

# Parent guide: CHQ registration for CCAs

## Accessing the system

Open a web browser on any device and navigate to:  
**mychq.net/bisbudapest**

Customer Log-in

powered by  
**chq**  
extra-curricular software

Please enter your user credentials in the form below to gain access to the system ...

User Name:   
Password:

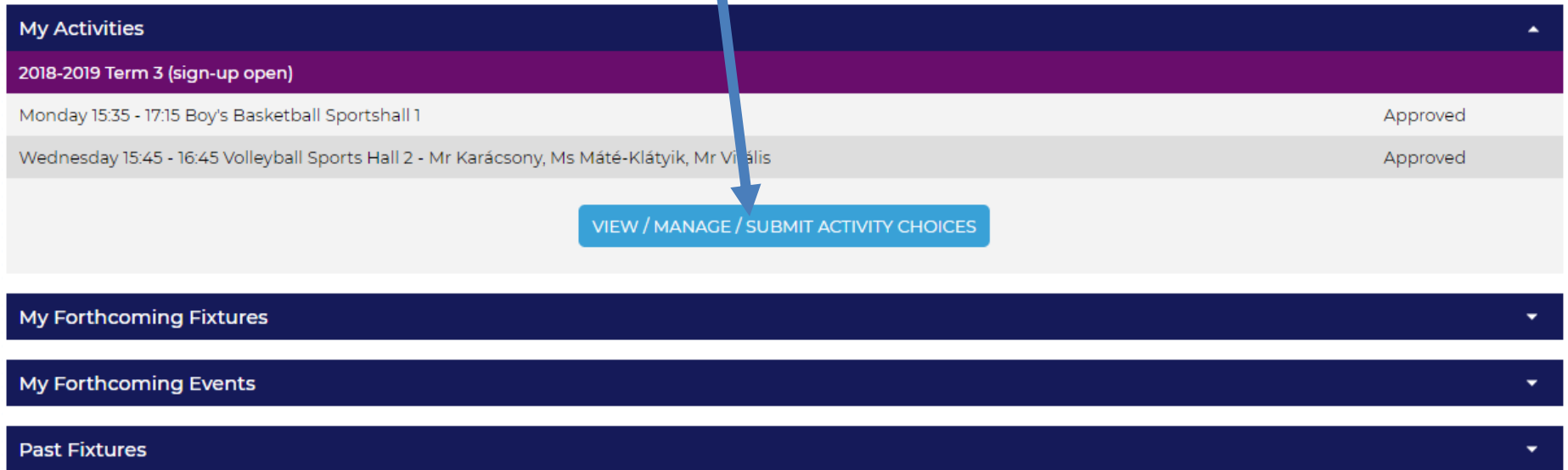
Log in

[Forgotten your user ID or password?](#)

Login with your  
username and  
password

# CCA Registration

In order to be able to access your child's activities you need to click on **view/manage/submit activity choices**.



The screenshot displays a user interface for managing activities. It features a dark blue header with the text "My Activities" and a small upward-pointing arrow. Below this is a purple bar indicating the current term: "2018-2019 Term 3 (sign-up open)". The main content area is a table with two rows of activity data. The first row shows "Monday 15:35 - 17:15 Boy's Basketball Sportshall 1" with a status of "Approved". The second row shows "Wednesday 15:45 - 16:45 Volleyball Sports Hall 2 - Mr Karácsony, Ms Máté-Klátyik, Mr Völgyi" with a status of "Approved". Below the table is a light blue button with the text "VIEW / MANAGE / SUBMIT ACTIVITY CHOICES". A blue arrow points from the text above to this button. Below the button are three dark blue sections: "My Forthcoming Fixtures", "My Forthcoming Events", and "Past Fixtures", each with a small downward-pointing arrow.

My Activities	
2018-2019 Term 3 (sign-up open)	
Monday 15:35 - 17:15 Boy's Basketball Sportshall 1	Approved
Wednesday 15:45 - 16:45 Volleyball Sports Hall 2 - Mr Karácsony, Ms Máté-Klátyik, Mr Völgyi	Approved

VIEW / MANAGE / SUBMIT ACTIVITY CHOICES

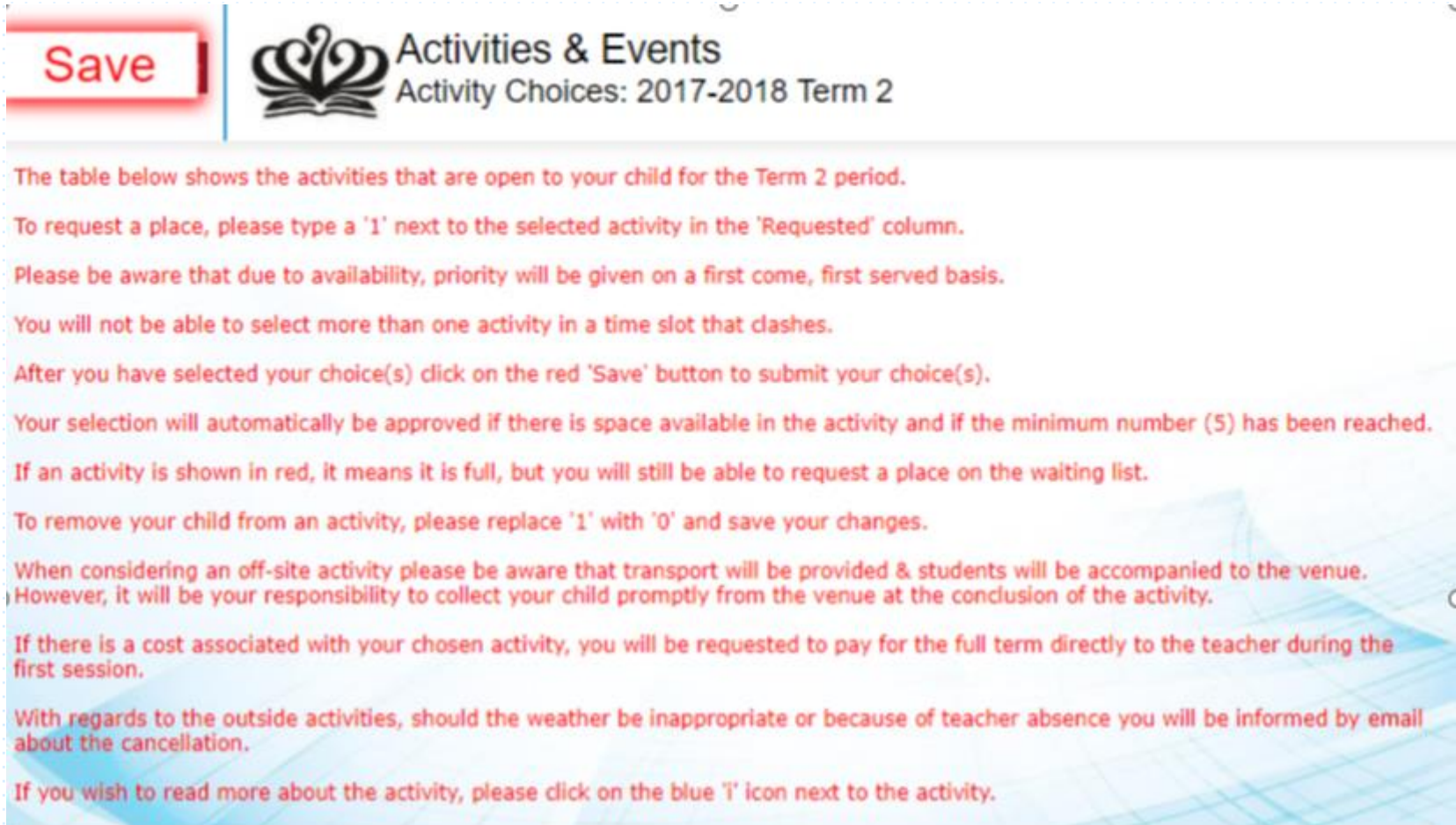
My Forthcoming Fixtures


My Forthcoming Events

Past Fixtures

# CCA Registration

**To sign up for activities, please read the information carefully and follow the instructions.**



**Save** |  **Activities & Events**  
Activity Choices: 2017-2018 Term 2

The table below shows the activities that are open to your child for the Term 2 period.

To request a place, please type a '1' next to the selected activity in the 'Requested' column.

Please be aware that due to availability, priority will be given on a first come, first served basis.

You will not be able to select more than one activity in a time slot that clashes.

After you have selected your choice(s) click on the red 'Save' button to submit your choice(s).

Your selection will automatically be approved if there is space available in the activity and if the minimum number (5) has been reached.

If an activity is shown in red, it means it is full, but you will still be able to request a place on the waiting list.

To remove your child from an activity, please replace '1' with '0' and save your changes.

When considering an off-site activity please be aware that transport will be provided & students will be accompanied to the venue. However, it will be your responsibility to collect your child promptly from the venue at the conclusion of the activity.

If there is a cost associated with your chosen activity, you will be requested to pay for the full term directly to the teacher during the first session.

With regards to the outside activities, should the weather be inappropriate or because of teacher absence you will be informed by email about the cancellation.

If you wish to read more about the activity, please click on the blue 'i' icon next to the activity.

# CCA Registration

## Select your activity

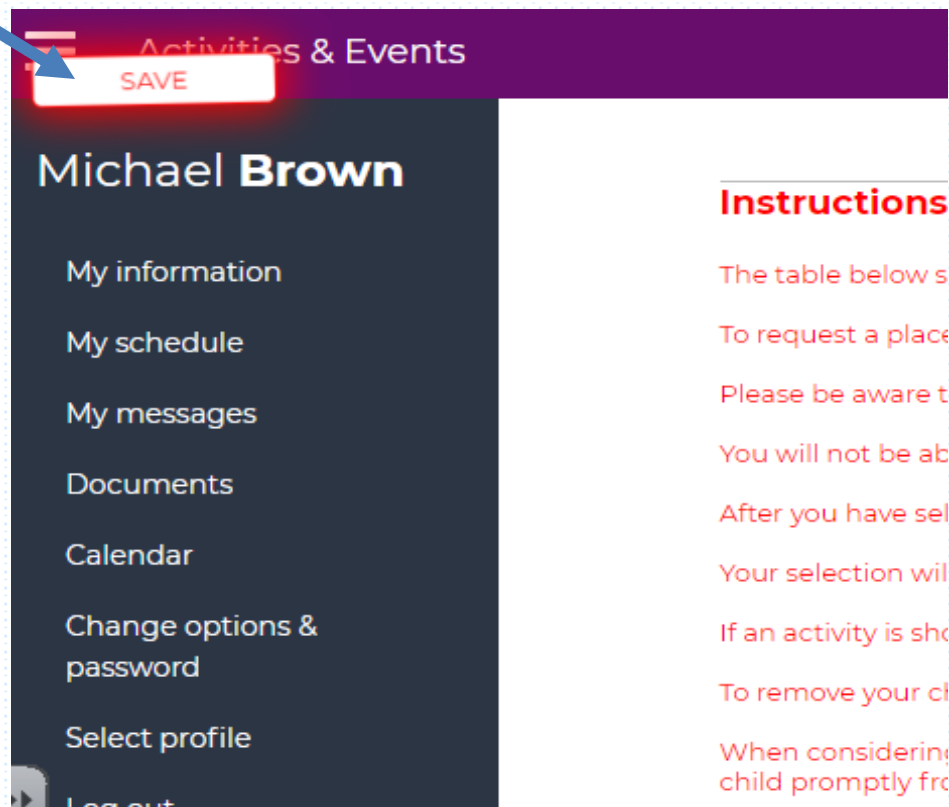


Monday

	Requested	Submitted	Approved
Board Games / CCA [13:15-13:45] Z4 Capacity: 20 places	<input type="radio"/>		
French Language and Culture (native speakers) / CCA [13:15-13:45] Z1 Capacity: 20 places	<input checked="" type="radio"/>		
Senior Vocal Group / CCA [13:15-13:45] Z12 Capacity: 18 places	<input type="radio"/>		
Spanish Language and Culture / CCA [13:15-13:45] Z2 Mrs Nagy Capacity: 20 places	<input type="radio"/>		

# CCA Registration

After you have selected ALL your choice(s) click the **red** 'Save' button on the top left to submit the choice(s).



The screenshot displays a user interface for CCA registration. At the top, a purple header bar contains the text "Activities & Events" and a red "SAVE" button. A blue arrow points from the text above to the "SAVE" button. Below the header, a dark grey sidebar lists user options: "Michael Brown", "My information", "My schedule", "My messages", "Documents", "Calendar", "Change options & password", "Select profile", and "Log out". The main content area on the right is titled "Instructions" in red and contains several lines of red text, including "The table below s", "To request a place", "Please be aware t", "You will not be ab", "After you have sel", "Your selection wil", "If an activity is shc", "To remove your cl", and "When considerin; child promptly fro".

# CCA Registration

**If your sign up is successful, your confirmation page will be displayed and you will receive an email with your choice(s) submitted.**

**Please note, that the confirmation email will only be sent if the number of the approved participants reach the minimum requested number for the activity.**

## **APPROVED**

### Activity Choices Submitted

Thank you for submitting your activity choices, which have been received and stored.

Please note that this is merely a receipt confirmation of your choice preferences, and does not mean you will necessarily get a place on the activities you chose.

An email has been sent to your registered email addresses showing the detail of the choices you have submitted.

[Please click here to go back to your profile page.](#)

[Or click here to go to the activity choices page again.](#)