



International School of Nanshan Shenzhen

SCHOOLS BUDDY

ACTIVITIES' SIGN UP GUIDE

As a parent of a ISNS student, you will automatically receive an email inviting you to join SchoolsBuddy – our online platform to manage your child’s extracurricular activities. All emails are sent to the addresses on our Managebac file for your family, so if you do not receive an activation link, please contact the admission department.

Dear ISNS Parent,

We are adopting a new online system here at ISNS, powered by SchoolsBuddy and we would ask that you register online to access the system as soon as possible.

We are using this brand new online system for the following purposes:

- Online parent consent for events/sign up for after school clubs
- Payment of fees and view your balance
- View diary of confirmed events
- Get venue information and directions
- Receive communications from us.

Click here to register your account and setup your password

Below is your registration token. **This expires after 21 days**, but you can always contact the school IT department to request another one at a later time.

[Click here to register your account and setup your password](#)

Or copy this web address into your browser <https://isns.schoolsbuddy.net!/Account/Welcome?t=uPIPOqall%2BBF9JspVfrPeoZ6SB9B4M8wEzsPELbY%2F3JXyPvN14SexMjv4Z71sTvcEegoJKfb00MJF2NK9Dxl8wJa2r5Sf%2BHHoFIIAw%2FS7ZlyK94RQFNZrfrHRKnf7dZKhgoG5ks1TKSe06i0uv347fBL46dVt9lUY%2BeB92%2Faj4vTMCBxAbD5j9fOIAWsyTMHwgrHQ%3D%3D&email=isnsparent%40gmail.com>

As this is a new system for us, we are still finding our way around. Please bear with us if there are any issues. For parent FAQ's please follow the link [here](#)

We look forward to seeing you online shortly!

Many thanks,

ISNS and the SchoolsBuddy team.

[Go to the International School of Nanshan Shenzhen SchoolsBuddy Portal](#)

Click here to read the SchoolsBuddy FAQs and watch instructional videos



International School of Nanshan Shenzhen
深圳南山国际学校

After you select and confirm your password, you will be redirected to the Dashboard screen. The Dashboard gives you an overview of all messages received and upcoming activities.

Dashboard

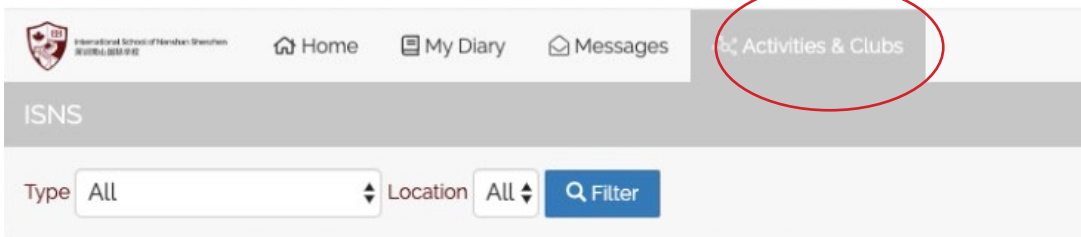
The screenshot shows the SchoolsBuddy Dashboard interface. At the top, there is a navigation bar with 'Support', 'My Account', 'Log Out', and 'English'. Below this is a secondary navigation bar with 'Home', 'My Diary', 'Messages', and 'Activities & Clubs'. The 'Dashboard' menu item is circled in red. The main content area is divided into three sections: 'Welcome' with the school's logo and name, 'My Diary (next months events)' with a table header (Date, Time, Details), and 'Messages' with a summary of 7 unread messages and 0 starred messages.

How to select your child's CCAs in SchoolsBuddy

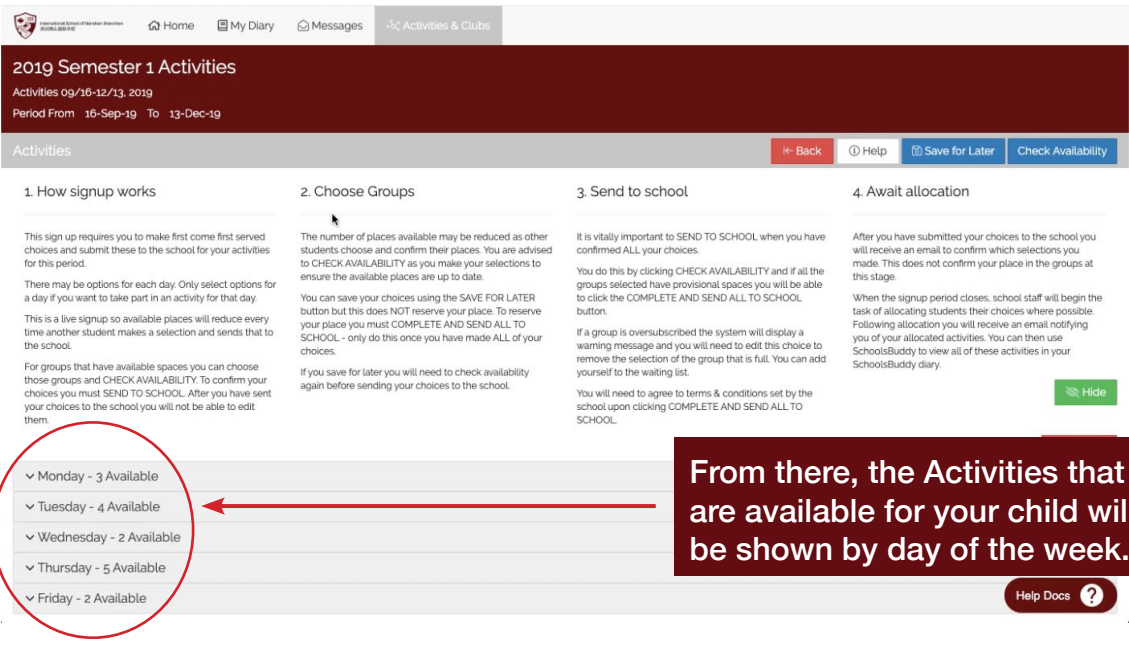
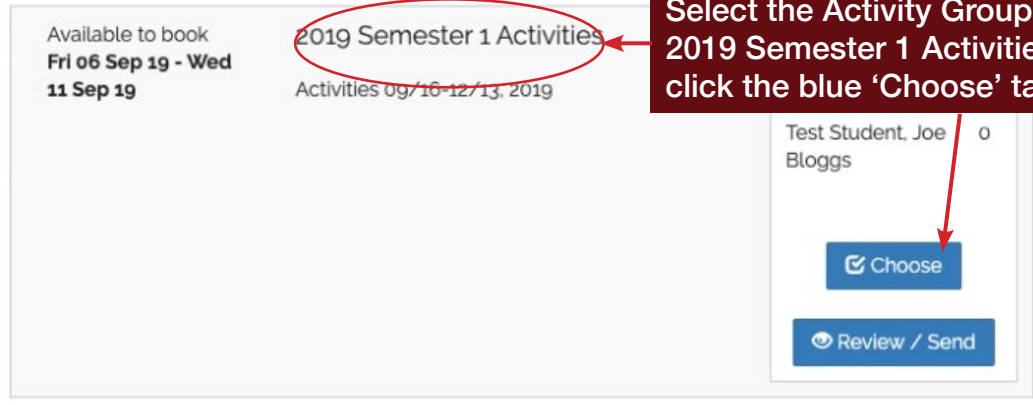
After logging in, you can change the language to English or 中文.



Click the 'Activities & Clubs' tab.



Select the Activity Group e.g.; 2019 Semester 1 Activities and click the blue 'Choose' tab.



2019 Semester 1 Activities
Activities 09/16-12/13, 2019
Period From 16-Sep-19 To 13-Dec-19

Activities Back Help Save for Later Check Availability

- 1. How signup works**

This sign up requires you to make first come first served choices and submit these to the school for your activities for this period.

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.

This is a live signup so available places will reduce every time another student makes a selection and sends that to the school.

For groups that have available spaces you can choose those groups and CHECK AVAILABILITY. To confirm your choices you must SEND TO SCHOOL. After you have sent your choices to the school you will not be able to edit them.
- 2. Choose Groups**

The number of places available may be reduced as other students choose and confirm their places. You are advised to CHECK AVAILABILITY as you make your selections to ensure the available places are up to date.

You can save your choices using the SAVE FOR LATER button but this does NOT reserve your place. To reserve your place you must COMPLETE AND SEND ALL TO SCHOOL - only do this once you have made ALL of your choices.

If you save for later you will need to check availability again before sending your choices to the school.
- 3. Send to school**

It is vitally important to SEND TO SCHOOL when you have confirmed ALL your choices.

You do this by clicking CHECK AVAILABILITY and if all the groups selected have provisional spaces you will be able to click the COMPLETE AND SEND ALL TO SCHOOL button.

If a group is oversubscribed the system will display a warning message and you will need to edit this choice to remove the selection of the group that is full. You can add yourself to the waiting list.

You will need to agree to terms & conditions set by the school upon clicking COMPLETE AND SEND ALL TO SCHOOL.
- 4. Await allocation**

After you have submitted your choices to the school you will receive an email to confirm which selections you made. This does not confirm your place in the groups at this stage.

When the signup period closes, school staff will begin the task of allocating students their 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.

Hide

- Monday - 3 Available
- Tuesday - 4 Available
- Wednesday - 2 Available
- Thursday - 5 Available
- Friday - 2 Available

Help Docs ?

From there, the Activities that are available for your child will be shown by day of the week.

To expand the day of the week, click on any day of the week.

> Monday - 3 Available

Clear All

Details Linked Spaces Waitlist

Brazilian Jiu Jitsu for kids
Students will build coordination and body awareness by doing movements that work on fine motor skills as well as strength. They will improve their thinking skills and social skill through practice of movements and working with a partner. Brazilian Jiu Jitsu will help build the students confidence through learning techniques and then applying these techniques in a controlled manner with a partner. Doing this martial art will also help to improve the fitness of the student and build a life long love of physical activity.
Students should wear gym clothes.

Test Student, Joe Bloggs Choose (16 places left) Waiting list N/A

Make Fashion Tech Club MYP/DP G6-12
Students will work on fashion technology projects, with possible participation in a MakeFashion Edu community event in May. There will be two sessions each term with a maximum of 16 participants. Any additional students who register for the first term will be put on a waiting list for the second term.
sessions will be run in 2 groups (G3-5/G6-12) and held in the Library and Makerspace room

Test Student, Joe Bloggs Choose (16 places left) Waiting list N/A

Help Docs ?

When you have made the correct selection, click the blue 'Check Availability' tab.

When clicked, a summary of all the selections made will be shown.

If you are happy with the selections made, click the blue 'COMPLETE and Send ALL to School' tab. If you wish to edit your choices this can also be done from this screen.

Back Edit Choices COMPLETE and Send ALL to School

A terms and conditions box will appear.

Terms & Conditions

Waiver
Your signature below constitutes and is evidence of your agreement to:

Accept general liability for the participation of your child, indemnify and hold harmless the International School of Nanshan Shenzhen, its Board of Directors, its employees and agents, either jointly or separately, from and against any and all claims, damages, causes of action or injuries incurred or resulting from your child's participation, except in case of willful negligence.

免责声明
您在以下的签名证明您同意:

承担其子女参与活动的一般责任, 且为深圳南山国际学校及其董事会、员工和代理商提供保护和赔偿, 使其免于遭受因子女参与活动造成的任何及全部索赔、赔偿、起诉原因或人身伤害赔偿。上述学校及其董事会、员工和代理商故意渎职造成的索赔、赔偿、起诉、人身伤害的情况除外。

Emergency Medical Authorization
Your signature below constitutes and is evidence of your agreement to:

Click "I Agree" to the terms and conditions, and then 'OK' and your preference selections will be sent to ISNS. You will receive an email communication confirming your selections.

Emergency Medical Authorization
Your signature below constitutes and is evidence of your agreement to:

Authorize the faculty chaperones to provide or cause to be provided such medical services as deemed necessary for the safety and protection of my son/daughter in the event of accident, or illness, and agree to cover any cost incurred.

紧急医疗授权
您在以下的签名证明您同意:

授权教师监护人在发生意外或疾病时为我的儿子/女儿提供或使其获得必要的医疗服务, 并同意承担由此产生的任何费用。

I agree to the terms and conditions

OK Cancel

When we have made the activities allocations, you will receive an email communication explaining which activities your child has been allocated or not allocated.

Your Diary will then be automatically populated with the time and date of the activities.

The screenshot shows a web dashboard for the International School of Nanshan Shenzhen. At the top right, there are links for 'Support', 'My Account', 'Log Out', and 'English'. The main navigation bar includes 'Home', 'My Diary', 'Messages', and 'Activities & Clubs'. A 'Dashboard' header is present, with a 'Bookings Open' button on the right. The 'Welcome' section features the school's logo and name in English and Chinese, followed by a message: 'Welcome! ISNS will be using SchoolsBuddy to manage our school activities and athletics teams.' The 'Messages' section shows 'Unread 7' and 'Starred 0'. The 'My Diary (next months events)' section is currently empty, with a table structure showing columns for 'Date', 'Time', and 'Details'.

Date	Time	Details
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