

Co-Curriculum Activities – Booking Instructions

Booking Method notes:

In the booking column in the document outlining the co-curricular activities for your daughter's year group there is a note stating whether the club is booked **by invitation, SOCS sign up, by application or SchoolPost** for the term.

SOCS sign up

Please follow the instructions in this document and refer to the username and password details supplied. Should you have any problems logging in, please email Kevin Rodger (kvr@stge.org.uk)

By invitation

In the event of booking being by invitation you do not need to take any action.

By application

If your daughter is interested in joining a club that is by application she should speak to the member of staff detailed in the document outlining the co-curricular activities for her year group.

Schoolpost

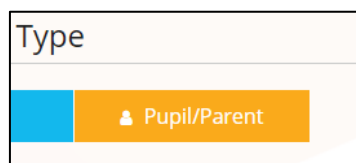
A number of co-curricular activities are run in school by external coaches or take place outside school. These activities will require registration by reply to a schoolpost which will provide details about the dates, time and cost. No action is required via SOCS to register your daughter.

SOCS sign up notes:

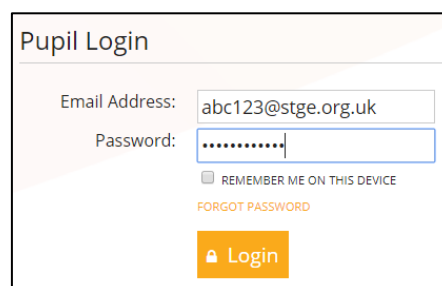
1. Visit <http://calendar.stge.org.uk>
2. Click on **Login** at the top right of the screen.



3. Click on **Pupil/Parent**

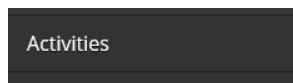


4. Enter your daughter's school email address and password (supplied separately as an attachment within the co-curriculum activities schoolpost message) and click **Login**.

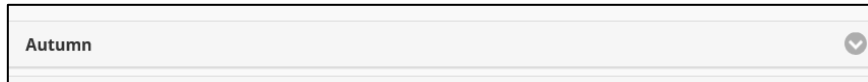
A login form titled 'Pupil Login'. It contains two input fields: 'Email Address' with the value 'abc123@stge.org.uk' and 'Password' with masked characters. Below the password field are checkboxes for 'REMEMBER ME ON THIS DEVICE' and a link for 'FORGOT PASSWORD'. At the bottom is a blue 'Login' button.

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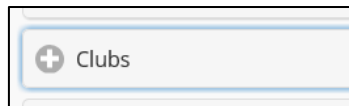
5. Select **Activities** from the left hand menu.



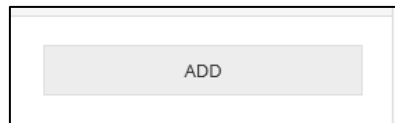
6. Use the drop down box to select the **Autumn** term if it is not already chosen.



7. Click on the **plus sign** next to each section to display the list of activities.



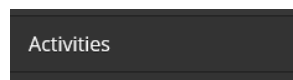
8. Scroll through the list and click **Add** next to the activity you wish your daughter to take part in. Time and date information can be found by clicking **View Events**.



9. Do this for each activity you wish to enrol your daughter in.
10. **Logout** when complete by choosing **Settings** on the left and then **Logout**

If you wish to remove your daughter from an activity:

1. Login as before.
2. Select **Activities** from the menu on the left.



3. Find the activity on the **Available Activities** page and click on the green tick. This will remove your daughter from the register for the club.

