

SchoolsBuddy

Guide



NORD ANGLIA
INTERNATIONAL
SCHOOL
SHANGHAI, PUDONG

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](#)

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](#)

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.



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Welcome Test [Log Out](#)

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Welcome

Welcome to Schoolsbuddy for NAIS Pudong

Diary

Date	Time	Details
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Message Centre

Unread

 0

Starred

 0

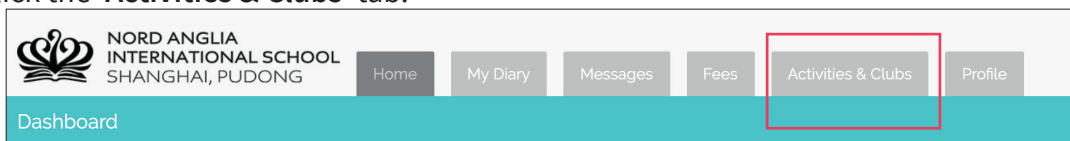
No Messages

Balance

¥ 0

How to select CCAs in SchoolsBuddy

- Click the 'Activities & Clubs' tab.



- Find 'Autumn Term 1 CCA Clubs' and click the blue 'Choose' tab. Please note the normal CCA times are from 3:15 - 4:15pm daily and school bus service is available for students who attend these activities. Additionally, there are CCAs that concluded later in the evening and on Saturday mornings. Students participating in these activities will need to arrange their own transportation.

Autumn Term 1 CCA Clubs 3.15 - 4.15pm

These are the CCA activities on offer for the NAIS Pudong students in Term 1 academic year 2019-20

Please note the CCA allocation system once the CCA selection period has been opened, CCA's can be selected until it is closed. **Once closed, students will be allocated to CCAs using a automated random selection.** This ensures that all students have an equal opportunity to participate in a range of CCA activities.

Please remember to Book your child's CCA BUS once you have registered for your child's Term 1 CCAs from 3.15 - 4.15pm Mondays to Fridays.

If you are making your OWN TRANSPORT ARRANGEMENTS PLEASE DO NOT register for a CCA bus.

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

- To expand the day of the week, click the day of the week. When selected, only the activities available on that day will be visible.

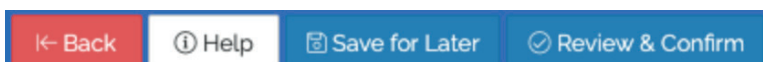
▼ Monday - 2 Available

Details	Linked	Spaces	When	Location/Organiser					Cost
Football DEsc		Unlimited	10:00 - 11:00	G. Guard					Free
		Barkat, George (Jason)		<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input checked="" type="checkbox"/> N/A
		Brown, Cornel		<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input checked="" type="checkbox"/> N/A
		Curwen, Sarah		<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input checked="" type="checkbox"/> N/A
		Ayre, Jane		<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input checked="" type="checkbox"/> N/A
		Pupil, Katie		<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input checked="" type="checkbox"/> N/A
Golf DEsc		Unlimited	10:00 - 11:00	G. Guard					Free
		Barkat, George (Jason)		<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input checked="" type="checkbox"/> N/A
		Brown, Cornel		<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input checked="" type="checkbox"/> N/A
		Curwen, Sarah		<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input checked="" type="checkbox"/> N/A
		Ayre, Jane		<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input checked="" type="checkbox"/> N/A
		Pupil, Katie		<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input checked="" type="checkbox"/> N/A

- Select your child's preferences for each club for the desired day of the week:

- 1- First choice
- 2- Second choice
- 3- Third choice

- When you have made the correct selection, click the blue 'Review & Confirm' button. You can also click 'Save for Later' and log in later to Review & Confirm.



- When clicked '**Review & Confirm**', a summary of all the selections made will be shown.

Review															
Barkat, George (Jason)				Brown, Cornel				Curwen, Sarah				Ayre, Jane			
Day															
Monday	Pref 1	Football	10:00 - 11:00	Free	Pref 1	Football	10:00 - 11:00	Free	Pref 1	Football	10:00 - 11:00	Free	Pref 1	Football	10:00 - 11:00
	Pref 2	Golf	10:00 - 11:00	Free	Pref 2	Golf	10:00 - 11:00	Free	Pref 2	Golf	10:00 - 11:00	Free	Pref 2	Golf	10:00 - 11:00

- You will then be able to check your selections and '**Edit Choices**' if needed. Once happy with choices click '**COMPLETE and Send ALL to School**'.
- Agree to the terms and conditions.

Terms & Conditions

☒ I agree

Notes

OK Cancel

- You will receive an email communication confirming your selections.

Dear Katie Parent2							
This is to confirm that your selections for New Term Signup have been sent to the school.							
Groups SELECTED:							
Group	Pupil	Day of week	Time	Location	Teacher	Cost	Pref
Football	Barkat, George (Jason)	Mon	10:00-11:00		Guard	Free GBP	1
Football	Brown, Cornel	Mon	10:00-11:00		Guard	Free GBP	1
Football	Curwen, Sarah	Mon	10:00-11:00		Guard	Free GBP	1
Football	Ayre, Jane	Mon	10:00-11:00		Guard	Free GBP	1
Football	Pupil, Katie	Mon	10:00-11:00		Guard	Free GBP	1
Golf	Barkat, George (Jason)	Mon	10:00-11:00		Guard	Free GBP	2
Golf	Brown, Cornel	Mon	10:00-11:00		Guard	Free GBP	2
Golf	Curwen, Sarah	Mon	10:00-11:00		Guard	Free GBP	2
Golf	Ayre, Jane	Mon	10:00-11:00		Guard	Free GBP	2
Golf	Pupil, Katie	Mon	10:00-11:00		Guard	Free GBP	2
Log into your SchoolsBuddy account for further details.							

- When your School has the made the after school club allocations, you will receive an email communication explaining which CCAs your child has been allocated or not allocated.
- Your Diary will then be automatically populated with the time and date of all of your children's CCAs.
- Please follow the same procedure to select your CCA buses.