



SchoolsBuddy Student & Parent Tutorial: Activating your Account & Making CCA Selections

The below is a step-by-step tutorial for students and parents to activate their SchoolsBuddy Account and then make CCA selections on the SchoolsBuddy 2.0. app and/or the SchoolsBuddy web browser (<https://acsinternational.schoolsbuddy.net/>).

Activating your Account

1. **Check your email-** All new students, parents and guardians are sent a SchoolsBuddy activation email to your registered email address. Students check your school email/ Parents check the contact email address that you have provided to the school.
2. Follow the instructions within the email to activate your SchoolsBuddy account.
3. **Download the “SchoolsBuddy 2.0.” app** on either iOS or Android. Or visit <https://acsinternational.schoolsbuddy.net/> and sign in using your newly created password and your registered email address.
4. Remember to allow notifications.

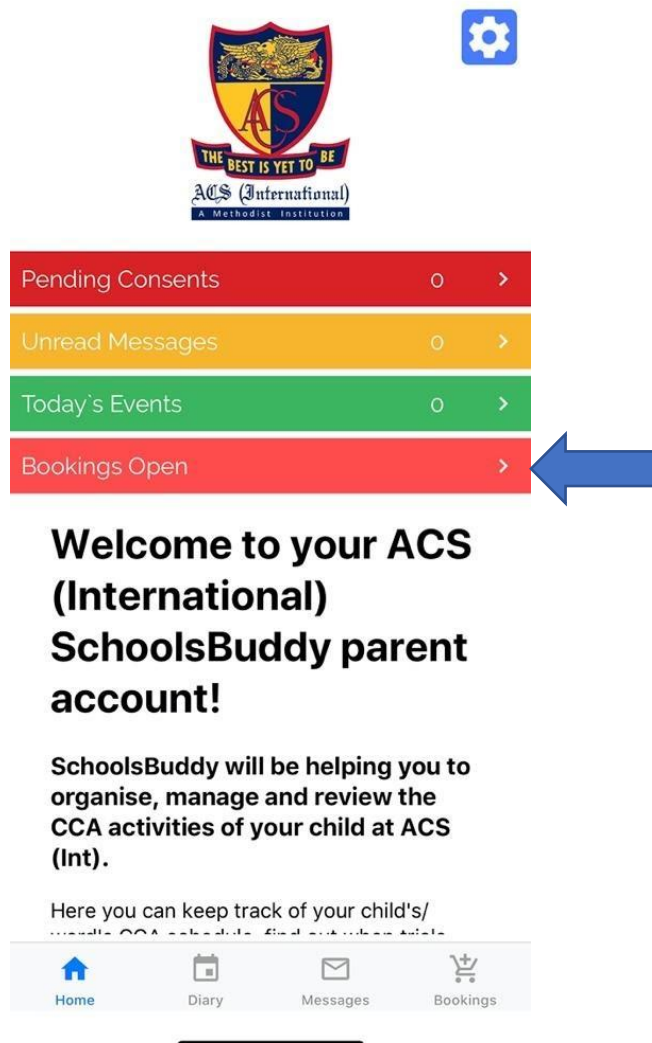
<i>Prepared By</i>	<i>Approved By</i>	<i>Review and Revised</i>	<i>Reviewed by</i>	<i>Next Review</i>

Making CCA Selections

1. Once you have signed in to SchoolsBuddy, click the 'Activities & Clubs' tab (web browser), or the Bookings Open button (mobile app).



(Web Browser View)



(Mobile App View)

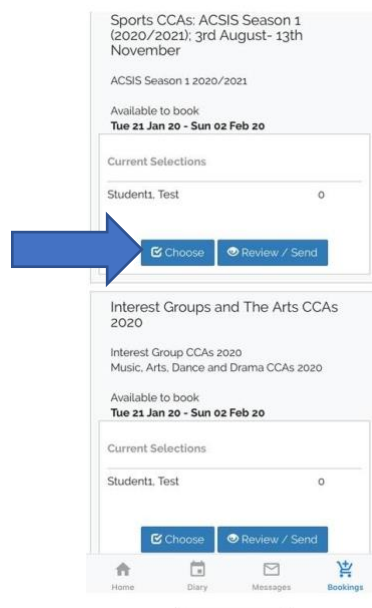
2. You will then see 5 boxes which indicate the separate CCA blocks that students can choose to sign up for. Each box is clearly labelled as one of the following; Sports CCAs ACSIS Season 2, Sports CCAs ACSIS Season 3, Recreational Sports CCAs, Sports CCAs ACSIS Season 1 and Interest Groups and The Arts CCAs 2020.

Click the blue 'choose' button to select your options within a minimum of one of the options blocks*.

**ACS (Int) requires all students to have at least one active CCA throughout the year, with the majority of able students signing up to more than one. Students may choose to participate in an Interest Group or Arts CCA most of which run once a week for the duration of the year, or, alternatively may choose to participate in a competitive or recreational seasonal sport which, as the name suggests, only run for the length of a particular season. For sports CCAs students may choose to take part in a different sport each season by selecting one sport from each Sports CCA block; ACSIS Season 2, ACSIS Season 3, Recreational Sports CCAs, ACSIS Season 1 (please see the 2020 CCA schedule for more details).*



(Web Browser View)



(Mobile App View)

3. From there, the CCAs that are available for you/your child will be shown by day of the week.

Please note that students will only be able to see the CCAs that they are eligible to sign-up for. e.g. only students from years 1 and 2 will be able to see the 14U sports, students in the older year groups won't be able to see 14U sports.

4. Click the day of the week to expand the section.

5. Select your/your child's preferences for each club for the desired day of the week and then make your preferences.

In the example below, Bobby Smith's parent has selected Art Club on a Tuesday as their first choice, but, in case there are not enough spaces, Bobby's parent has selected Cricket club as a second preference. They are trying to ensure a club on a Tuesday (perhaps due to work commitments) but show the school that Bobby would prefer to do art.

It is fine to leave some clubs without any preference selections, the tick will remain in the N/A box to show that you do not wish to select this club.

Please note: Schools set limits for the amount of daily or weekly selections you can make according to their own policy.

▼ Monday - 2 Available								
▶ Tuesday - 2 Available								
Details	Linked	Spaces	When	Location/Organiser	Cost			
Art Club Painting and Drawing		20	15:00 - 16:00	Room 217 / B. Artist	5.00			
	Smith, Bobby		<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> N/A
Cricket Club This term we are working on batting		20	15:00 - 16:00	Main Pitch / G. Guard	Free			
	Smith, Bobby		<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> N/A
▼ Wednesday - 2 Available								
▼ Thursday - 2 Available								
▼ Friday - 2 Available								

6. When you have made selections for each of the days you would like, click the blue 'Review & Confirm' button which can be found at the top right of the screen. Alternatively you can also click 'Save for Later' and complete later.



If you save for later, when you return to the Activities & Clubs tab, click the Review/Send button to complete your selections and send to the school

Available to book
Wed 11 Sep 19 - Fri 13 Sep 19

Demo School - After School Clubs - Parent Choices

Demonstration of After School Club preference choices

Current Selections

Smith, Bobby 0

[Choose](#)

[Review / Send](#)

7. Click 'Review & Confirm', to see a summary of all the selections made.

Demo School - After School Clubs - Parent Choices

Demonstration of After School Club preference choices

Period From 30-Sep-19 To 01-Nov-19

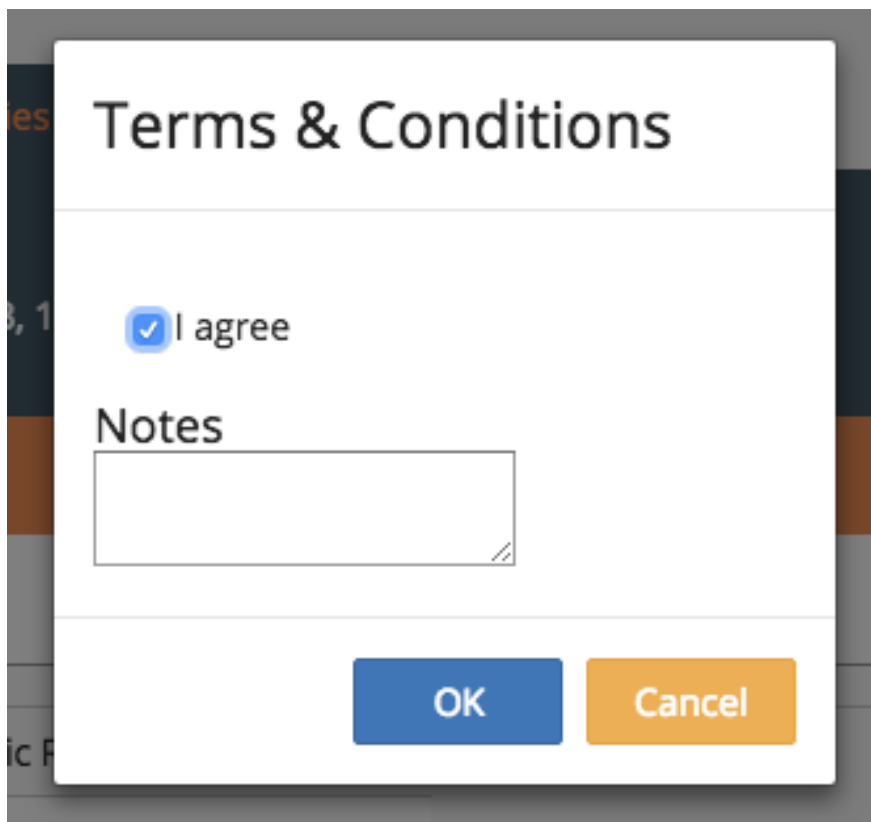
Review
[Back](#)
[Edit Choices](#)
[COMPLETE and Send ALL to School](#)

Day	Smith, Bobby				
Monday	Pref 1	Chess Club	15:00 - 16:00	Classroom 11	Free
Tuesday	Pref 1	Art Club	15:00 - 16:00	Room 217	5.00 Per term
	Pref 2	Cricket Club	15:00 - 16:00	Main Pitch	Free
Thursday	Pref 1	Minecraft Club	15:00 - 16:00	Classroom 13a	Free

[Back](#)
[Edit Choices](#)
[COMPLETE and Send ALL to School](#)

8. You can click 'Edit Choices' to make changes if needed. When you are happy with your choices click 'COMPLETE and Send ALL to School'.

9. Agree to the terms and conditions of the CCA programme and your preferences will be sent to the School.



Terms & Conditions

I agree

Notes

OK Cancel

10. You will receive an email communication confirming your selections. An example of this is shown below. This is not a confirmation that your chosen CCAs have been allocated, but merely a summary of the CCAs you have requested in order of preference.

Dear Angela Smith

This is to confirm that your selections for Demo School - After School Clubs - Parent Choices have been sent to the school.

Groups SELECTED:

Group	Pupil	Day of week	Time	Location	Teacher	Cost	Pref
Chess Club	Smith, Bobby	Mon	15:00-16:00	Classroom 11	Davies	Free GBP	1
Art Club	Smith, Bobby	Tue	15:00-16:00	Room 217	Artist	5.00 Per term GBP	1
Cricket Club	Smith, Bobby	Tue	15:00-16:00	Main Pitch	Guard	Free GBP	2
Minecraft Club	Smith, Bobby	Thu	15:00-16:00	Classroom 13a	Davies	Free GBP	1

Log into your SchoolsBuddy account for further details.

**If this email does not contain any selections then this will be because you have a sibling or another child at Goring School Dev and selections have only been submitted for them.

11. Only after the School has processed the CCA allocations, will you receive a further email communication showing which clubs your child has been allocated or not allocated.

12. Your Diary will be automatically populated with the time and date of the events of the clubs/activities allocated for your child.