



EC Programme & BISSV online sign-up

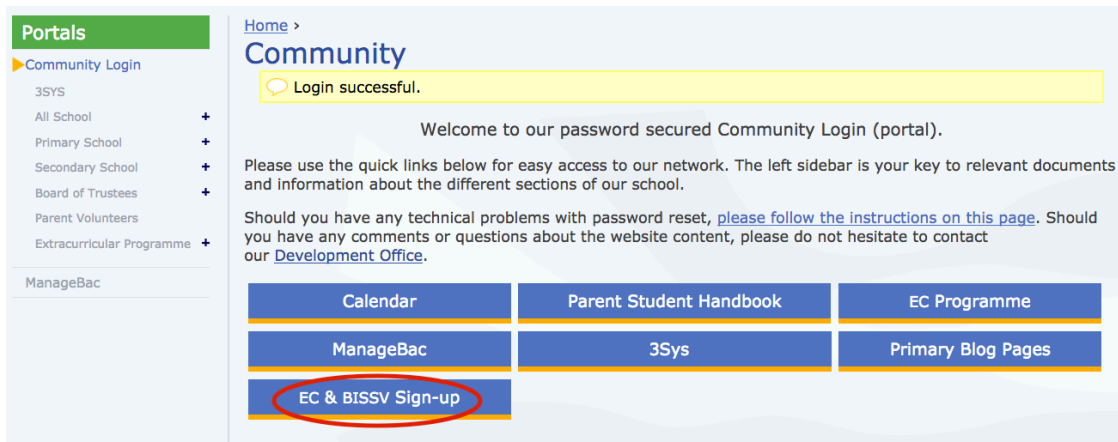
YOUR GUIDE

To help you gain a better overview of the activities outside the classroom that we offer at BIS and to help with the signup process, we have chosen an online signup portal. This is your guide on how to use it.

1. Login

Please use the school website www.bonn-is.de to access the online sign-up portal.

You need to log into the school website and go to the community login section. Click on the “EC & BISSV sign-up” button.

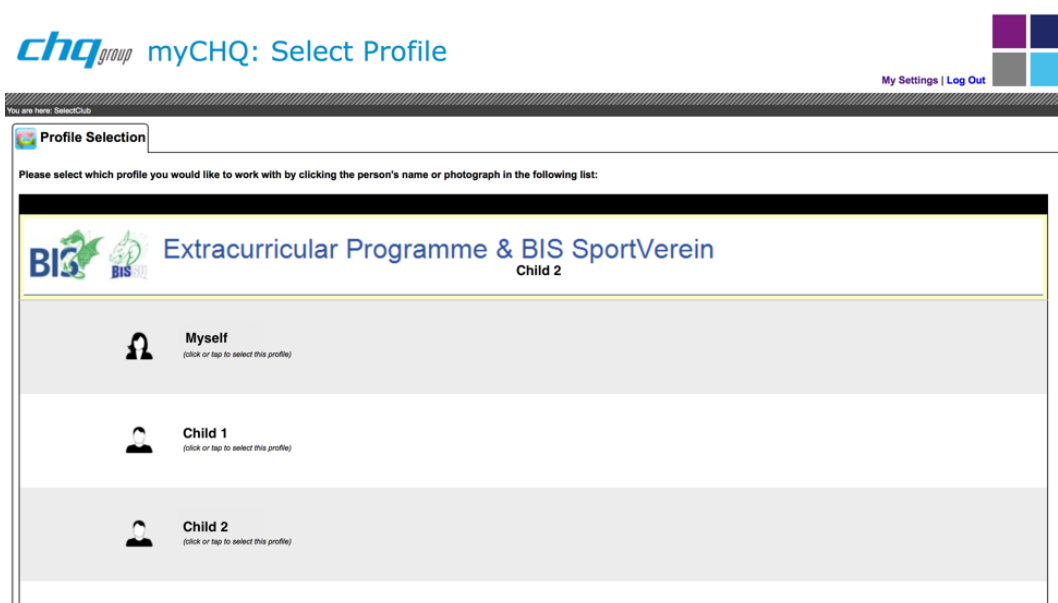


Picture: EC Programme and BISSV sign-up button

2. Accessing a specific Profile

When you login into the CHQ portal, you will find the profile selection page with the name(s) of your child(ren) and your name. If you are not able to see all the names, please inform our Development Team (email: development@bonn-is.de).

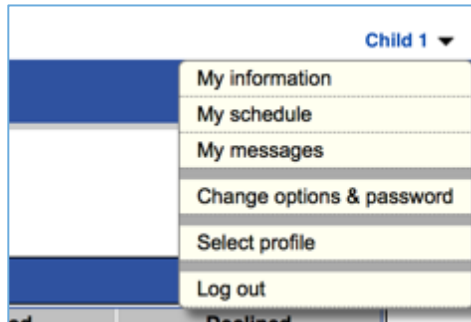
You will then need to click on one name in order to view his/her profile and also to start viewing/selecting Activities for your child or yourself.



Picture: Profile selection

① Please note that you can only view/select activities available for your child's year level. And you can only view/select activities for adults once your own profile is selected.

Once you have selected a profile, you will see the home page of your child's profile or yours. You will also see the selected name in the top right hand corner of the screen.



Picture: Selecting a Profile

If you need to select another profile, click on the Select Profile shown below your child's name or yours and you will be directed to the previous screen that lists the names.

3. The profile's Home Page

When you select a profile you will be directed to the 'home page' of that person. This displays two options of activity programmes: the EC Programme and BISSV.

As the EC Programme and the BISSV are separate entities, we offer separate blocks of activity. To view what activities are available, please select either the EC Programme or BISSV option. Please sign up for your chosen activities within these blocks.



Picture: Activity Block selection

In addition, your child's home page has the following menus at the top of the page:

MY PROFILE

Under this menu you can find all the useful personal information needed for the activities (stored securely). Please contact the Admissions office, email: admissions@bonn-is.de, should any of the data be incorrect. You cannot edit this information yourself.

MY SCHEDULE

MY MESSAGES

DOCUMENTS

CALENDAR

Under these menus, you will find information regarding your activity choices once they are confirmed. You will also have a history of all the email messages and documents exchanged.

Documents You Must Accept


EC Sports code of conduct


EC Sports Housing - Cross Country

For select activities, once chosen, you will need to read and accept conditions (especially for code of conduct and housing). The documents and conditions you have to accept will be displayed on your homepage in the "Documents You Must Accept" box. Please just click on these documents and follow the instructions before starting any activity.

4. Sign-up for activities

Once you are on your chosen child's home page, or on your home page, either in the

EC Programme or BISSV block, click on the  icon to see all the activities available for your child or yourself (sorted by weekday and time).

More details about activities can often be found by clicking on the information icon 

In the EC Programme block, you can also view all other available private lessons (PLMT) and activities that occur at BIS. These are highlighted in yellow, for your information only (the sign-up needs to be done with the private provider for these). The



icon provides you with more information and contact details regarding the activity.

This is the sign-up period.

Monday				
	Requested	Submitted	Approved	Declined
MUN / EC Activity [13:00-13:30] A1.41, A1.40 Mr Conway Capacity: 75 places	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MYP Homework Club / EC Activity [15:45-17:00] A1.41 Mr Jacob also Wednesday 15:45, Thursday 15:45				
Tech Pilots / EC Activity [15:45-17:00] Waves 120 Mr Brady Capacity: 10 places	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Boys/Girls Cross Country / EC Sports [16:00-17:15] Kotonforest Cost: 210.00 € Mr Grimmer, Ms Klinge Capacity: 35 places also Wednesday 16:00, Thursday 15:45	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Violin Lessons / PLMT - Private, usually fee-based lessons- test [15:30-19:00] A0.42 also Tuesday 16:45, Wednesday 16:45, Thursday 15:30				


Tuesday

Picture: Activity choice

The sign-up method is “first come, first served”, therefore you do not need to input a preference number for each activity. Please input the number 1 for every chosen activity.

Once your activity choice is made, please input into the box in the Column “Requested”:

- 1 when you want to apply
- 0 when you previously applied, and now wish to delete your choice

Don't forget to click on the  button on the left once you have made changes.

❗ If a box is gray, look at the comment, and check the days available for sign-up. As some activities meet multiple times per week, you only need to sign-up once to participate in this activity; this is normally the first day in the week the activity meets.

5. Registration and Confirmation

If your email address is correct, you will receive an automatic email within a few minutes showing the choices you made. You can still come back and modify your choices before the end of any sign-up period.

Some activities require a document to be accepted. It will be displayed on your home page, in the top left hand corner of the screen. Please click on the document and follow the instructions.

A few days after the end of the sign-up period you will receive a confirmation email for every child from the BISSV or Activities Coordinator with all the confirmed activity choices.