

## Parents/Students Guide to Sign-up

SchoolsBuddy is the system our school uses for managing school trips and extracurricular activities. It is an all-in-one system covering sign-up, parent communications, parent consent etc.

The SchoolsBuddy 2.0 mobile application can be downloaded from the App Store for iOS devices or Google Play for Android devices.



You can also access SchoolsBuddy via a web browser by going to <https://dbis.schoolsbuddy.net> and entering your iSAMs login details.

### Making Extracurricular Activity Selections

1. Click the 'Activities & Clubs' tab

A screenshot of the SchoolsBuddy web interface. At the top, there is a navigation bar with several icons: a stylized 'S' logo, a home icon, a calendar icon, a document icon, and a network icon. The network icon is highlighted with a red circle containing the number '1'. Below the navigation bar, the main content area is titled 'Available signups' with a red circle containing the number '2'. There are three columns of activity selection boxes. Each box has a green header 'Available to book' and a sub-header 'Sign up closes Fri 26 Aug 22'. The first box is for 'Test Term 1 Early Year &amp; Primary After School ECA', the second for 'Test Term 1 Early Years &amp; Primary Before School ECA', and the third for 'Test Term 1 Primary Lunchtime ECA'. Each box contains a list of student names (Student1, Student2, Student3) with 'Test' and a count of '0'. At the bottom of each box are two buttons: 'Choose' and 'Review / Send'.

2. Here you will see just one or multiple boxes for choice. They are clearly categorised to Before school, Lunchtime, or After school activities, so you can see what is available to you.

- From there, the activities that are available for you or your child will be shown by day of the week.
- Click the day of the week to expand the section.
- Select your child's preferences for each club for the desired day of the week.

Test Term 1 Early Years & Primary Before School ECA  
Please select preference.  
Period From 29-Aug-22 To 31-Aug-22

Activities Save for Later Next

1. How sign up works  
This sign up requires you to make choices and submit these choices to the school for your activities for this period. The school will then allocate activities based upon your selections and the groups size. There may be options for each day. Only select options for a day if you want to take part in an activity for that day. Once you have selected your choices, please click REVIEW & CONFIRM to see an overview of your preferences before clicking the COMPLETE AND SEND ALL TO SCHOOL button. After you have sent your choices to the school you will not be able to edit them.

2. Make choices  
Select your preferences for each day. Click the day of the week you want to make choices for. Make your first choice your 'preference1', your second choice 'preference2' and so on. You may only select ONE 'preference1', 'preference2', 'preference3', etc for each day. The system will not let you select P1 twice on the same day. To change your P1 choice first untick the current P1 choice. When complete move onto the next day.

3. Submit to school  
To save your preferences to complete later choose SAVE FOR LATER. If you want to review all of your choices click REVIEW & CONFIRM. If during review you want to SUBMIT your choices to the school click on COMPLETE AND SEND ALL TO SCHOOL button. You will need to agree to terms and conditions set by the school.

4. Await allocation  
When the sign up period closes, school staff will begin the task of allocating students their preferred choices where possible. Following allocation you will receive an email notifying you of your allocated activities. You can then use SchoolsBuddy to view all of these activities in your SchoolsBuddy diary.

Search group name Clear All

Monday - 1 Available **3**

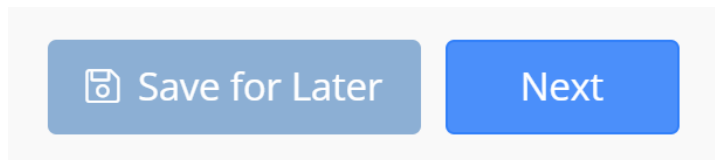
Tuesday - 1 Available **4**

Test Term 1.2 - EY Eco-Green Club  
R. Roberts  
Organiser  
08:15 - 08:45 Free Early Years Hall 18

Exploring Education for Sustainability, the Eco-Green Club will motivate even our youngest students to develop a deep love of our Earth and desire to care for it. Students will be empowered to create meaningful environmental activities and projects to help raise sustainability awareness throughout our school, within their families and in our wider DB community. They will also have the opportunity to nurture our new garden space on the Early Years campus.

Student1, Test **5**  1  2  3  N/A

- 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 the form later.



If you save for later, when you return to the Activities & Clubs tab, click the Review/Send button to complete your selections and send them to the school.

- Click 'Review & Send', to see a summary of all the selections made.

Available to book  
Sign up closes Fri 26 Aug 22

Test Term 1 Early Year & Primary After School ECA  
Please select preference.

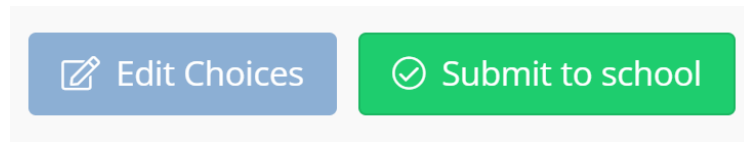
TS Student1, Test 0

TS Student2, Test 0

TS Student3, Test 0

Choose  Review / Send **7**

8. You can click 'Edit Choices' to make changes if needed. When you are happy with your choices, click 'COMPLETE and Send All to School'.



9. Agree to the terms and conditions of the after-school clubs, and your preferences will be sent to us.



I agree to the terms and conditions



10. Repeat steps 2 to 9 for all the boxes you wish to complete.  
 11. You will receive an email communication confirming your selections. An example of this is shown below.

Dear Parents/Carers,

This is to confirm that your selections for Test Term 1 Early Year & Primary After School ECA have been sent to the school.

**Groups SELECTED:**

Group	Student	Day of week	Time	Location	Staff	Cost	Preference
Test Term 1.2 - Year 3 to 6 Buzzing for Books	Student1, Test	Tue	15:20-16:00	Library	Evetts	Free HKD	1
Test Term 1.2 - Year 5 & 6 Rugby	Student3, Test	Tue	15:20-16:15	Pitch	Silver	Free HKD	1
Test Year 3 & 4 Balls Skills (Basketball/Netball)	Student2, Test	Tue	15:20-16:15	Multi-Purpose Court	Brownlie	Free HKD	1

Log into your SchoolsBuddy account for further details.

\*\*If this email does not contain any selections then this will be because you have a sibling or another child at Discovery Bay International School and selections have only been submitted for them.

Many thanks

Discovery Bay International School and the SchoolsBuddy team.

[Go to the Discovery Bay International School SchoolsBuddy Portal](#)



12. When we have processed the extracurricular activity allocations, you will receive a further email communication showing which activities your child has been allocated or not allocated.  
 13. Your Diary in SchoolsBuddy will be automatically populated with the time and date of the events of the activities allocated for your child.