




EC Programme & BISSV online sign-up

YOUR GUIDE

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

1. Login

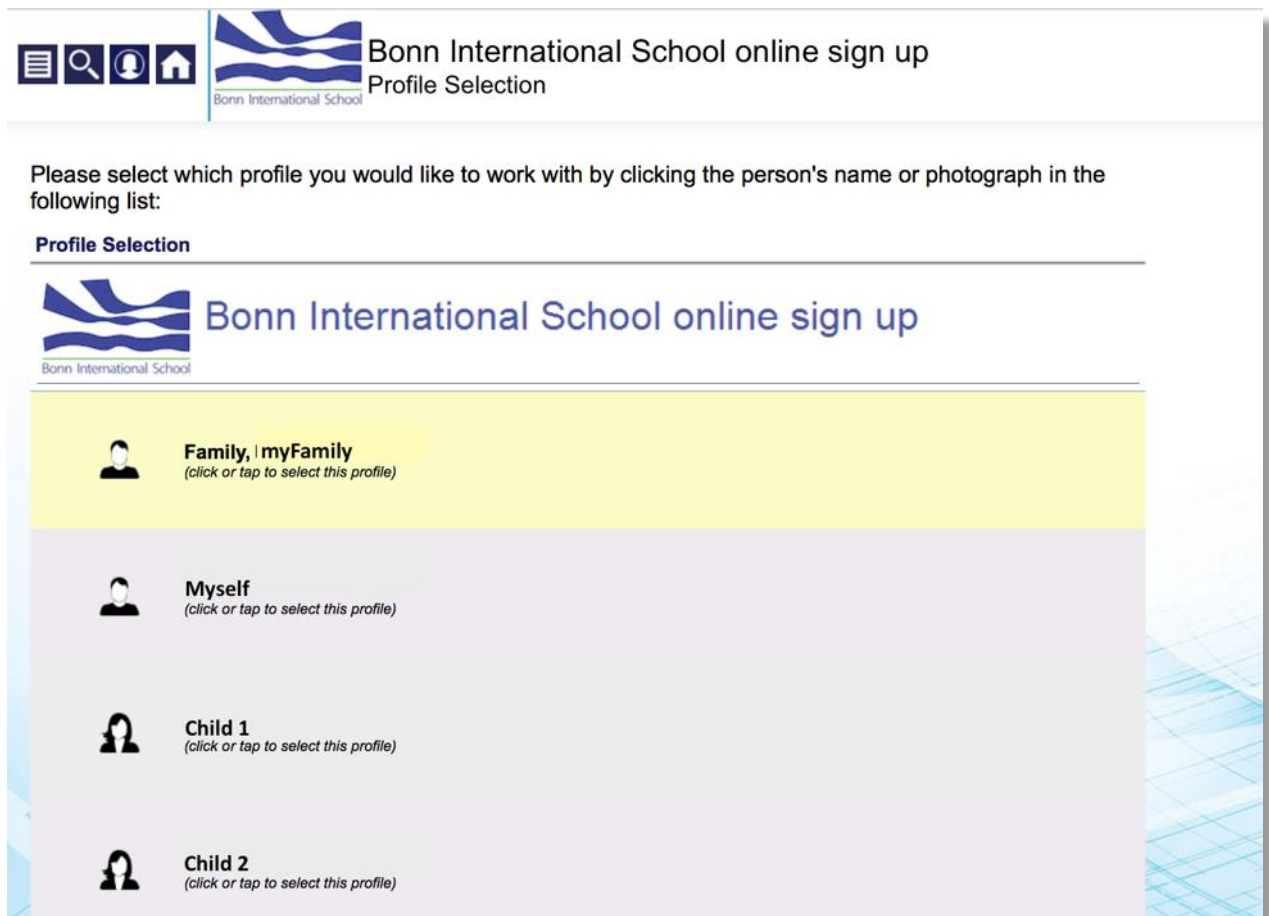
Please use the school website www.bonn-is.de to access the online sign-up portal.

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

2. Accessing A specific Profile

When you log into the sign-up portal, you will find the profile selection page with the name(s) of your child(ren), your family name 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.



The screenshot shows the 'Profile Selection' page of the Bonn International School online sign-up portal. At the top, there is a navigation bar with icons for home, search, and user profile, followed by the school logo and the text 'Bonn International School online sign up Profile Selection'. Below this, a message asks the user to select a profile by clicking on a name or photograph. The main content area is titled 'Profile Selection' and lists four options: 'Family, | myFamily', 'Myself', 'Child 1', and 'Child 2'. Each option includes a small person icon and a note to 'click or tap to select this profile'. The 'Family, | myFamily' option is highlighted with a yellow background.

Picture: Profile selection

❗ 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. Your family profile will only be used to collect the data protection consent or on BIS’ specific request, you won’t be able to choose any activity under your family profile.

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 at the top of the screen when you are about to select activities.

If you need to select another profile, click on the figure icon, on the left side, at the top of your screen. Then click *Select Profile* shown below your child's name or yours and you will be directed to the previous screen that lists the names.



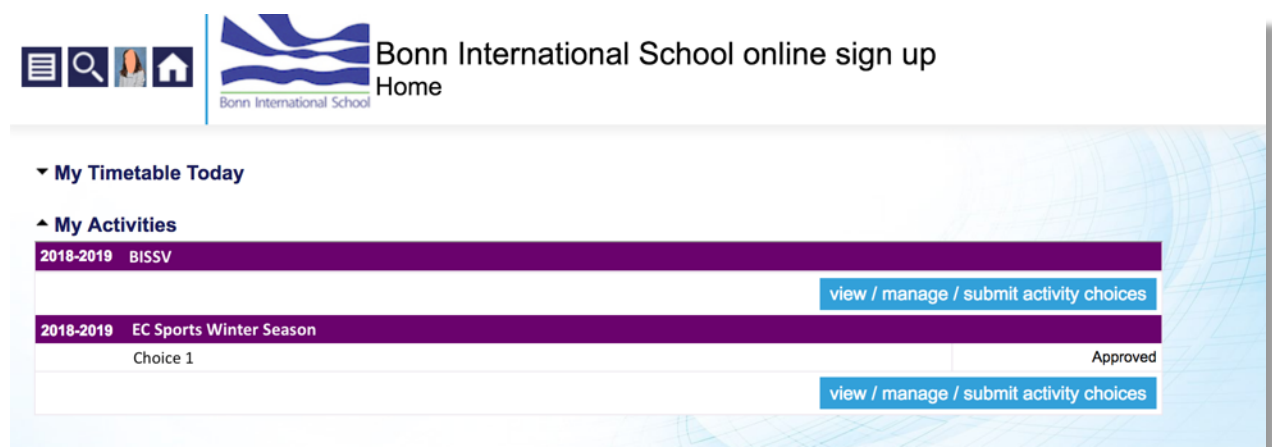
Picture: Selecting a Profile

3. The profile's Home page

When you have decided for which profile you would like to organize activities, you will be directed to the 'home page'. Your or your child's home page displays all the activities available to you or him/her, in particular the EC Programme and BISSV blocks.

Please note that the EC Programme and the BISSV are separate entities, therefore have separate blocks of activity. To sign up for activities in both, you have to sign up for each activity block separately.

You can also, however, choose to add additional activities at another time. Make sure that you save your first choices once, and login again later to add or change your choices. Your choices have to be finalised before the end of the sign-up period for the EC-Programme. The BISSV allows you to sign up during the whole academic year.



Picture: Activity block selection

You will also find these following menus under the information icon (document icon ):

My Profile

Under this menu you can find all the useful personal information needed for the activities (securely stored). Please contact the Admissions office, email: admissions@bonn-is.de, should any of the data be incorrect.

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 some activities, once chosen, you will need to read and accept some conditions (especially for code of conduct and housing during tournaments). 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.

① The way some documents need to be accepted might vary depending on the activity itself, please check the BISSV / EC coordinators emails after your activity choices for more details.

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 [view / manage / submit activity choices](#) button to see all the activities available for your child or yourself (sorted by weekday, and time).

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

More details about activities can often be found by clicking on the information icon . For private lessons, you can find contact information regarding the activity.

This is the sign-up period.

Monday			
	Requested	Submitted	Approved
MUN / EC Activity [13:00-13:30] A1.41, A1.40 Mr Conway Capacity: 75 places	1	<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		<input type="checkbox"/>	<input type="checkbox"/>
Tech Pilots / EC Activity [15:45-17:00] Waves 120 Mr Brady Capacity: 10 places	0	<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"/>
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		<input type="checkbox"/>	<input type="checkbox"/>

Tuesday

Picture: Activity choice

Since the sign-up method is usually “first come, first served”, you do not need to input a preference number for each activity. Therefore, 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 have already applied in a previous session, and want to delete your choice



Don't forget to click on the  button on the left side (at the top of the screen, scrolling up to the button might be requested on mobile phones).

i If a box is gray, look at the comment, and check the day available for sign-up (one time sign-up for a several days activity), and scroll to this specific day.

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

If some activities require a document to be accepted, it will be displayed on your home page. Please click on the document and follow the instructions.

A few days after the end of the sign-up period you will receive a global confirmation email with all the validated activities from the activities coordinator for every child.