

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 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

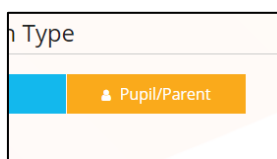
A number of co-curricular activities are run in school by external coaches or take place outside of school. These activities will require registration by reply to a schoolpost which will provide details about the dates, time and cost. No action is required via SOCS to register your daughter.

SOCS sign up notes:

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

SCHOOL HOME CALENDAR HOME SPORT HOME LOGIN

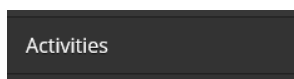
3. Click on Pupil/Parent



4. Enter your daughter's school email address and password (supplied via the co-curriculum sign up email you received via schoolpost) and click **Login**.

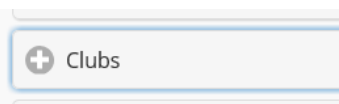
A screenshot of the 'Pupil Login' form. The form has a title 'Pupil Login' and a subtitle 'Login Enquiries: kvr@Stge.org.uk'. There are two input fields: 'Email Address:' with the value 'abc123@stge.org.uk' and 'Password:' with a masked password '.....'. Below the password field is a checkbox labeled 'REMEMBER ME ON THIS DEVICE'. At the bottom of the form are two links: 'FORGOT PASSWORD' and 'ACTIVATE ACCOUNT'.

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

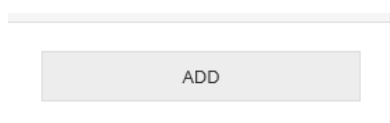


6. Use the drop-down box to select the appropriate term if it is not already chosen.

7. **Click** on the **plus** next to each section and it will open up.



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**.

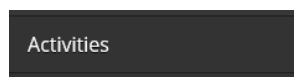


9. Do this for each of activity you wish to enrol your daughter in.

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 by visiting the username and password provided.
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 you from the register for the club.

