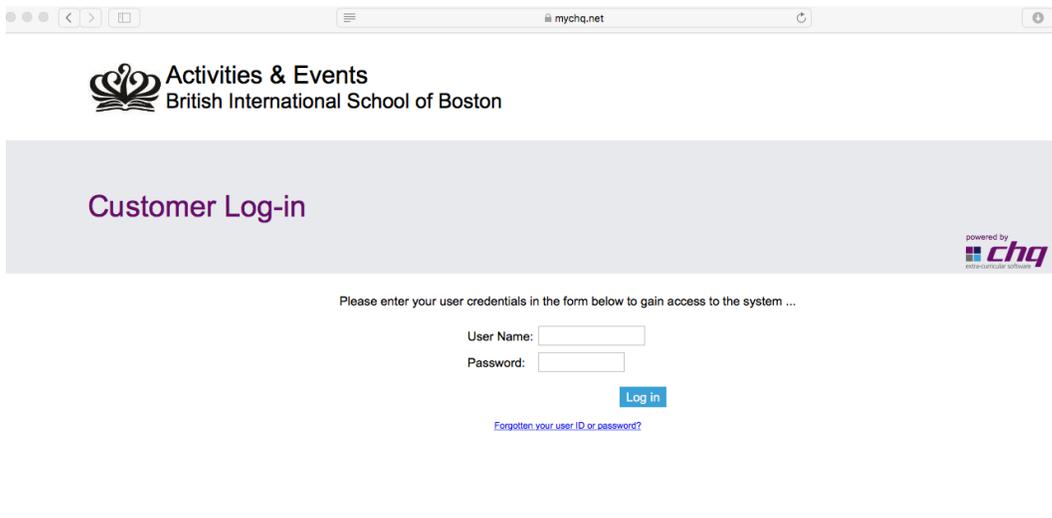
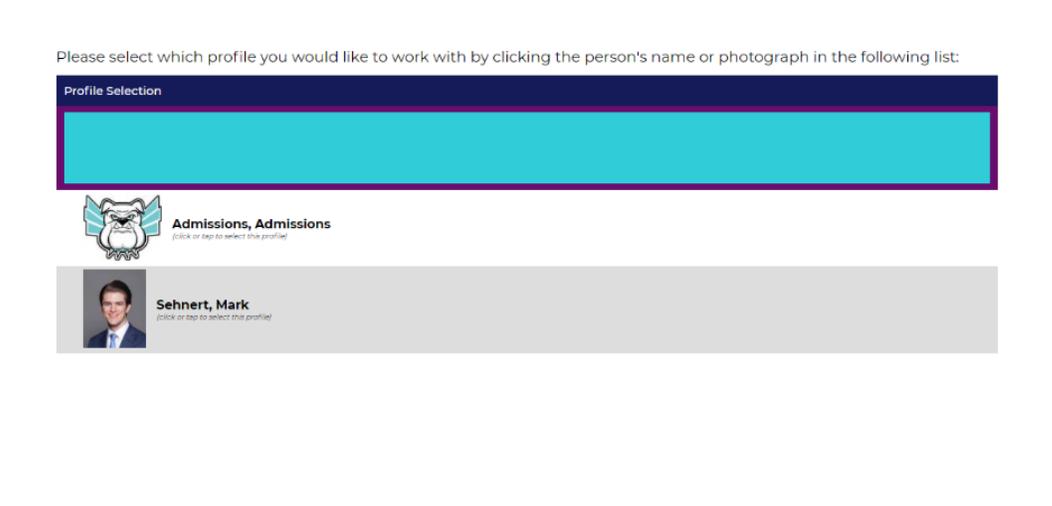
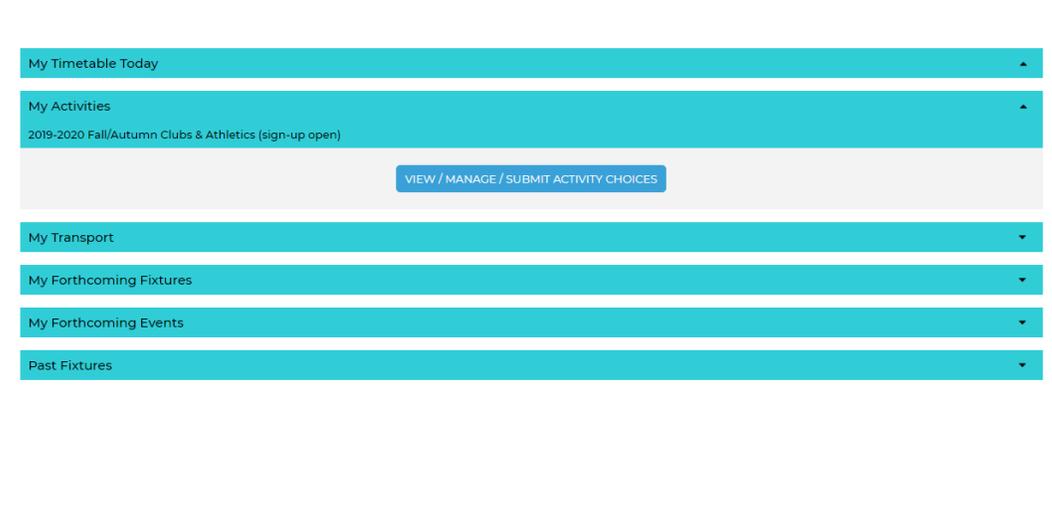




How to Register Preferences for Clubs and Athletics Activities

| | |
|--|--|
| <p>Go to the CHQ website mychq.net/bisboston</p> <p>User name: your email as used in correspondence with school</p> <p>Password: reset using Forgotten your user ID or password? on sign-in page, if needed.</p> <p>Newly enrolled families will have received their password in the past few days.</p> |  |
| <p>If you have multiple children at BISB you will see links to each of their individual accounts.</p> <p>You will need to register preferences for one child and then return to this page to access the account of a second/third child.</p> <p>If you have one child, CHQ will go straight to the following screen.</p> |  |
| <p>To access Clubs & Athletics sign-ups: open 'My Activities'</p> <p>and click 'view / manage / submit activity choices'</p> |  |



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

Note you will only see activities applicable to this student.

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

Please pay special attention to timings; note several activities, especially for older students, may start or end later than 4:30pm (16:30)

If an activity runs multiple times a week and students must attend multiple days, this will be noted under the Capacity line with the dates and times of the other club meetings.

Admissions, Admissions [13/Plymouth]

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 |
|--|--|-----------------------|-----------|----------|
| Biology Homework Club / Clubs [13:05 - 13:50] 215 i <i>Mrs. Sarah Dolan</i> | | <input type="radio"/> | | |
| High School French Grammar / Clubs [15:30 - 16:30] 300 i <i>Mme. Charika Bensadok</i> Capacity: 8 places | | <input type="radio"/> | | |
| IB Diploma Study Hall / Clubs [15:30 - 16:30] i <i>Ms. Karen McWilliam</i> | | <input type="radio"/> | | |
| Varsity Girls Soccer / Competitive Athletics [16:30 - 17:30] i <i>Ms. Stephanie Minto</i> Capacity: 25 places also Tuesday 16:30, Wednesday 15:30, Thursday 16:30 | | <input type="radio"/> | | |
| Tuesday | | Requested | Submitted | Approved |
| Varsity Girls Soccer / Competitive Athletics [16:30 - 17:30] i <i>Ms. Minto</i> Capacity: 25 places sign up Monday 16:30 | | <input type="radio"/> | | |
| Wednesday | | Requested | Submitted | Approved |
| Duke of Edinburgh International Award / Clubs(charged) [13:05 - 13:50] 303 Cost: \$150.00 i <i>Mrs. Rachael Anderson-Shore, Mr. Stephen Higgins, Miss Jenn Wagner</i> Capacity: 20 places | | <input type="radio"/> | | |
| Art Club - Middle & High School / Clubs [15:05 - 15:50] 319 i <i>Mrs. Jessie Smith</i> Capacity: 15 places | | <input type="radio"/> | | |
| Cross Country / Competitive Athletics [15:30 - 16:30] i <i>Mr. Jared Hatch, Ms. Anna Kubetin</i> | | <input type="radio"/> | | |
| Thursday | | Requested | Submitted | Approved |
| Debate Team / Clubs(charged) [15:30 - 17:30] 300 Cost: \$260.00 i <i>Mr. Keith West (External)</i> Capacity: 18 places | | <input type="radio"/> | | |
| Varsity Girls Soccer / Competitive Athletics [16:30 - 17:30] i <i>Ms. Stephanie Minto</i> Capacity: 25 places also Tuesday 16:30, Wednesday 15:30, Thursday 16:30 | | <input type="radio"/> | | |

| Thursday | | Requested | Submitted | Approved |
|---|--|-----------------------|-----------|----------|
| Debate Team / Clubs(charged) [15:30 - 17:30] 300 Cost: \$260.00 i <i>Mr. Keith West (External)</i> Capacity: 18 places | | <input type="radio"/> | | |

| | | | | |
|--|--|-----------------------|--|--|
| Varsity Girls Soccer / Competitive Athletics [16:30 - 17:30] i <i>Ms. Stephanie Minto</i> Capacity: 25 places also Tuesday 16:30, Wednesday 15:30, Thursday 16:30 | | <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. See the example on the right.

Click 'Save' once preference entries are completed.

Click again to 'Submit'.

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 |
|---|--|-----------|-----------|----------|
| Biology Homework Club / Clubs [13:05 - 13:50] 215 ⁱ Mrs. Sarah Dolan | | | | 5 |
| High School French Grammar / Clubs [15:30 - 16:30] 300 ⁱ Mme. Chafika Bensadok Capacity: 8 places | | | | |
| IB Diploma Study Hall / Clubs [15:30 - 16:30] ⁱ Ms. Karen McWilliam | | | | 2 |
| Varsity Girls Soccer / Competitive Athletics [16:30 - 17:30] ⁱ Ms. Stephanie Minto Capacity: 25 places also Tuesday 16:30, Wednesday 15:30, Thursday 16:30 | | | | |
| Tuesday | | Requested | Submitted | Approved |
| Varsity Girls Soccer / Competitive Athletics [16:30 - 17:30] ⁱ Ms. Minto Capacity: 25 places sign up Monday 16:30 | | | | |
| Wednesday | | Requested | Submitted | Approved |
| Duke of Edinburgh International Award / Clubs(charged) [13:05 - 13:50] 303 Cost: \$150.00 ⁱ Mrs. Rachael Anderson-Shore, Mr. Stephen Higgins, Miss Jenn Wagner Capacity: 20 places | | | | |
| Art Club - Middle & High School / Clubs [15:05 - 15:50] 319 ⁱ Mrs. Jessie Smith Capacity: 15 places | | | | 3 |
| Cross Country / Competitive Athletics [15:30 - 16:30] ⁱ Mr. Jared Hatch, Ms. Anna Kubetin Capacity: 20 places | | | | 1 |
| Physics Catch-Up / Clubs [15:30 - 16:30] 214 ⁱ Mr. Oliver Smith | | | | |
| SAT Prep / Clubs(charged) [15:30 - 16:30] Cost: \$900.00 ⁱ Capacity: 10 places | | | | |
| Varsity Girls Soccer / Competitive Athletics [15:30 - 17:00] ⁱ Ms. Minto Capacity: 25 places sign up Monday 16:30 | | | | |
| Thursday | | Requested | Submitted | Approved |
| Debate Team / Clubs(charged) [15:30 - 17:30] 300 Cost: \$260.00 ⁱ Mr. Keith West (External) Capacity: 18 places | | | | 4 |
| IB Diploma Study Hall / Clubs [15:30 - 16:30] ⁱ Ms. Karen McWilliam | | | | |
| Spanish Conversation / Clubs [15:30 - 16:30] 301 ⁱ Mr. David Wickenden Capacity: 15 places | | | | |

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

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

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.

Here's the current activities status for 2019-2020 Fall/Autumn Clubs & Athletics

| | |
|--|-----------|
| Monday 13:05-13:50 Biology Homework Club 215 - Mrs. Dolan | Requested |
| Monday 15:30-16:30 IB Diploma Study Hall - Ms. McWilliam | Requested |
| Wednesday 15:05-15:50 Art Club - Middle & High School 319 - Mrs. Smith | Requested |
| Wednesday 15:30-16:30 Cross Country - Mr. Hatch, Ms. Kubetin | Requested |
| Thursday 15:30-17:30 Debate Team 300 - Mr. West (External) | Requested |

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

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



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

The screenshot shows a user dashboard with several menu items: My Details, My Schedule, My Transport, My Current / Future Activities, My Payments History, My Assessments, My Absences, and My Other Profiles. The 'My Current / Future Activities' section is expanded, showing a table of activities for the 2019-2020 Fall/Autumn Clubs & Athletics (sign-up open). All activities listed are marked as 'Requested'.

| 2019-2020 Fall/Autumn Clubs & Athletics (sign-up open) | |
|--|-----------|
| Monday 13:05 - 13:50 Biology Homework Club 215 - Mrs. Dolan | Requested |
| Monday 15:30 - 16:30 IB Diploma Study Hall - Ms. McWilliam | Requested |
| Wednesday 15:05 - 15:50 Art Club - Middle & High School 319 - Mrs. Smith | Requested |
| Wednesday 15:30 - 16:30 Cross Country - Mr. Hatch, Ms. Kubetin | Requested |
| Thursday 15:30 - 17:30 Debate Team 300 - Mr. West (External) | Requested |

Below the table is a button labeled 'VIEW / MANAGE / SUBMIT ACTIVITY CHOICES'.

Once registration closes, CHQ will process the club requests in preference order, placing 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

Once club placements have been finalized, if your child is placed in an activity with an associated cost, the Paypal link on CHQ will become active.

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

You will see the total amount due for each student on the student's home page, under the heading 'Outstanding Balance.'

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

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

The screenshot shows a payment page with the following content:

- Outstanding Balance: \$490.00**
- School records show you have an outstanding balance owing.
- [Show statement](#)
- PayPal** logo with text: "You can pay on-line now using your PayPal account or your credit card!"
- [CLICK HERE TO PAY ONLINE NOW](#) button
- A navigation menu with items: My Details, My Schedule, My Transport, My Current / Future Activities, My Payments History, My Assessments, My Absences, and My Other Profiles.