

# Parent guide: CHQ registration for CCA's

## 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**.

A screenshot of a website navigation bar. The bar is dark blue with white text. On the left, it says "2017-2018 Term 2 (sign-up open)". On the right, there is a button that says "view / manage / submit activity choices". A red arrow points from the text in the main heading area to this button. Below the navigation bar, there is a section titled "Forthcoming Events" on a light blue background with a grid pattern.

2017-2018 Term 2 (sign-up open)

view / manage / submit activity choices

Forthcoming Events

# 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.

## 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"/> 1		
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).
- If your sign up is successful, your confirmation page will be displayed and you will receive an email with your choices 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.](#)

# CCA Registration

If you go back to the HOME page, you will see your choices and whether they are **approved** or on the **waiting list**:



The screenshot displays a table of activity choices for the 2017-2018 Term 2. The table has two columns: activity details and status. A red arrow points from the text 'whether they are approved or on the waiting list' to the 'Requested' status in the first row.

2017-2018 Term 2 (sign-up open)	
Monday 15:35-17:15 Boy's Football Sportsfield 2 - Mr Montgomery, Mr Wilson	Requested
Tuesday 13:15-13:45 App-making A17	Requested

view / manage / submit activity choices

▼ Forthcoming Events

**Please note:** If you have more than one child, after completing choices for the first child, go to the Profile on the Homepage. Repeat your selection of activities for your second child.



The screenshot shows the homepage navigation bar. On the left, there are four icons: a list, a search, a person, and a home. A red arrow points from the text 'go to the Profile on the Homepage' to the person icon. On the right, there is a logo of a crown and the text 'Activities & Events Home'. Below the navigation bar, there is a dark blue button labeled 'My Profile'.