



## How to Register Preferences for Clubs and Athletics Activities

Go to the [CHQ](http://mychq.net) website

[mychq.net/bisboston](http://mychq.net/bisboston)

**User name:** your email as used in correspondence with school

**Password:** reset using [Forgotten your user ID or password?](#) on sign-in page, if needed

If you have multiple children at BISB you will see links to each of their individual accounts

You will need to **register preferences for one child** and the return to this page to access the amount of a second/ third child.

To **access Clubs & Athletics** sign-ups open 'My Activities'

and click '**view / manage / submit activity choices**'

The screenshot shows the CHQ website interface. At the top, it says "Activities & Events British International School of Boston". Below this is a "Customer Log-in" section with a form for "User Name" and "Password", a "Log in" button, and a link for "Forgotten your user ID or password?". Below the login section is a "Profile Selection" section with a heading "CHQ extra-curricular software Profile Selection". It asks the user to "Please select which profile you would like to work with following list:". There are two profile cards: one for "Richards, Iwan" and one for "Williams, Ruth". Below the profile selection section, there is a navigation bar with icons for a menu, search, user profile, and home. The main content area shows "My Timetable Today" with a blank space, "My Activities" with a link to "2017-2018 Winter Clubs and Athletics (sign-up open)" and a button for "view / manage / submit activity choices", and "Forthcoming Events" with a table of events.

Date	Time	Title	Location	Type
17/11	06:30	High School Winter Formal	rainbow hall	Trip
12/01	12:30	Sunday River Ski Weekend Y7-13	Sunday River	Trip

calendar view



You will then see all the Clubs and Athletic Activities available for this student to request.

**Note you will only see activities applicable to this student**

**Activities & Events**  
Activity Choices: 2017-2018 Winter Clubs and Athletics

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
Curling Club / Competitive Athletics [15:30-17:00] Brookline Country Club <i>Mr. Ian Boote, Mr. Glyn Johnson</i> Capacity: 12 places also Wednesday 15:30	<input type="radio"/>		
Extended Essay and IA Help / Clubs (charged) [15:30-16:30] Wing Learning Center <b>Cost: \$15.00</b> <i>Ms. Anna Kubešin</i> Capacity: 20 places	<input type="radio"/>		
Boys Basketball / Athletics (none competitive) [16:30-17:30] Gym <i>Mr. Dylan Censorio</i> Capacity: 20 places	<input type="radio"/>		

### Tuesday

	Requested	Submitted	Approved
Cookery / non-sport [15:30-16:30] meet by library, session in Showa <b>Cost: \$130.00</b> Capacity: 12 places	<input type="radio"/>		
Future Business Leaders of America / Clubs [15:30-16:30] W 98 <i>Ms. Ellen Boucher</i> Capacity: 15 places	<input type="radio"/>		

### Wednesday

	Requested	Submitted	Approved
Curling Club / Competitive Athletics [15:30-17:00] Brookline Country Club <i>Mr. Boote, Mr. Johnson</i> Capacity: 12 places sign up Monday 15:30	<input type="radio"/>		
Fitness / Clubs [15:30-16:30] Black box <i>Mr. Stephen Higgins</i> Capacity: 10 places	<input type="radio"/>		
Volleyball Club / Athletics (none competitive) [16:30-17:30] Gym <i>Miss Kate Wooldridge</i> Capacity: 30 places	<input type="radio"/>		

### Thursday

	Requested	Submitted	Approved
Drama Club / Clubs [15:30-17:00] Room 321 <i>Ms. Emma Halgwood</i> Capacity: 30 places	<input type="radio"/>		
Duke of Edinburgh / Clubs [15:30-16:30] Room 317 <i>Mr. Jason Ng, Ms. Helen Staniland</i>	<input type="radio"/>		

Each entry shows the activity, timings, location, capacity, cost and other notes

**Please pay special attention to timings;** note several activities especially for older students run later than 4:30pm (16:30)

**if an activity runs multiple times a week and students must attend multiple days**, then only the first entry will have an active 'request' button. The later entries, on day(s) later in the week, will be inactive.

Cookery / non-sport [15:30-16:30] meet by library, session in Showa **Cost: \$130.00**   
Capacity: 12 places

### Wednesday

	Requested
Curling Club / Competitive Athletics [15:30-17:00] Brookline Country Club <i>Mr. Boote, Mr. Johnson</i> Capacity: 12 places sign up Monday 15:30	<input type="radio"/>



Using the Request Buttons, enter the preference order for this student's chosen activities.

Use '1' for the highest preference and continue from there.

Preferences should be listed across the week i.e. one 1st choice for the week, one 2nd choice for the week etc

Click 'Save' once preference entries are completed

Click again to 'Submit'

You will see a confirmation message that the requests have been submitted.

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

mychq.net

**Save** Activities & Events  
Activity Choices: 2017-2018 Winter Clubs and Athletics

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
Curling Club / Competitive Athletics [15:30-17:00] Brookline Country Club Mr. Ian Boote, Mr. Glyn Johnson Capacity: 12 places also Wednesday 15:30	1		
Extended Essay and IA Help / Clubs (charged) [15:30-16:30] Wing Learning Center Cost: \$15.00 Ms. Anna Kubetin Capacity: 20 places			
Boys Basketball / Athletics (none competitive) [16:30-17:30] Gym Mr. Dylan Censorio Capacity: 20 places	4		

**Tuesday**

	Requested	Submitted	Approved
Cookery / non-sport [15:30-16:30] meet by library, session in Showa Cost: \$130.00 Capacity: 12 places			
Future Business Leaders of America / Clubs [15:30-16:30] W 98 Ms. Ellen Boucher Capacity: 15 places	2		

**Wednesday**

	Requested	Submitted	Approved
Curling Club / Competitive Athletics [15:30-17:00] Brookline Country Club Mr. Boote, Mr. Johnson Capacity: 12 places sign up Monday 15:30			
Fitness / Clubs [15:30-16:30] Black box Mr. Stephen Higgins Capacity: 10 places	3		
Volleyball Club / Athletics (none competitive) [16:30-17:30] Gym Miss Kate Woodbridge Capacity: 30 places			

**Thursday**

	Requested	Submitted	Approved
Drama Club / Clubs [15:30-17:00] Room 321 Ms. Emma Heagood Capacity: 30 places			
Duke of Edinburgh / Clubs [15:30-16:30] Room 317 Mr. Jason Ng, Ms. Helen Staniland			

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**Activities & Events Confirmation**

**Activity Choices Submitted**

The pupil's activity choices have been received and stored.





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


[Please click here to go back to the person details page.](#)

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



Within the registration period, you can adjust choices by repeating this process. Once the registration period closes though, changes cannot be made





Activities & Events  
Home

^ My Timetable Today

^ My Activities

2017-2018 Winter Clubs and Athletics (sign-up open)

[view / manage / submit activity choices](#)

^ Forthcoming Events

Date	Time	Title	Location	Type
17/11	05:30	High School Winter Formal	rainbow hall	Trip
12/01	12:30	Sunday River Ski Weekend Y7-13	Sunday River	Trip

[calendar view](#)

Once registration closes, CHQ will process the preference requests and then place students in activities based on these preferences and the capacity of activities

You will receive an email confirming the activities your son/daughter has been placed in, once this processing period is over.

### Payment





If during this processing period, your child is placed in an activity with an associated cost the PayPal link on CHQ will become active once the place has been confirmed.


You do not need a Paypal account. A direct credit card payment can be made as a *guest*.

You will see the outstanding balance appear on the student's main home page.

Click '**Outstanding Balance**' and you can follow the link to PayPal.

**Confirmation of a place on a paid activity is subject to payment being received.**  
**If payment is not made promptly the place will be made available to waitlisted student.**





Activities & Events  
Home

▼ Outstanding Balance: \$14.00

^ My Timetable Today

^ My Activities

2017-2018 Winter Clubs and Athletics (sign-up open)

^ Forthcoming Events

Date	Time	Title
17/11	05:30	High School Winter Formal
12/01	12:30	Sunday River Ski Weekend Y7-13