

# SchoolsBuddy Parent Guide

SchoolsBuddy 家长使用手册



SchoolsBuddy

by **faria**  
Education Group

[www.faria.org](http://www.faria.org)

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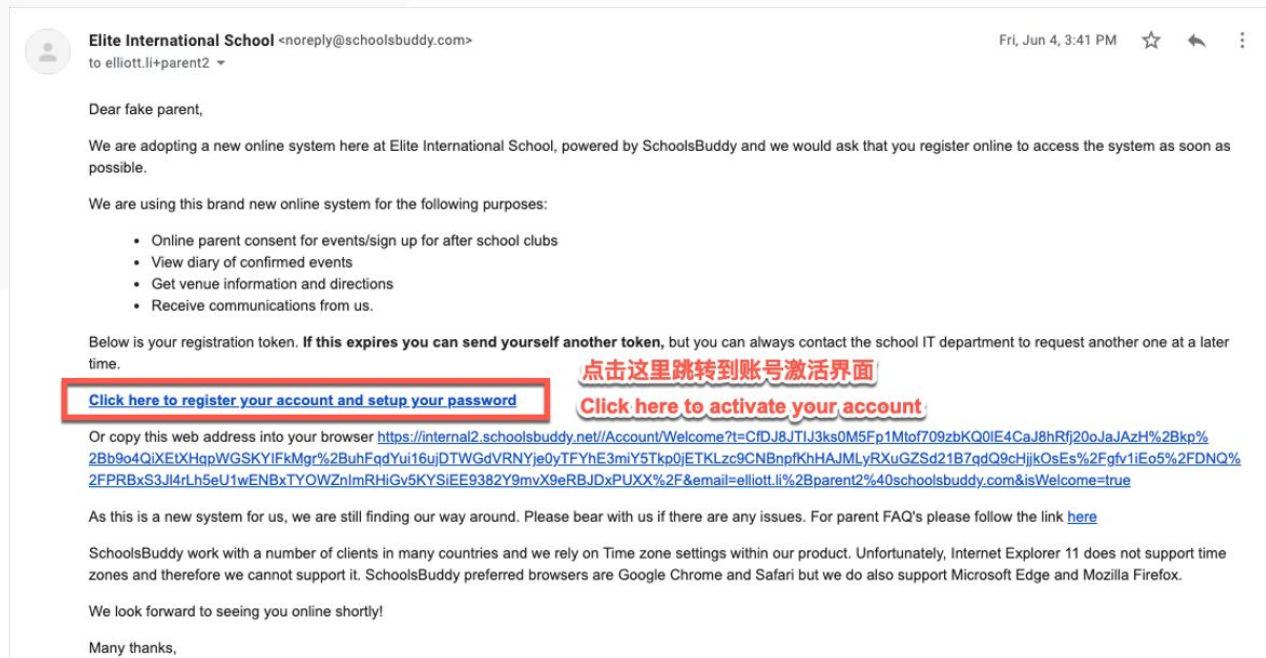
SchoolsBuddy

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# 如何通过电子邮件激活账户

How to activate SchoolsBuddy account by email

# 1.1 Email Activation 激活邮件



## 1.2 Set Your Password 设置密码

Welcome

Hello Test Parent ,  
Welcome, in order to continue you need to supply a new password.

Email address

Set New Password 1 请设置您的密码

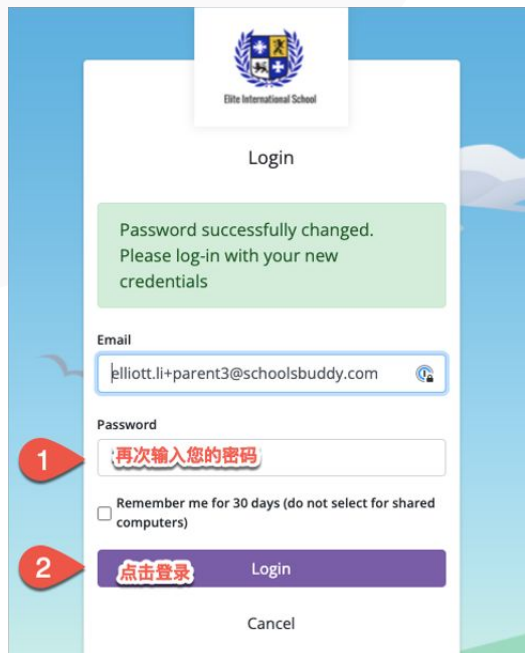
Passwords must include the elements below to help ensure data security for you and the organisation that you belong to.

- Length (min 6)
- Uppercase (A-Z) character
- Lowercase (a-z) character
- Digit (0-9)
- Special (!@#\$%^&\*()#~)

Confirm New Password 2 请重复输入你的密码

3 点击继续

## 1.3 Login Page 点击登录



  
Elite International School

Login

Password successfully changed.  
Please log-in with your new credentials

Email  
elliott.li+parent3@schools buddy.com

Password  
1 再次输入您的密码

☐ Remember me for 30 days (do not select for shared computers)

2 点击登录 Login

Cancel



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# 如何下载SC App

How to Download SC App

## 苹果用户 IOS



请在**苹果官方应用商店**搜索“SchoolsBuddy” 找到此APP并下载

Please Search for **SchoolsBuddy** and download the App from the **APP Store**

## 安卓用户 Android

<https://asia1schoolsbullddyv2.blob.core.windows.net/mobileapp/schoolsbuddy-2-android.apk>

请复制此链接并粘贴到**手机浏览器**的地址框中下载。(请不要直接在微信中打开)

Please copy this link and paste it into your **mobile browser's address bar** to download. (Please do not open the link directly in WeChat.)

目前安卓版 App **暂不支持鸿蒙系统**, 使用鸿蒙系统的家长请通过手机浏览器登录 SchoolsBuddy 使用。

Android app **does not support HarmonyOS** at the moment. Parents using HarmonyOS devices are advised to access SchoolsBuddy via mobile web browser instead.



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# 如何报名课外活动(志愿选课)

How to book an activity (Preference)



系统会根据偏好**随机**分配学生。为了提高孩子获得心仪活动的机会，**建议选择尽可能多个偏好**。

SchoolsBuddy allocates students **randomly** based on their selected preferences. To increase the likelihood of your child being placed in an activity, **we encourage you to select multiple preferences**.

选择单一偏好并不会增加获得该活动的机会，选择更多偏好也不会降低第一选择的可能性。

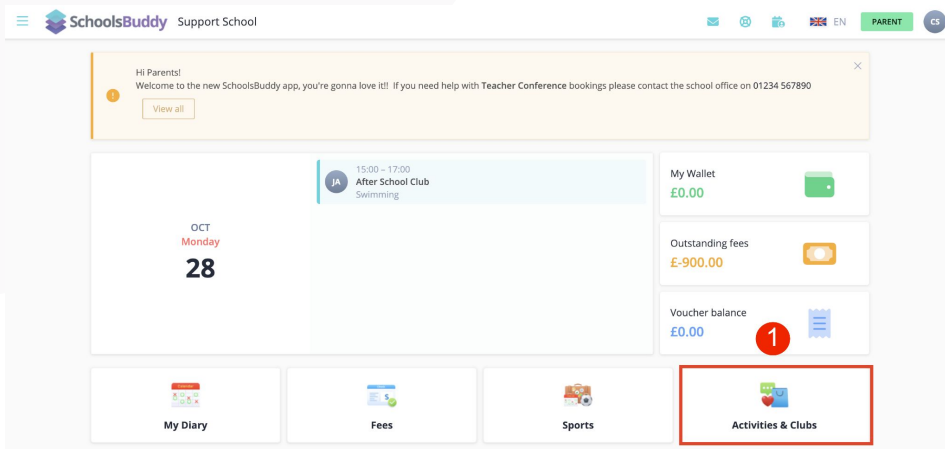
Choosing only one preference does not increase the chances of getting that specific activity, and selecting more preferences does not diminish the possibility of your child receiving their first choice.

为了获得更顺畅的操作体验，建议使用**电脑网页版**进行报名，App 显示空间有限，部分说明可能不完整。

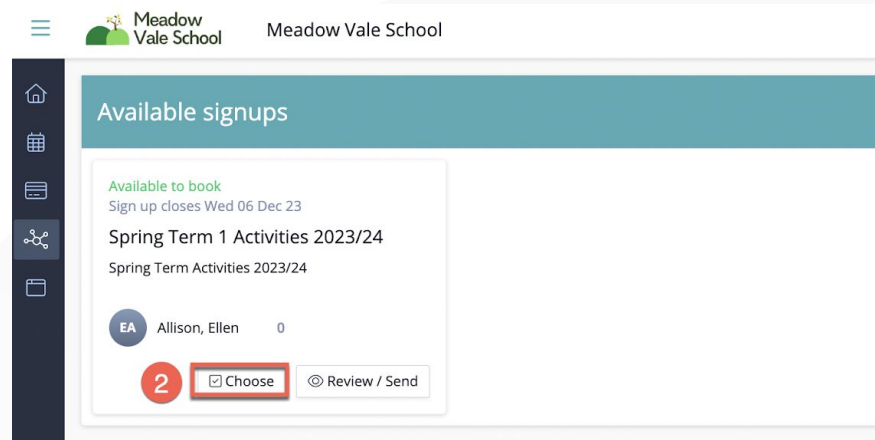
To enhance the signup experience and ensure a smooth booking process, we recommend **making activity selections using a desktop or laptop**, as our app has limited space to show detailed instructions.

## 关于志愿选课 About Preference

# 如何报名课外活动 - 志愿选课



- 通过主页进入Activities & Clubs (活动与社团)
- Click Activities & Clubs



- 点击Select(选择)查看所有可报名的活动。根据学校提供的活动或社团，您可能会看到一个或多个选项框，名称会清楚标示可报名内容。
- Click 'Select' to view all the available selections.

# 如何报名课外活动 - 志愿选课

Search group name

Monday - 4 Available

Tuesday - 2 Available 3

**Computer Club**

S. Bordes  
Organiser

12:00 - 12:30

For all to enjoy the many aspects of computers

EA Allison, Ellen

4 ☒ 1 ☐ 2 ☐ 3

- 系统会按星期显示孩子可报名的社团或活动，点击星期名称即可展开该天的活动列表，您可在该页面为孩子在每个活动中**选择偏好顺序**：系统默认是 N/A(不适用)，请将希望参加的活动标为 P1(第一选择)、P2(第二选择)，并依次类推。
- Click the day of the week to expand the section. Select your child's **preferences** for each activity for the desired day of the week. (Please note that the system will default to N/A.)

Meadow Vale School Meadow Vale School

Spring Term 1 Activities 2023/24

Spring Term Activities 2023/24

Period From 12-Feb-24 To 22-Apr-24

Activities

Save for Later 5 **Next**

Meadow Vale School Meadow Vale School

Spring Term 1 Activities 2023/24

Spring Term Activities 2023/24

Period From 12-Feb-24 To 22-Apr-24

Review

Edit Choices 6 **Submit to school**

- 选择完希望报名的所有天数和活动后，点击右上角的**Next**(下一步)继续。或点击**Save for Later(稍后保存)**稍后完成。若选择稍后保存，返回Activities & Clubs页面后，点击**Review/Send** (查看/提交)完成选择并提交学校。
- When you have made selections for each of the days you would like, click the blue **Next** 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, you can click the **Review/Send** button to complete your selections and send to the school.



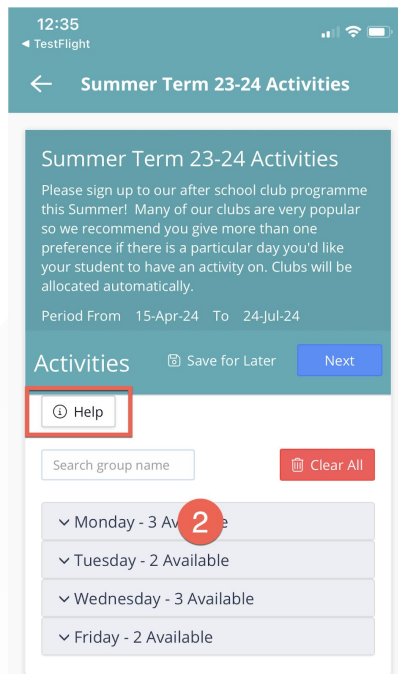
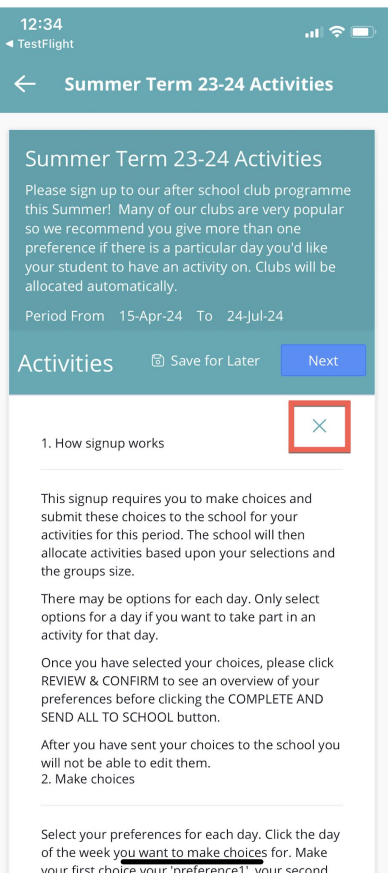
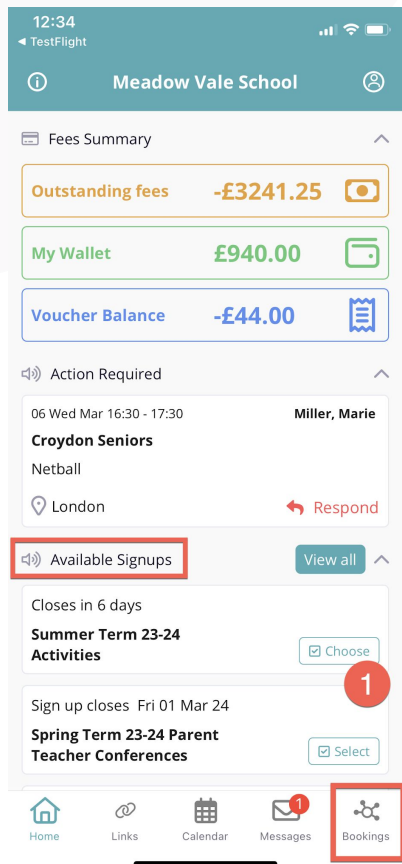
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# 如何报名课外活动(志愿选课 APP)

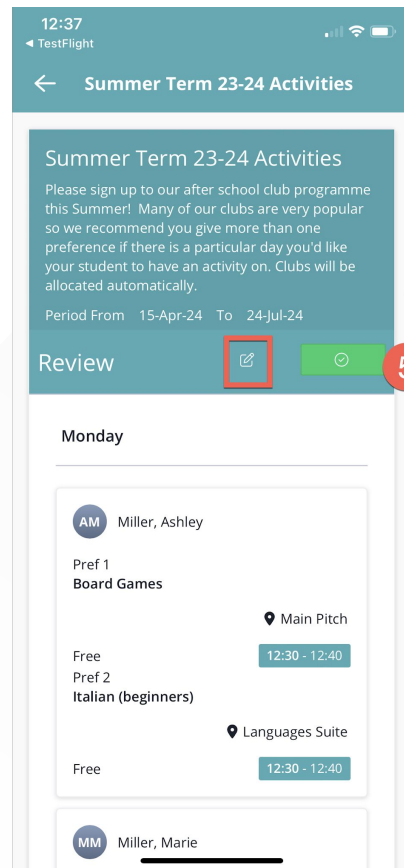
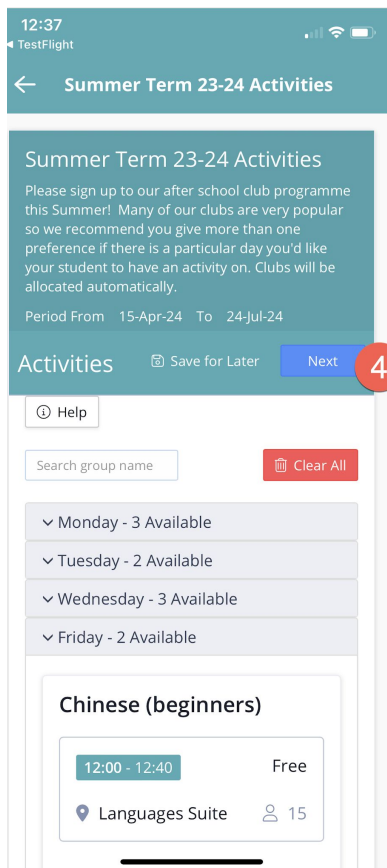
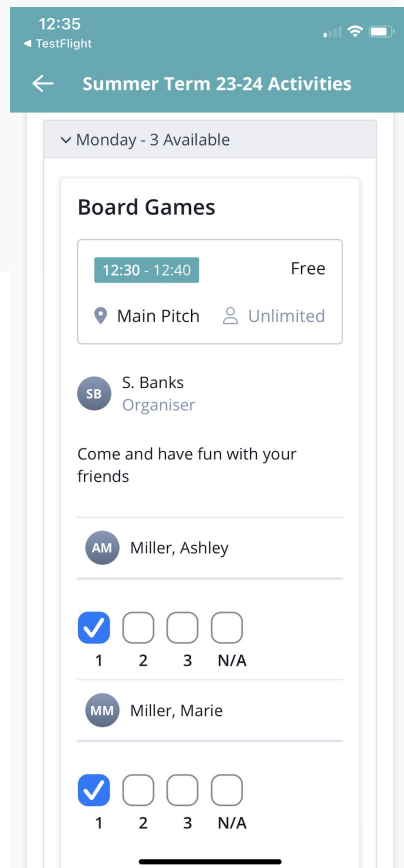
How to book an activity (Preference APP)

# 如何报名课外活动



- 在首页点击**Available Signups (可预约活动)**或在底部菜单点击**Bookings(预约)**查看可预约的活动
- Click on **Available Sign Ups** in the home page, or **Bookings** in the bottom menu to see what signups are available.
- 点击对应日期查看孩子可参加的活动, 也可以通过搜索功能查找组名。您可以点击 X 关闭帮助信息, 若需要可再次打开查看。
- Click the day(s) to see the groups available to your child (or children). You can also Search for a group name. *Click X to close the Help Information, you can open it again if you want to.*

# 如何报名课外活动



- 您可在该页面为孩子在每个活动中选择偏好顺序。
- Select your child's **preferences** for each activity for the desired day of the week. (Please note that the system will default to N/A.)
- 选择完希望报名的所有天数和活动后，点击**Next(下一步)**再次确认选择内容。点击将选择提交给学校即可。
- When you have finished, click **Next (4)** to review your choices. Click  (5) to send your choices to school.

# 如何报名课外活动 - 志愿选课

**Meadow Vale School** <noreply@schools buddy.com>  
to support132 ▾ 4:11 PM (19 minutes ago) ☆ ↶ ⋮

Dear Eilecia Support

This is to confirm that your selections for Spring Term 1 Activities 2023/24 have been sent to the school.

**Groups SELECTED:**

| Group               | Student        | Day of week | Time        | Location        | Staff     | Cost | Preference |
|---------------------|----------------|-------------|-------------|-----------------|-----------|------|------------|
| Board Games         | Allison, Ellen | Mon         | 12:30-12:40 | Main Pitch      | Banks     | Free | 2          |
| Art                 | Allison, Ellen | Mon         | 15:30-16:30 | Classroom 1A    | Admin     | Free | 1          |
| Computer Club       | Allison, Ellen | Tue         | 12:00-12:40 | Classroom 1B    | Bordes    | Free | 1          |
| German (beginners)  | Allison, Ellen | Tue         | 15:30-17:00 | Languages Suite | Bell      | Free | 2          |
| Revision Time       | Allison, Ellen | Thu         | 15:30-17:00 | Library         | Gladstone | Free | 1          |
| Chinese (beginners) | Allison, Ellen | Fri         | 12:00-12:40 | Languages Suite | Reed      | Free | 1          |
| Drama Club          | Allison, Ellen | Fri         | 12:00-12:40 | Classroom 1B    | Grendell  | Free | 2          |

Log into your SchoolsBuddy account for further details.

Meadow Vale School Summer Term 23-24 Activities allocations Inbox x

**Meadow Vale School** <noreply@schools buddy.com>  
to [redacted] 15:31 (0 minutes ago) ☆ ↶ ⋮

Dear James Miller

The allocations for Summer Term 23-24 Activities have now been made.

**Groups ALLOCATED:**

| Group              | Pupil          | Day of week | Time        | Location        | Teacher  | Cost               |
|--------------------|----------------|-------------|-------------|-----------------|----------|--------------------|
| Board Games        | Miller, Ashley | Mon         | 12:30-12:40 | Main Pitch      | Banks    | Free               |
| Board Games        | Miller, Marie  | Mon         | 12:30-12:40 | Main Pitch      | Banks    | Free               |
| Computer Club      | Miller, Ashley | Tue         | 12:00-12:40 | Classroom 1B    | Bordes   | Free               |
| German (beginners) | Miller, Marie  | Tue         | 15:30-17:00 | Languages Suite | Bell     | Free               |
| Cooking            | Miller, Ashley | Wed         | 15:30-17:00 |                 | Higgs    | 50.00 Per term GBP |
| Cooking            | Miller, Marie  | Wed         | 15:30-17:00 |                 | Higgs    | 50.00 Per term GBP |
| Drama Club         | Miller, Ashley | Fri         | 12:00-12:40 | Classroom 1B    | Grendell | Free               |
| Drama Club         | Miller, Marie  | Fri         | 12:00-12:40 | Classroom 1B    | Grendell | Free               |

These groups will commence from Monday, April 15, 2024 to Wednesday, July 24, 2024. Log into your SchoolsBuddy account for further details.

**Groups NOT Allocated**

| Activities & Clubs  | Pupil          | Day of week | Time        |
|---------------------|----------------|-------------|-------------|
| Choir               | Miller, Marie  | Mon         | 12:00-12:40 |
| Italian (beginners) | Miller, Ashley | Mon         | 12:30-12:40 |
| Italian (beginners) | Miller, Marie  | Mon         | 12:30-12:40 |
| Computer Club       | Miller, Marie  | Tue         | 12:00-12:40 |
| German (beginners)  | Miller, Ashley | Tue         | 15:30-17:00 |
| Badminton           | Miller, Marie  | Wed         | 12:00-12:40 |
| Badminton           | Miller, Ashley | Wed         | 12:00-12:40 |
| Spanish (beginners) | Miller, Ashley | Wed         | 15:30-17:00 |

If you have any questions, please contact the Sports Coordinator.

Many thanks

Meadow Vale School and the SchoolsBuddy team.

[Go to the SchoolsBuddy Training Academy SchoolsBuddy Portal](#)

- 无论在网页版还是App, 在提交所有活动选择后, 您会收到**确认邮件** (如左图)。在学校处理完活动分配后, 您会再收到一封**分配确认邮件** (如右图), 告知孩子已分配或未分配的活动, 您系统日历也会自动显示您孩子被分配到的活动安排。
- In Web or App, You will receive an **email confirming your selections**. When your School has the processed the allocations, you will receive a further email confirming which clubs your child(ren) have been allocated or not allocated. Your **Diary** will be automatically populated with the time and date of the events of the clubs/activities allocated for your child.



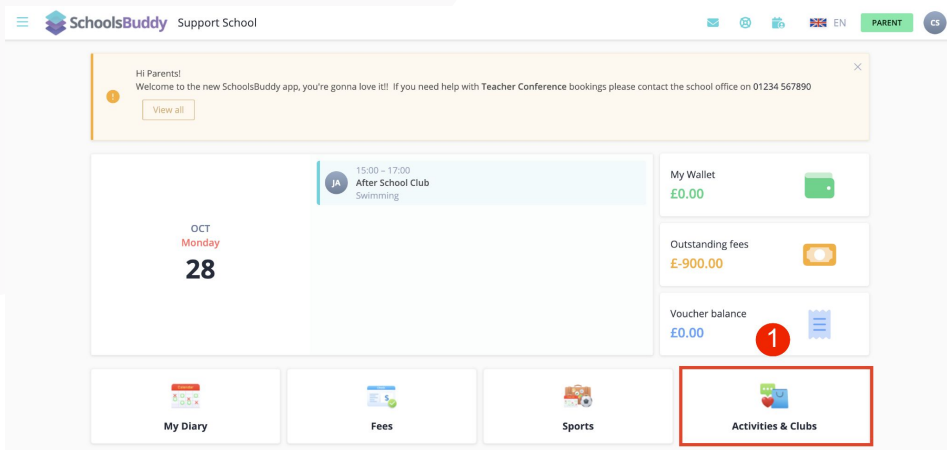
# 如何提交补位申请(志愿选课)

## How to submit a join request (Preference)

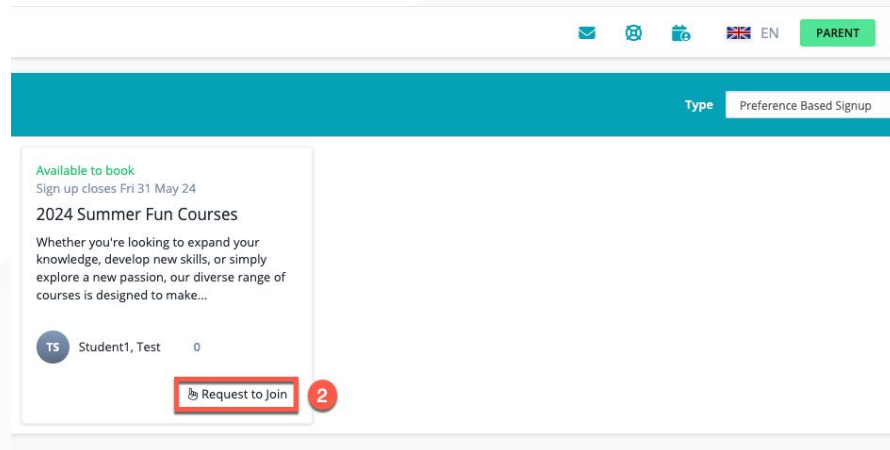
如果活动报名已经截止, 学校仍可能允许家长提交补位申请。这表示即使过了截止时间, 您仍可以申请让孩子加入活动, 是否通过将由学校审核决定。

*If the sign-up for activities has already closed, the school might still let you send a join request. This means you can ask for your child to join an activity even after the deadline. The school will then decide whether to accept or decline your request.*

# 如何提交补位申请



- 通过主页进入**Activities & Clubs**(活动与社团)
- Click **Activities & Clubs**



- 若有活动支持补位申请, 该活动区块会显示一个“举手”图标。点击**Request to Join**(补位申请)开始操作。
- If any activities are open for Join Request, the container will show with a pointing hand icon. Click on Request to Join to start the process.

# 如何提交补位申请

Support School

## 2024 Summer Fun Courses

Whether you're looking to expand your knowledge, develop new skills, or simply explore a new passion, our diverse range of courses is designed to make your

Period From 15-Jul-24 To 31-Jul-24

## Request to Join Activities

Search group name

▼ Monday - 2 Available

▼ Tuesday - 2 Available

▼ Wednesday - 2 Available

▼ Thursday - 1 Available

- 系统会按星期显示可申请加入的活动列表。页面中显示的“x Available”表示**可提交申请的活动数量**，并非剩余名额。
- You'll see a list of activities available for each day. "x Available" means **how many activities you can request to join**, not how many spots are left.

Support School

## 2024 Summer Fun Courses

Whether you're looking to expand your knowledge, develop new skills, or simply explore a new passion, our diverse range of courses is designed to make your summer a season of inspiration.

Period From 15-Jul-24 To 31-Jul-24

## Request to Join Activities

Send Request

Search group name

▼ Monday - 2 Available

▼ Tuesday - 2 Available

▼ Wednesday - 2 Available

## Acrylic Painting

L3  
L. Support  
Organiser

Throughout this course, you'll delve into the unique qualities of acrylic paint, learning fundamental techniques that will bring your visions to life on canvas.

L3  
Student1, Test

6



Ask to join

09:00 - 12:00

Free

Classroom

5

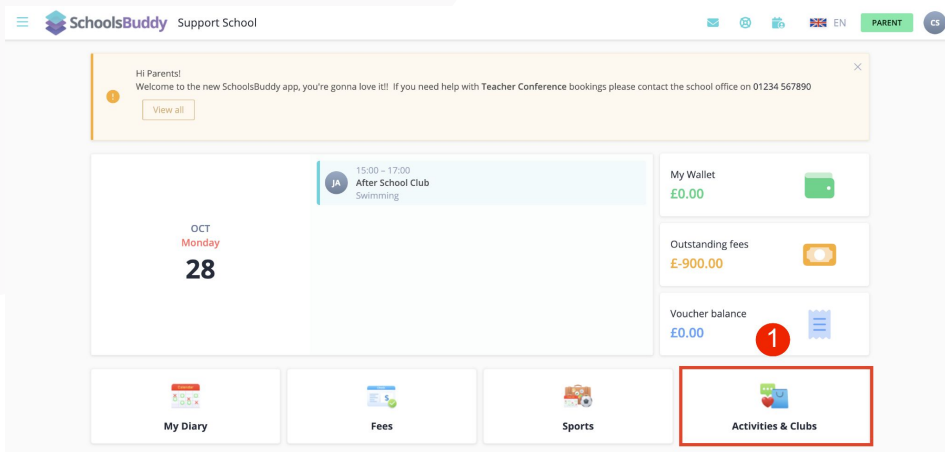
15

- 点击对应的星期并展开当天的活动，您可查看每个活动的总名额（非剩余名额）为孩子勾选**Ask to join（申请加入）**的活动，选择完成后，点击**Send Request（发送申请）**。
- 提交后，您会立即收到一封申请确认邮件。**学校审核完成后，将再发送一封邮件，告知申请是否被接受或拒绝。**
- Click on a day to view the activities, note that the number shown is the total number of places (not the remaining availability), then tick the **Ask to join** box(es) for your child(ren) and click **Send Request**.
- Once you submit your Join Requests, the school will review them and either accept or reject each one. You'll get an email confirmation right after sending your request, and another email once the school has made a decision.

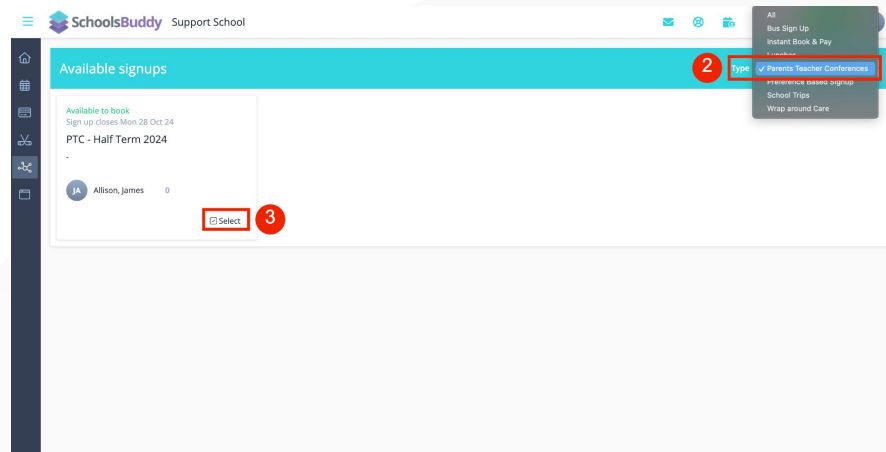
# 如何报名家长会

How to book a Parent Teacher Conference

# 如何报名家长会



- 通过主页进入**Activities & Clubs**(活动与社团)
- Click **Activities & Clubs**



- 如果可报名的项目较多，您可在页面右侧**筛选**Parent Teacher Conference或Parent Evening，再选择对应的家长会进行报名。
- If necessary, you can **filter** the Type of signups to only show Parent Teacher Conference. Click **Select** for an available Parent Teacher Conference sign up.

# 如何报名家长会

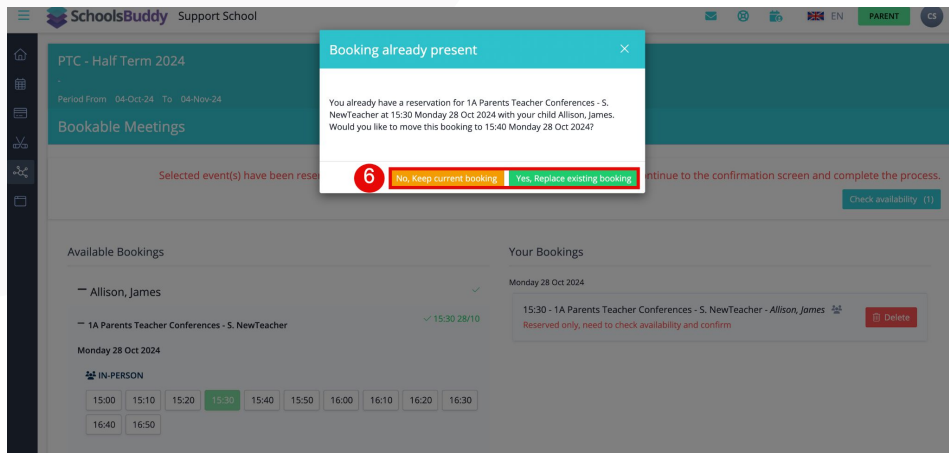
The screenshot shows the 'PTC - Half Term 2024' page for a parent. Under 'Bookable Meetings', there is a section for 'Allison, James'. A red box highlights the event '1A Parents Teacher Conferences - S. NewTeacher' with a red circle containing the number 4. Below this, the date 'Monday 28 Oct 2024' is shown, followed by a grid of time slots. The 'IN-PERSON' section shows slots from 15:00 to 16:30. The 15:30 slot is highlighted with a red box.

- 该页面会显示您名下的孩子。如需查看可预约时间，点击孩子姓名左侧的+展开时间段选项。该页面只会显示与该孩子相关的任课教师。
- Your child(ren) will be listed. If necessary, select the '+' tab to expand the time selections. Only the teachers which are applicable for your child/children will be listed.

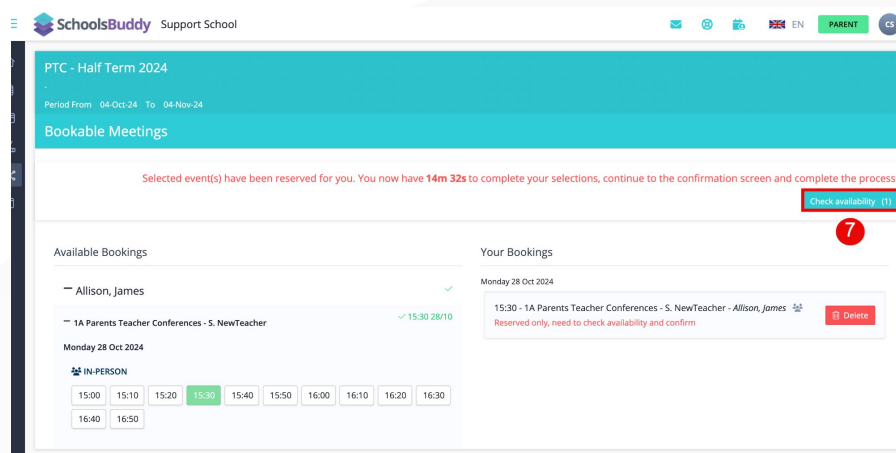
The screenshot shows the same page as the previous one, but with the 15:30 slot selected. A red circle with the number 5 is next to the selected slot. A message at the top states: 'Selected event(s) have been reserved for you. You now have 14m 54s to complete your selections, continue to the confirmation screen and complete the process.' A 'Check availability (1)' button is visible. On the right, under 'Your Bookings', the selected slot is listed: '15:30 - 1A Parents Teacher Conferences - S. NewTeacher - Allison, James'. A 'Delete' button is next to it.

- 点击希望预约的时间段，选定后该时间段将自动锁定以避免其他家长重复预约，同时，该时间段会显示在页面右侧。
- To book a time slot, select the time slot desired. The selected time slot will be locked to prevent double bookings from other parents. The selected booking will also appear on the right side of the screen.

# 如何报名家长会

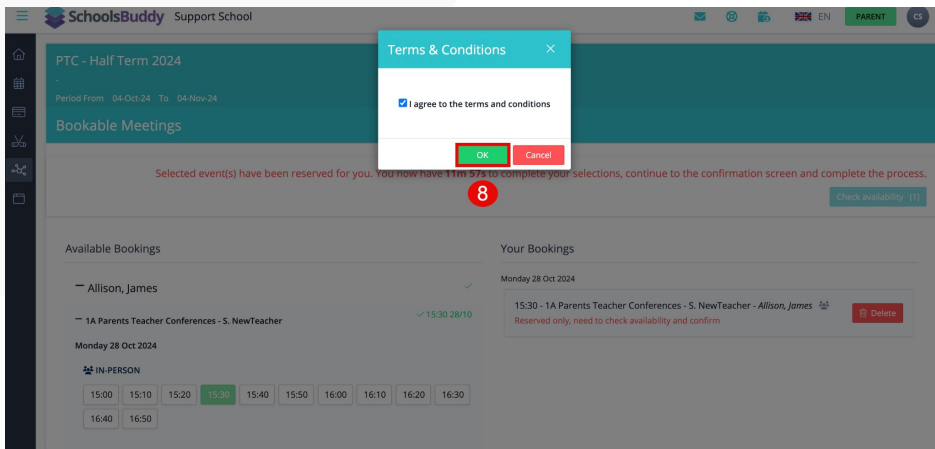


- 如需更改预约时间，系统会弹出再次确认信息，您可以选择保留原时间或使用新时间。
- If you want to **change the time slot** you have chosen, click on another time slot and you will see a warning message appear

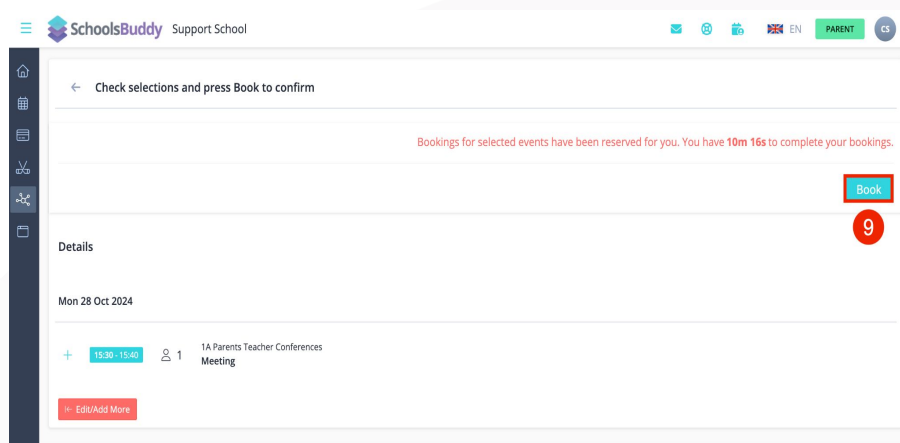


- 确认所有预约后，点击**Check Availability(检查可预约情况)**
- When the bookings have been selected, click the **Check Availability** button to book the time slots selected.

# 如何报名家长会

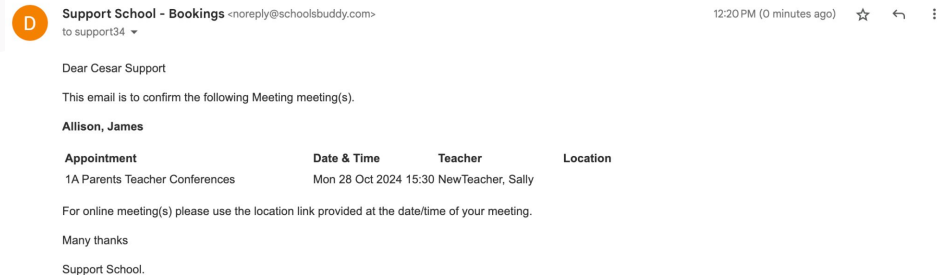
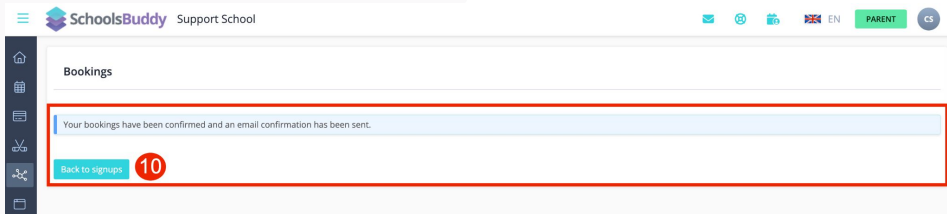


- 勾选并同意**Terms & Conditions(条款与条件)**
- Agree to the **Terms & Conditions.**

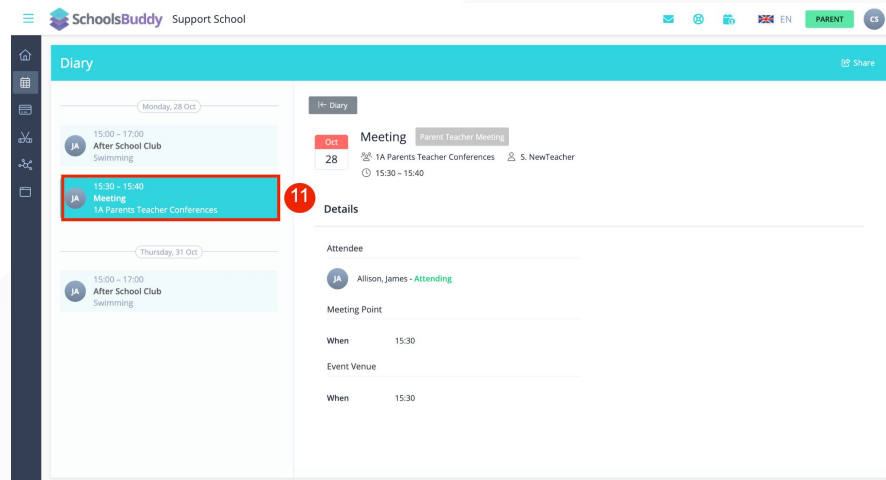


- 此页面会显示所有家长会预约信息，确认无误后请点击**Book(确认预约)**
- A summary of your time bookings will be displayed. Click the **Book** button to confirm the booking of the time slots.

# 如何报名家长会



- 预约成功后, 页面会显示**确认提示**, 家长也将收到一封**确认邮件**
- A **confirmation message** appears and you will receive an **email confirmation** displaying the bookings.



- 预约信息也会自动显示在**Diary(日程)**中
- The events will also appear in your **Diary**.



SchoolsBuddy

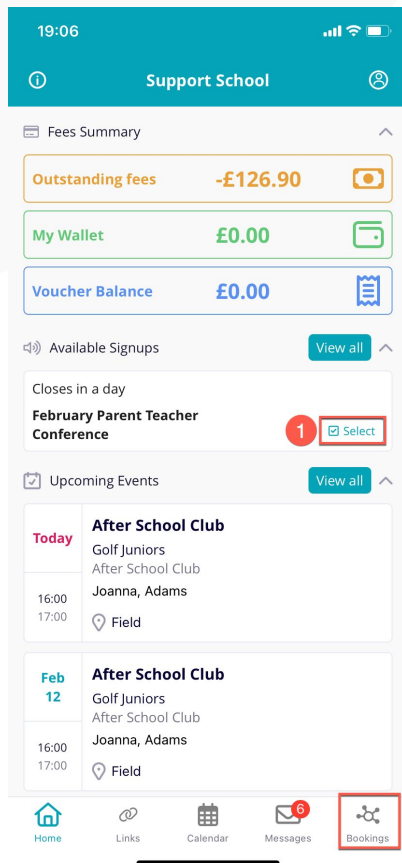
by

**faria**  
Education Group

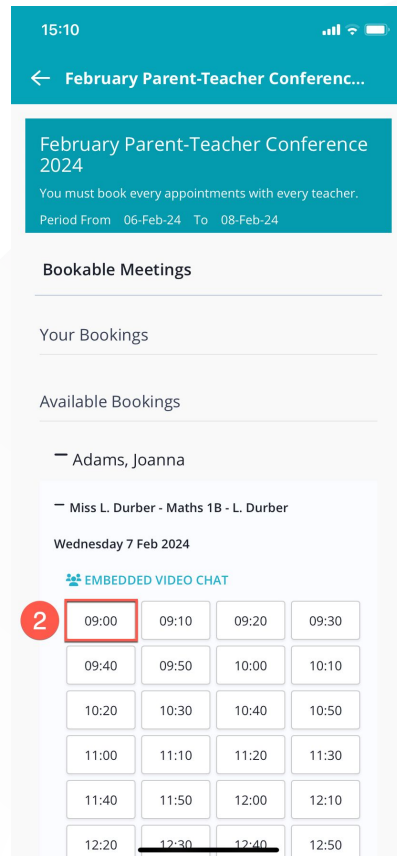
# 如何报名家长会 (APP)

How to book a Parent Teacher Conference (via App)

# 如何报名家长会 (APP)



- 在首页点击**Available Signups** (可预约活动)或在底部菜单点击**Bookings**(预约)查看可预约的家长会
- Click on **Available Sign Ups** in the home page, or **Bookings** in the bottom menu to see what signups are available.



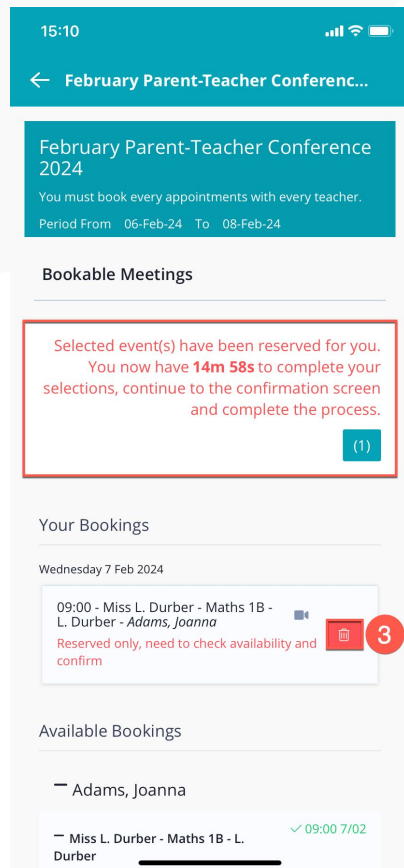
- 选择您希望预约的会议时间。若会议对您的多个孩子开放, 您可为所有孩子预约。
- 点击+ / -可展开或收起教师组或孩子的姓名列表。
- Choose your preferred meeting time(s). You can book meetings for all your children, if meetings are available to them.
- Click + / - to expand and collapse teachers' groups or your childrens' names.

# 如何报名家长会 (APP)

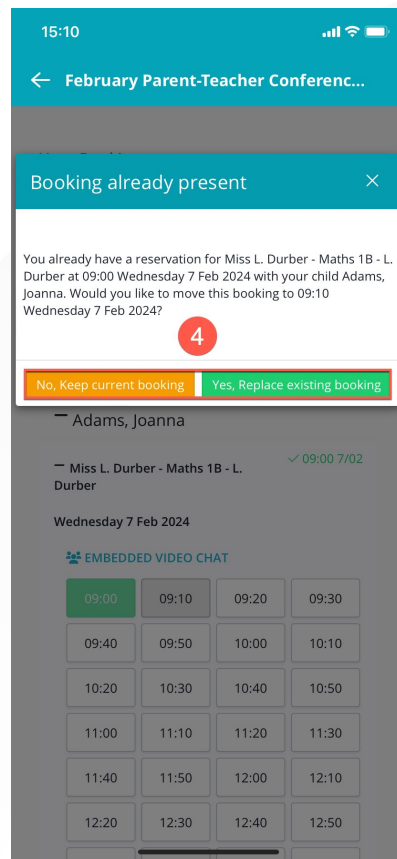


SchoolsBuddy

by **faria**  
Education Group

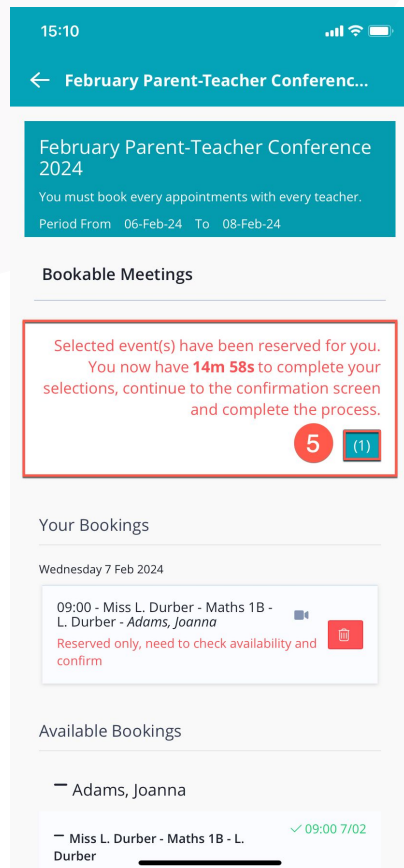


- 选择相应的会议时间后，系统会弹出提示框，显示您已预约的会议数量及剩余确认时间。向下滚动可选择更多会议。
- 如需**取消或更改会议**，可点击垃圾桶图标。
- When you choose a meeting time, there is a pop up message. It shows how many meetings you have reserved, and how long you have left to confirm the booking(s). Scroll down to choose more meetings.
- Click the trash can to **cancel or change a meeting**.

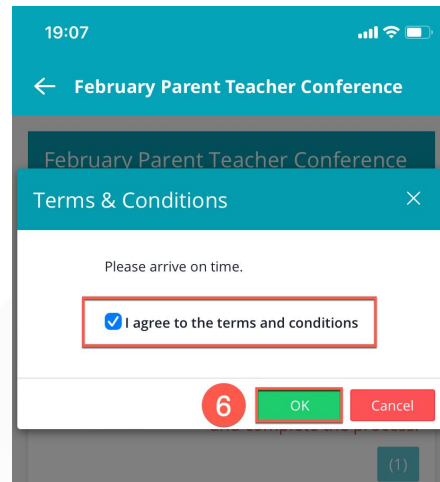


- 如需**更改预约时间**，系统会弹出警告信息，您可以选择保留原时间或使用新时间。
- If you **change the time slot** you will see a warning message. You can decide whether to keep the original time or the new time.

# 如何报名家长会 (APP)

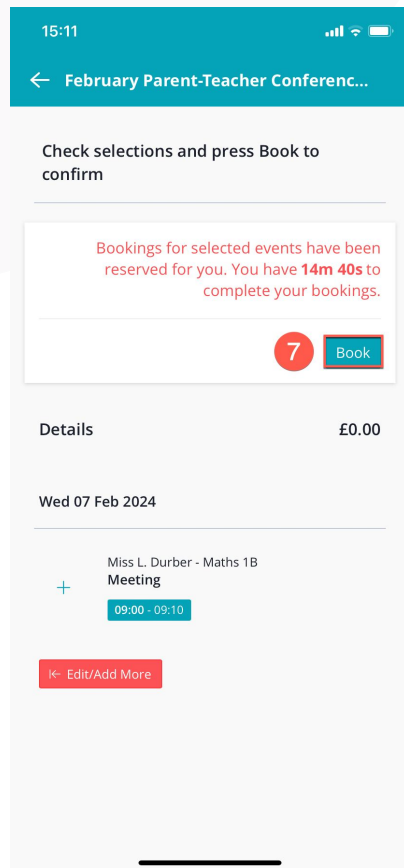


- 选择完所有会议后，点击**数字**按钮确认选择。
- Click the **number** button when you have chosen all the meetings you want to book.

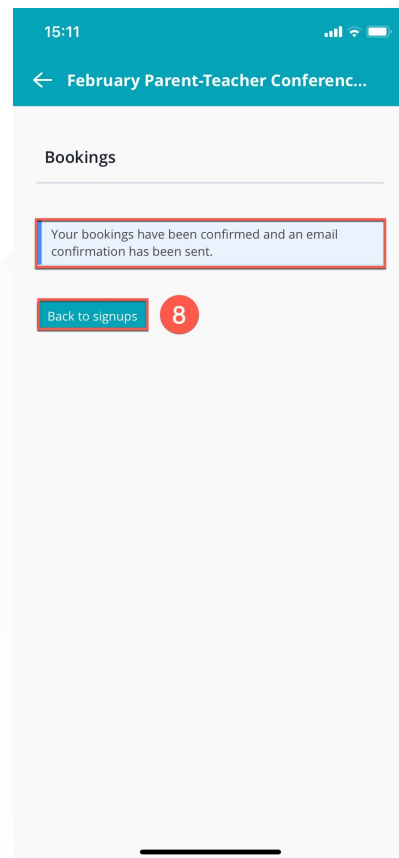


- 勾选并同意**Terms & Conditions (条款与条件)**。
- Agree to the **Terms & Conditions**.

# 如何报名家长会 (APP)



- 最后查看预约汇总页，可点击+/- 展开或收起预约详情，也可通过垃圾桶图标删除预约。
- 点击**Book(确认预约)**提交预约。
- Review the summary page. Click + / - to expand or collapse the meeting reservations. You can delete bookings using the trash can icon.
- Click **Book** to confirm the reservations.

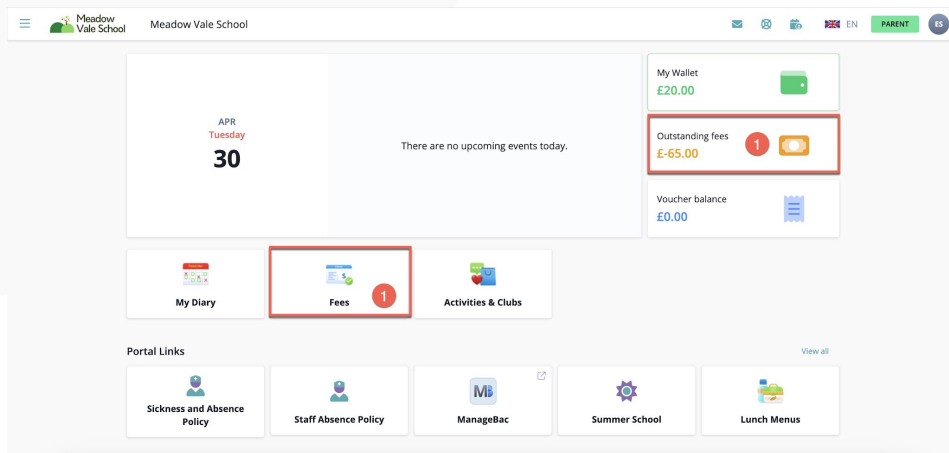


- 预约成功后，页面会显示确认信息，并会收到邮件确认，预约信息也会显示在**Diary(日程)**中
- You will see a confirmation message, receive email confirmation, and events will also appear in your **Diary**.

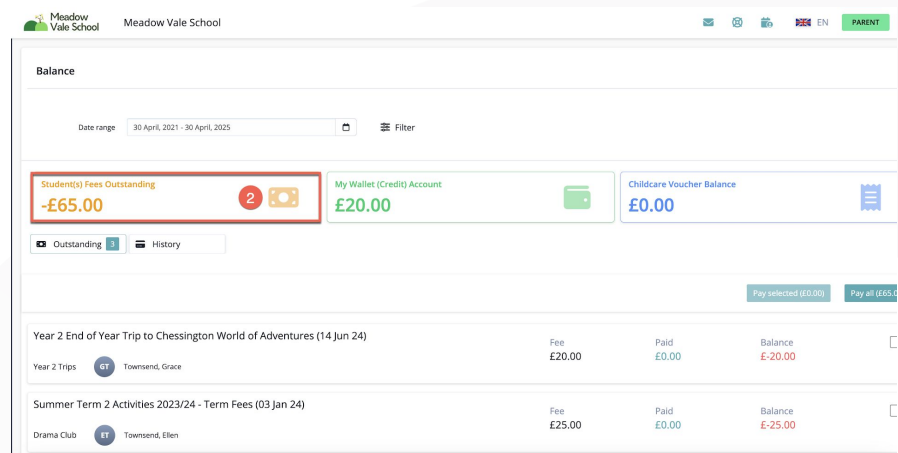
# 如何缴费

How to pay the fees

# 如何缴费



- 在首页即可看到是否有未支付费用。点击**Fees(费用)**或**Outstanding Fees(未结费用)**均可进入费用汇总页面。
- From the home page you can see any fees outstanding. You can enter the Fees Summary page by clicking on either 'Fees' or 'Outstanding Fees'.



- 该页面会显示您当前需支付的费用清单及金额汇总。
- When selected, a summary of the fees you owe will be displayed. An example of this is shown in the image below.

# 如何缴费

Meadow Vale School

30 April, 2021 - 30 April, 2025

standing

My Wallet (Credit) Account £20.00

Childcare Voucher Balance £0.00

History

3

Pay selected (£20.00) Pay all (£65.00)

Trip to Chessington World of Adventures (14 Jun 24)

| Fee    | Paid  | Balance |
|--------|-------|---------|
| £20.00 | £0.00 | £-20.00 |

Townsend, Grace

- 勾选需要支付的费用项目，可选择Pay Selected(支付所选)或Pay All(全部支付)
- To make a payment, click the checkbox next to the corresponding charge and either click Pay Selected or Pay all.

Low School Meadow Vale School

Payments

Total to pay now: £20.00

My wallet credit: £20.00

Please note: it can take a few minutes for the balance to update after crediting or withdrawing funds.

Payment method Please select payment method Pay £20.00

Details

|                                                                                              | Fee    | Paid | Balance | Payment |
|----------------------------------------------------------------------------------------------|--------|------|---------|---------|
| 24 Year 2 End of Year Trip to Chessington World of Adventures, Year 2 Trips, Townsend, Grace | £20.00 | £0   | £-20.00 | E 20.00 |
| Total                                                                                        |        |      | £20.00  |         |

4

- 进入支付汇总页面后，系统会显示本次支付总额。如只需支付部分费用，您可在Payment框中自行修改支付金额。
- Once you have selected the total amount you wish to pay, you will be taken to a payment summary screen. You do not have to pay the full amount and can edit this within the 'Payment' box.

# 如何缴费

Meadow Vale School Meadow Vale School

← Payments

Total to pay now: £20.00  
My wallet credit: £20.00

Please note: it can take a few minutes for the balance to update after crediting or withdrawing funds

Payment method Please select payment method Pay £20

£20.00 Credit  
PaySafe (£20.00)

Details

| Date        | Details                                                                                   | Fee    | Paid | Balance | Payment |
|-------------|-------------------------------------------------------------------------------------------|--------|------|---------|---------|
| 30 Apr 2024 | Year 2 End of Year Trip to Chessington World of Adventures, Year 2 Trips, Townsend, Grace | £20.00 | £0   | £-20.00 | £ 20.00 |
| Total       |                                                                                           |        |      | £20.00  |         |

Meadow Vale School Meadow Vale School

Payments

Thank you for your payment

| Date        | Details                                                                         | Fee   | Paid  | Payment |
|-------------|---------------------------------------------------------------------------------|-------|-------|---------|
| 30 Apr 2024 | Charge for Year 2 End of Year Trip to Chessington World of Adventures 6/14/2024 | 20.00 |       |         |
| 30 Apr 2024 | Credit Payment (TXN#129445)                                                     |       | 20.00 | Credit  |

- 选择相应的支付方式(Asiapay或钱包余额)，以钱包余额支付为例，若账户中有可用余额，选择XX Credit后，按钮会变为Pay xx amount With Credit Balance，点击即可完成支付。
- To pay using credit in your wallet select 'XX Credit' as example. The button beneath will change from the payment provider to say 'Pay xx amount With Credit Balance'. Click the button to confirm

- 支付完成后，页面会显示“Payment Complete(支付完成)”提示，同时您会收到一封支付确认邮件。
- A 'Payment Complete' summary screen is shown and you will receive an email confirmation of the payment.