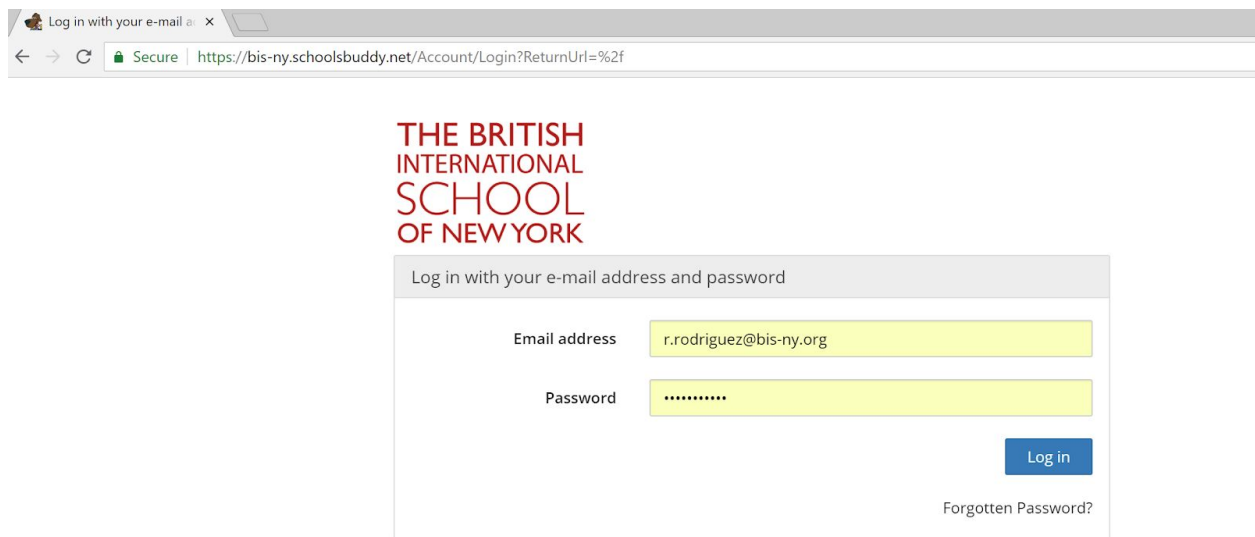


How to sign up for Afterschool Clubs in SchoolsBuddy

1. Go to bis-ny.schoolsbuddy.net



Log in with your e-mail address and password

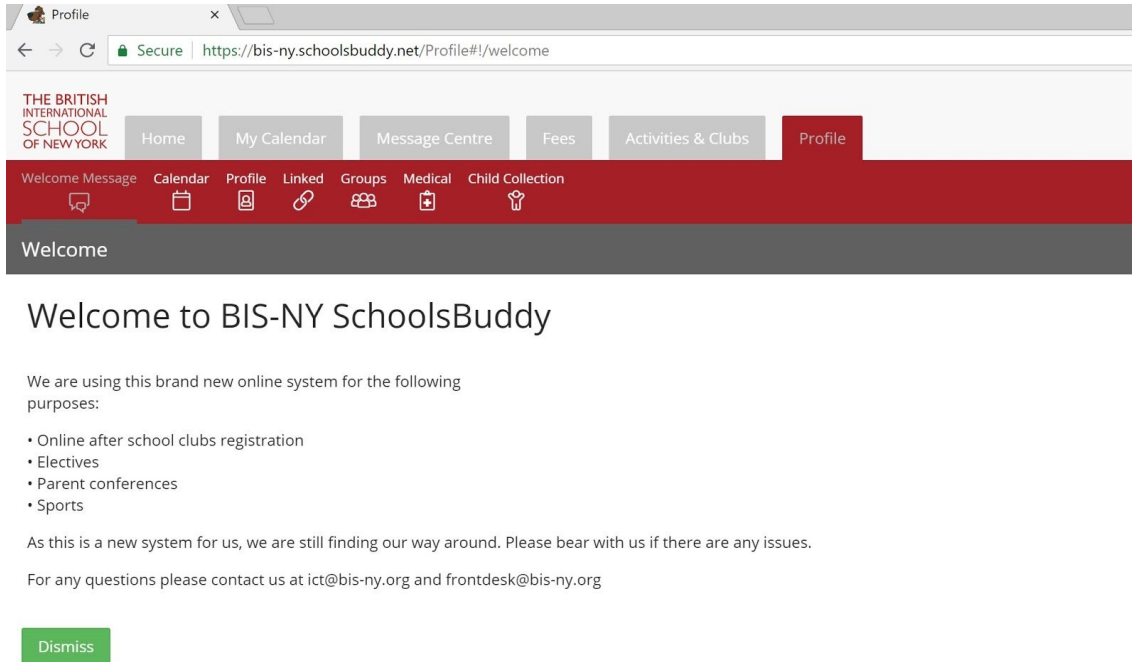
Email address

Password

[Forgotten Password?](#)

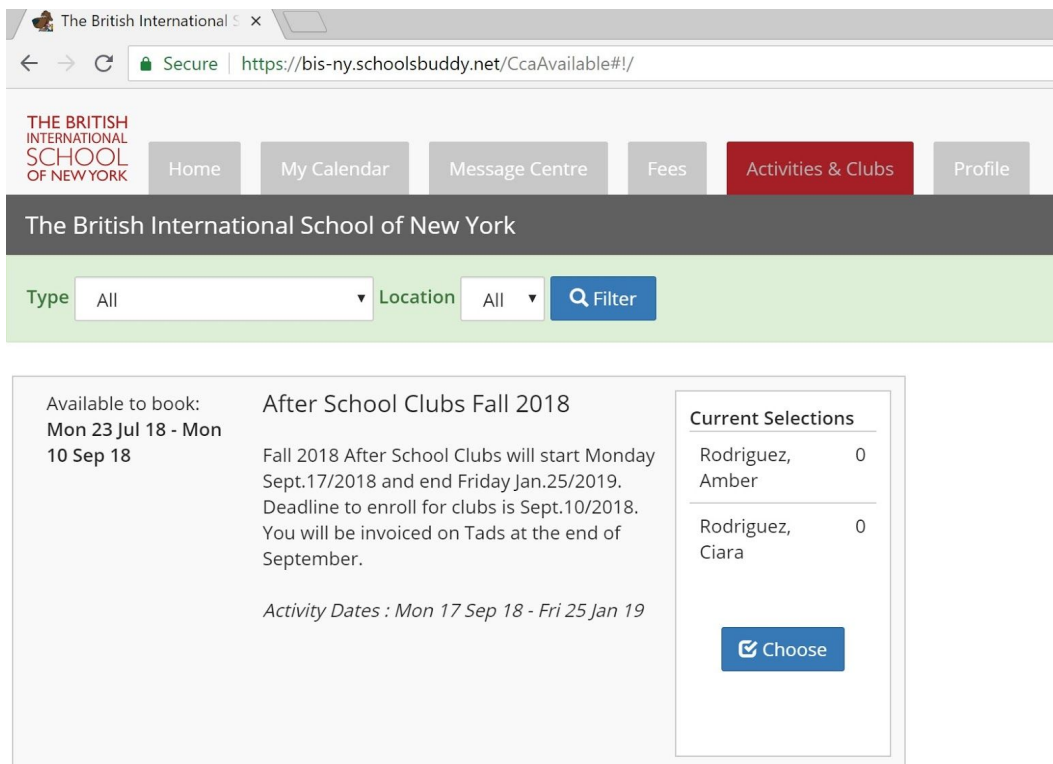
2. Enter your Managebac email address and the password registered in the welcome email sent by SchoolsBuddy. If you need to reset your password or did not received the welcome email, click on ***Forgotten Password?***

3. Click on the “Activities & Clubs” Tab



The screenshot shows a web browser window with the URL <https://bis-ny.schoolsbuddy.net/Profile#!/welcome>. The page header includes the logo for 'THE BRITISH INTERNATIONAL SCHOOL OF NEW YORK' and a navigation menu with tabs: Home, My Calendar, Message Centre, Fees, Activities & Clubs (highlighted in red), and Profile. Below the navigation menu is a red bar with icons for Welcome Message, Calendar, Profile, Linked, Groups, Medical, and Child Collection. The main content area starts with a 'Welcome' message: 'Welcome to BIS-NY SchoolsBuddy'. It then states: 'We are using this brand new online system for the following purposes:' followed by a bulleted list: '• Online after school clubs registration', '• Electives', '• Parent conferences', and '• Sports'. Below this, it says: 'As this is a new system for us, we are still finding our way around. Please bear with us if there are any issues.' and 'For any questions please contact us at ict@bis-ny.org and frontdesk@bis-ny.org'. At the bottom left of the content area is a green 'Dismiss' button.

4. Under “Current Selections” Click on “Choose”



The screenshot shows a web browser window with the URL <https://bis-ny.schoolsbuddy.net/CcaAvailable#!/>. The page header includes the logo for 'THE BRITISH INTERNATIONAL SCHOOL OF NEW YORK' and a navigation menu with tabs: Home, My Calendar, Message Centre, Fees, Activities & Clubs (highlighted in red), and Profile. Below the navigation menu is a dark grey bar with the text 'The British International School of New York'. Below that is a green bar with filters: 'Type' set to 'All', 'Location' set to 'All', and a 'Filter' button. The main content area displays information for 'After School Clubs Fall 2018'. It states: 'Available to book: Mon 23 Jul 18 - Mon 10 Sep 18'. The title is 'After School Clubs Fall 2018'. The text reads: 'Fall 2018 After School Clubs will start Monday Sept.17/2018 and end Friday Jan.25/2019. Deadline to enroll for clubs is Sept.10/2018. You will be invoiced on Tads at the end of September.' Below this is the text: 'Activity Dates : Mon 17 Sep 18 - Fri 25 Jan 19'. On the right side, there is a 'Current Selections' table:

Current Selections	
Rodriguez, Amber	0
Rodriguez, Ciara	0

At the bottom right of the 'Current Selections' section is a blue 'Choose' button with a checkmark icon.

5. A personalized scheduled will appear with the clubs offerings for your children.

The screenshot shows a web browser window with the URL <https://bis-ny.schoolsbuddy.net/CcaAvailable#!/Details/559>. The page header includes the school logo and navigation tabs: Home, My Calendar, Message Centre, Fees, Activities & Clubs (selected), and Profile. A welcome message for 'Rodrigo' is visible. The main content area is titled 'After School Clubs Fall 2018' and contains the following text: 'Fall 2018 After School Clubs will start Monday Sept.17/2018 and end Friday Jan.25/2019. Deadline to enroll for clubs is Sept.10/2018. You will be invoiced on Tads at the end of September. Period From 17-Sep-18 To 25-Jan-19'. Below this is a section for 'Activities' with a 'Back' button, a 'Help' icon, a 'Save for Later' button, and a 'Check Availability' button. The activities are listed by day: Monday - 6 Available, Tuesday - 8 Available, Wednesday - 8 Available, Thursday - 9 Available, and Friday - 2 Available.

6. Click on the day you wish to sign up and you will see a list of the clubs offered and the available places left.

Details	Spaces	When	Location/Organiser	Cost
Mon Basketball Fundamentals 3:30-4:30 Students will learn the fundamental skills of basketball/hand eye coordination. Students will also prepare themselves for participation on sports teams in the future. Cost: \$40 per class/\$560 for the term	12	15:30 - 16:30	MPR / Serdar Eker	560.00 Per term
	Rodriguez, Amber	<input checked="" type="checkbox"/> Choose (12 places left)	<input type="checkbox"/> Waiting list	<input type="checkbox"/> N/A
Mon Chess 3:30-4:30 Chess strengthens creativity, problem solving and individual decision making. Classes consist of lectures and supervised play. Students are assessed and placed in the appropriate 'house' - by experience and ability. Chess Houses: <ul style="list-style-type: none"> • Pawns: Let's build your chess foundation! In this 'house' we begin to develop a clear understanding of each piece, learn our way around the board, basic plans, basic checkmates, notation and more! • Knights: Let's expand our chess brain! In this 'house' we develop a deeper understanding of the value of pieces and the board. Using your notation to learn more. Introduction to openings, tactics and middle game strategy. • Kings and Queens: Advanced and Tournament Players - Building an opening repertoire, expanding our knowledge of middle game and endgame strategy, game analysis and tournament preparation. We strongly encourage students in the 'Pawn' and 'Knight' Houses to participate in the British International School chess tournaments. Students in the 'Kings and Queens' House are required to participate in the British International School chess tournaments. Cost: \$40 per class/\$560 for the term 	Unlimited	15:30 - 16:30	Room 203 / System Schoolsbuddy	560.00 Per term
	Rodriguez, Amber	<input type="checkbox"/> Choose	<input type="checkbox"/> Waiting list	<input checked="" type="checkbox"/> N/A
	Rodriguez, Ciara	<input checked="" type="checkbox"/> Choose	<input type="checkbox"/> Waiting list	<input type="checkbox"/> Help Docs ?

7. Click on **“Choose”** next to the name of your child(ren). If there are no available places left, you can join the waiting list by clicking on **“Waiting List”**

8. Once you have made all your selections from Monday through Friday. Scroll up and click on **“Check Availability”**

The screenshot shows a web browser window with the URL <https://bis-ny.schoolsbuddy.net/CcaAvailable#/Details/559>. The page header includes the school logo and navigation tabs: Home, My Calendar, Message Centre, Fees, Activities & Clubs, and Profile. A red banner at the top reads "After School Clubs Fall 2018" and provides dates and enrollment information. Below this, a dark grey bar contains buttons for "Back", "Help", "Save for Later", and "Check Availability". The main content area shows a dropdown menu for "Monday - 6 Available". A table lists activities with columns for Details, Spaces, When, Location/Organiser, and Cost. The first activity is "Mon Basketball Fundamentals 3:30-4:30" with 12 spaces, from 15:30 to 16:30, organized by MPR / Serdar Eker, costing \$560.00 per term. Below the table, the name "Rodriguez, Amber" is listed with three options: "Choose (12 places left)" (checked), "Waiting list", and "N/A". A black arrow points to the "Check Availability" button.

9. Review your selections and click on **“COMPLETE and Send ALL to School”**

The screenshot shows the "Review" page with the URL <https://bis-ny.schoolsbuddy.net/CcaAvailable#!/Review/559>. The navigation and banner are identical to the previous screenshot. The "Review" bar contains buttons for "Back", "Edit Choices", and "COMPLETE and Send ALL to School". The main content area displays a table with two columns for "Rodriguez, Amber" and "Rodriguez, Ciara". Under "Rodriguez, Amber", a "Monday" row shows a "Provisional space" for "Mon Basketball Fundamentals 3:30-4:30" from 15:30 to 16:30, organized by MPR, costing \$560.00 per term. Under "Rodriguez, Ciara", a "Monday" row shows a "Provisional space" for "Mon Chess 3:30-4:30" from 15:30 to 16:30, organized by Room 203, costing \$560.00 per term. A black arrow points to the "COMPLETE and Send ALL to School" button.

10. You will receive a confirmation email with your selections for the After School Club Semester

11. Any questions or concerns, please email frontdesk@bis-ny.org