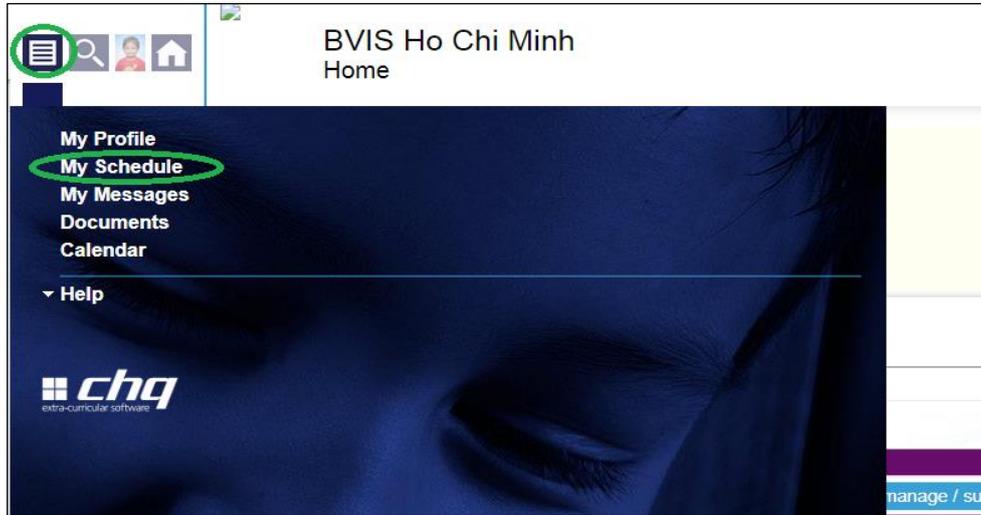
Once you have entered and saved your choices, you will be prompted to submit them - this validates your requests and makes them visible to your school activities administrators.

**Monday**

	Requested	Submitted	Approved
Reading Without Walls / Đọc không giới hạn / Primary (Year 2-4) and Secondary (Year 7-13) [15:15 - 16:15] Library	0	✗	
Book illustration / Minh họa sách / Primary Art / Nhóm Nghệ thuật khối Tiểu học [15:15 - 16:15] R103	2	✗	
Chess club / Câu lạc bộ cờ vua / Primary Paid Club / Nhóm CLB trả phí [15:15 - 16:15] R208 <span style="color: red;">Cost: 990.000,00 đ</span>	<input type="text"/>		

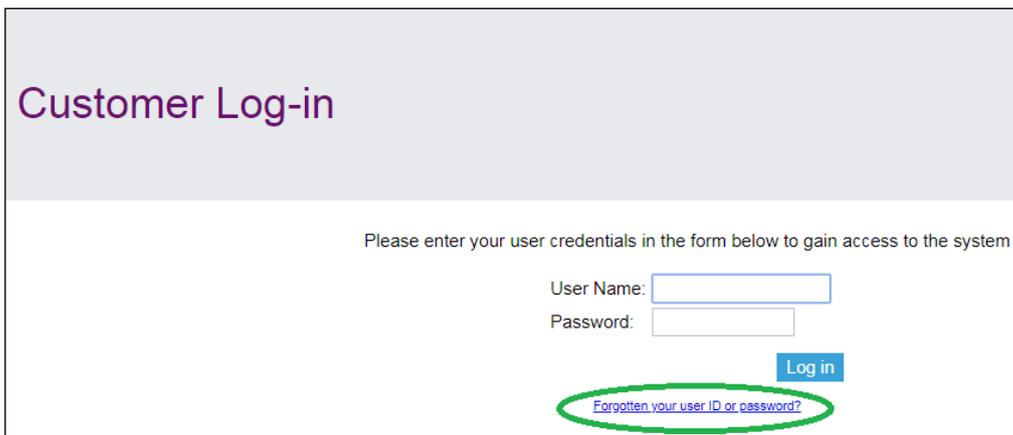


- Before the clubs programme begins **on Monday 21<sup>st</sup> January 2019**, click onto the **‘My Schedule’** tab in CHQ and scroll through to Monday 21<sup>st</sup> January – you will be able to see your activities selected.



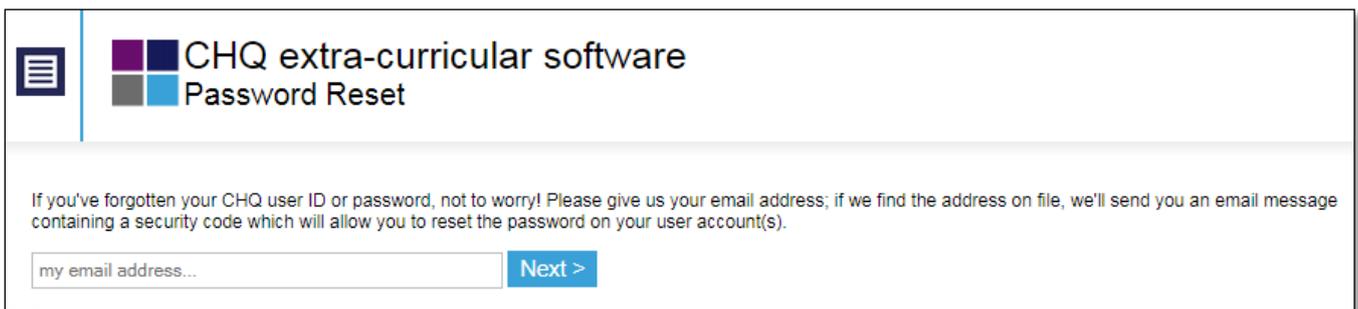
- **Forgotten/Lost Password!**

Please click the **“Forgotten your user ID or password”** from the CHQ Logon page.

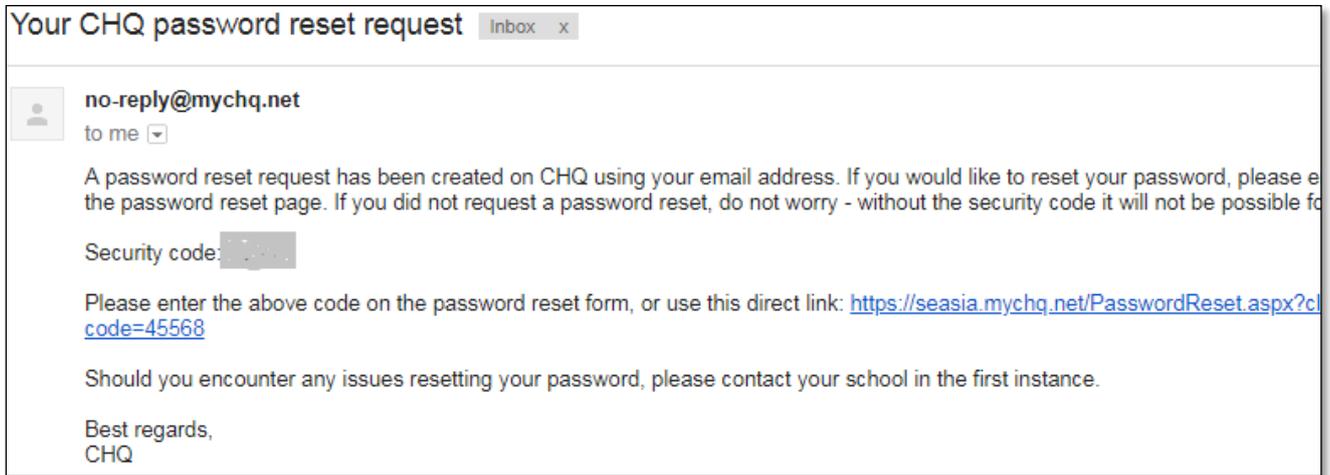


On your screen, you will see the instruction below: **“If you've forgotten your CHQ user ID or password, not to worry! Please give us your email address; if we find the address on file, we'll send you an email message containing a security code which will allow you to reset the password on your user account(s).”**

Then, enter student's email address [SO----@bvisvietnam.com](mailto:SO----@bvisvietnam.com) in the box

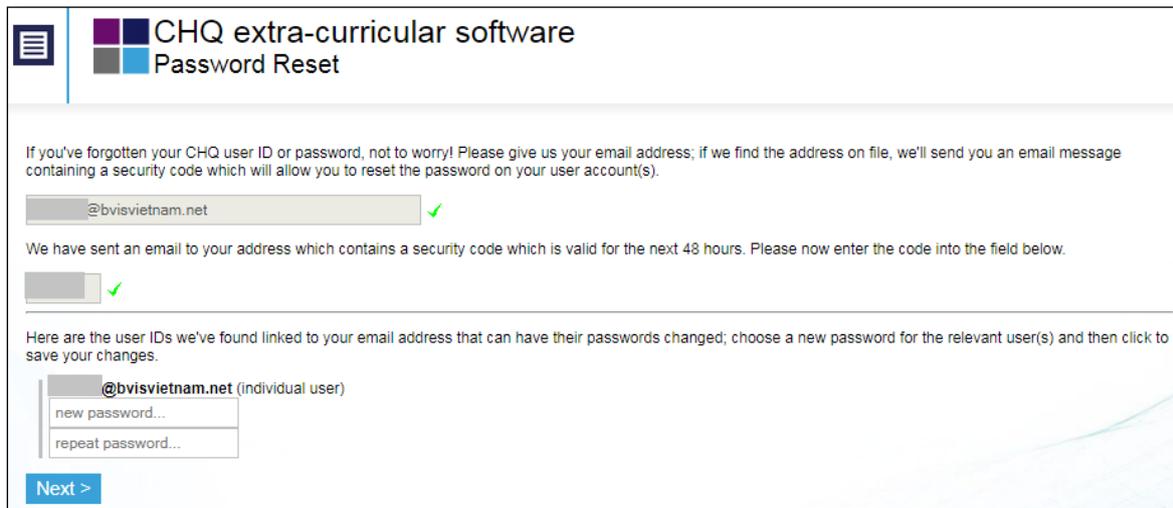


The security code will be a five digit number, which must be entered onto the password reset page in order to proceed. The security code is valid for 48 hours from the time of issue. The email contains a direct link to the password reset page, in case the user has closed their browser window.



Once the **correct** security code is entered, you will be asked to enter your new password twice.

Assuming the two password entries are the same, the new password will be applied when the “Next” button is pressed.



Then, you can re-log in to access CHQ for clubs selection.



BRITISH VIETNAMESE INTERNATIONAL SCHOOL  
HO CHI MINH CITY  
A NORD ANGLIA EDUCATION SCHOOL



***\*\*\*THANK YOU FOR FOLLOWING OUR CHQ INSTRUCTIONS\*\*\****