

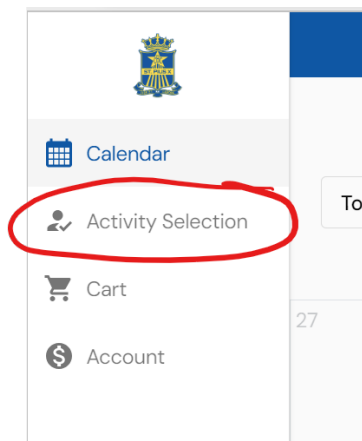
St Pius X College Clipboard

A Guide to Activity Selection for Parents and Guardians

This document is a guide for Parents and Guardians using Activity Selection

How to make an activity selection:

1. Login to the school Portal (portal.clipboard.app/stpiusx)
2. Click on Activity Selection (left sidebar).



3. Here you can see a list of selection groups, as well as:
 - What activities are on offer for each group
 - If a selection group is 'open' or 'closed' for activity selection
 - If an activity has been selected in that group
 - When the selection group will close
 - Costs associated with an activity (if applicable)
 - Which student you are selecting for
 - If there is a requirement to select an activity in that group

Please scroll to make sure you see all the activity groups and activities your son can choose. Not all activities are available to all students in all age groups. You will see the activities your son is eligible for, based on his age and year group. All activity selections must be completed by a Parent/Guardian.



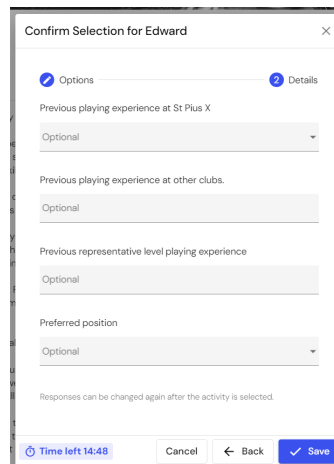
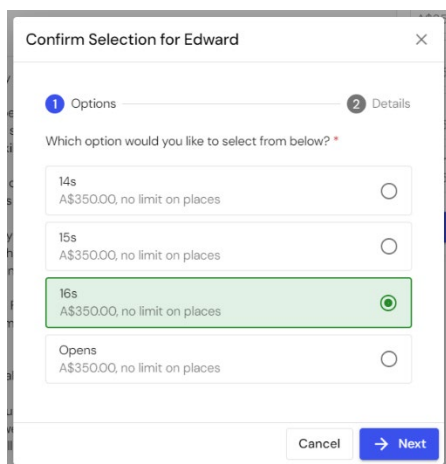
The screenshot shows a web interface for 'Activity Selection'. On the left is a navigation menu with 'Calendar', 'Activity Selection', 'Cart', and 'Account'. The main content area has a search bar and two activity cards. The first card is for 'Performing Arts 2024', which is open until 9 Feb 2024, 9:45pm and notes that only parents/guardians can select in this group. It describes the school's Performing Arts Department and lists various ensembles. The second card is for 'Private Music Tuition 2024', also open until 9 Feb 2024, 9:45pm, listing various instruments available for tuition. A 'Senior Sport' card is partially visible at the bottom.

4. Click on the activity you want to select (Click on the image card for the activity). The details of the activity will appear on the next screen. *Note: If a student is ineligible for an activity, it will not be displayed as an option to be selected.*

The screenshot shows the details for 'Senior Sport', open until 9 Feb 2024, 9:45pm. It contains detailed information about the school's participation in various sports, including a list of competitions, participation requirements, commitment, coaching, and communication. At the bottom, there are four activity selection cards: Football (No limit on places), Rugby (No limit on places), Squash (50 places remaining), and Tennis (No limit on places). A red circle highlights these four cards, and a red arrow points to the 'Select' button on the Tennis card.

5. Next, simply click the Select button if you want to go ahead with choosing this activity for the student you are acting on behalf of. A pop-up window will then ask you to choose an option (if any are offered) and to confirm the place. You may also be asked to answer a required question in order to select that activity, relating to the student's position, grade, or any previous experience.

The screenshot shows a pop-up window for the 'Rugby' activity. It includes a header image of a rugby player, the activity name 'Rugby', and a 'No limit on places' status. There is a 'Why Choose Our Rugby Team?' section with four bullet points. On the right, there is an 'Options' section with three radio button options: '14s', '15s', and '16s', all with 'no limit on places'. A 'Select' button is at the bottom, circled in red.



6. Once an activity has been selected, it will show as 'Selected' on the activity's page and on the group's page.
7. Once selections are made, the choices are sent through to the school where staff place students into teams or groups.

Cart for Activity Selection

Cart functionality lets parents or students select multiple Activities and place them in a 'cart', so they only have to confirm and check out once.

How much time do Students and Parents/Guardians have after selecting?

Once a selection has been made, a prompt will show asking whether they want to Continue Browsing or Go to Cart. They will have 15 minutes to check out selections from the Cart. If more than one selection is made, students, parents/Guardians can continue browsing.

On the left-hand side, there is a timer next to the Cart showing how much time is remaining to pay (see the image below).



If the time expires before you can check out, the Selections will be removed from the Cart and a Cart Expired message will appear.

What does the Cart look like?

Cart functionality looks very similar to shopping online, where you have your selected Activities and payment with card all in one screen. **Parents/Guardians will be prompted to enter their card details** with the option of saving the card details for future payments.

Once they have selected their Activities, this is what it will look like in the Cart (see the image below).



The screenshot shows a 'Cart' page with a blue header. On the left is a navigation menu with 'Calendar', 'Activity Selection', 'Cart (14:32)', and 'Account'. The main content is divided into 'Your Items' and 'Payment Method'. 'Your Items' lists two items: 'Term 1 Co-Curricular - Basketball - Ruiz' (A\$385) and 'Term 1 Co-Curricular - Hockey - Ruiz' (A\$220). A summary table shows a subtotal of A\$550.00, tax of A\$55.00, and a total due now of A\$605.00. The 'Payment Method' section offers 'New Card' (selected), 'Pay Separately', and 'Card Details' (with fields for card number and CVC). A green 'Pay Now' button is at the bottom right.

Waitlist

When making selections, you may find that the activity or options within it have reached full capacity and you cannot select the activity. Some activities, however, may offer a waitlist, which you can join. Simply:

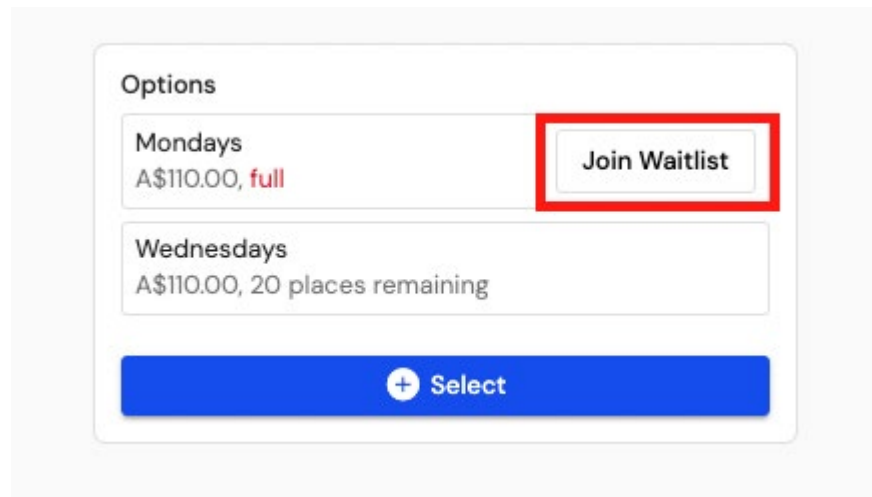
1. Click on the activity or option within an activity you want to select.
2. Then click on Join Waitlist and confirm to join the waitlist for this activity or option (see image below).
3. If a student drops out of the activity or their preferred option, you will be notified by email that they have been moved into the activity. If the activity requires payment to be taken, the email will contain a link to pay the invoice. Also included in the email is a link to unselect the activity if there is a change of mind.

Note:

If an Activity has no options, simply click on the Blue Join Waitlist Button.

If an Activity has options, click on the Join Waitlist Button next to the relevant option.

The screenshot shows an activity listing for 'Business Club' (Co-Curricular, Term 1 2024) with 'No places remaining'. It has buttons for 'Open for Selection' and 'Full'. To the right, a price of '\$80.00' is shown above a blue 'Join Waitlist' button, which is highlighted with a red border.



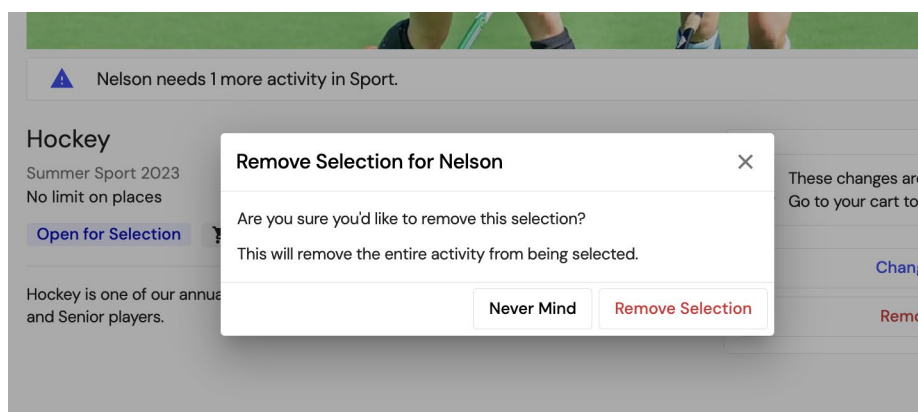
How does the waitlist work?

When a place becomes available, the next student in line for that activity or option within that activity will be automatically placed. This is determined by the date and time the student was placed on the waitlist, with the earliest being placed first.

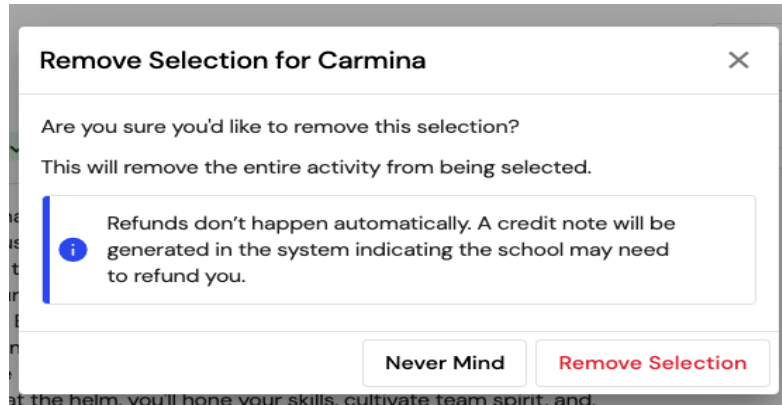
Frequently Asked Questions (FAQ's)

Can I change my activity selection?

Yes you can! If you change your mind and want to change the activity you selected, you can deselect the activity before going to select the correct one. To deselect, simply go to the activity's page and click on '**Remove Selection**' and then choose '**Remove Selection**'. This will remove the entire activity from being selected.



If you want to change your Activity after you have paid for an Activity and want to select an entirely different Activity, you will need to select Remove Selection. This will prompt a Request Refund action to Clipboard. Refunds do not happen automatically. A credit note will be generated in the system indicating the school needs to refund you.



Can I change or withdraw from an activity DURING the SEASON or once the activity has commenced?

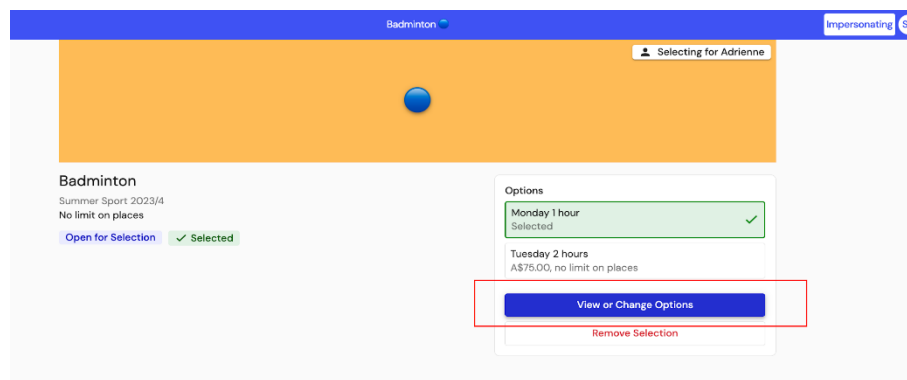
If your son decides they would like to withdraw from a team or activity once the season or activity has commenced, they must apply to the relevant convenor/coordinator of that activity to withdraw. Refunds for students who withdraw mid-season or mid-activity are not guaranteed and will be negotiated with the College.

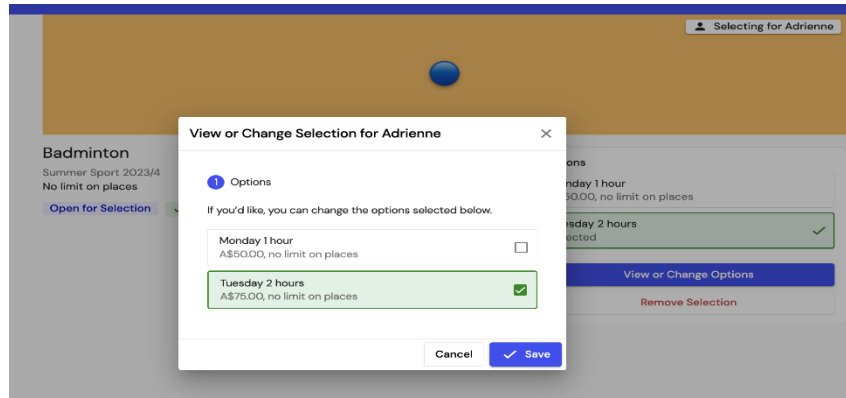
Can I change my activity selection to another option in the same Activity if I have already paid?

If you've already made a payment for a particular Activity option and would like to switch to a different option within the same Activity, please follow these steps:

1. Go to the Activity and click on **"View or Change Options."**
2. Choose the new option you prefer and click **"Save."**
3. Proceed to your Cart.

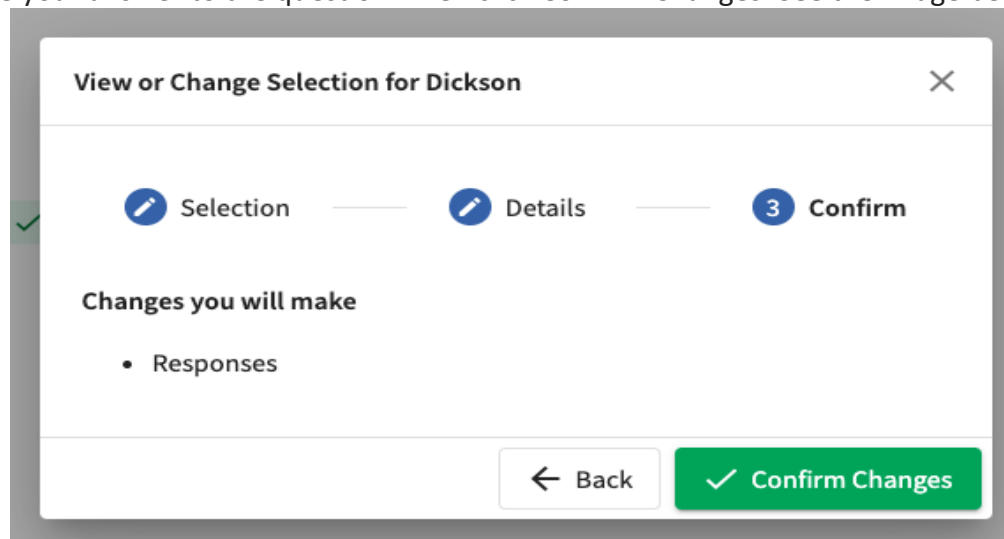
In this process, Clipboard will automatically apply the payment from your initial selection to cover the cost of the new one. If there are any additional expenses associated with your new choice, you'll only need to cover those extra costs.





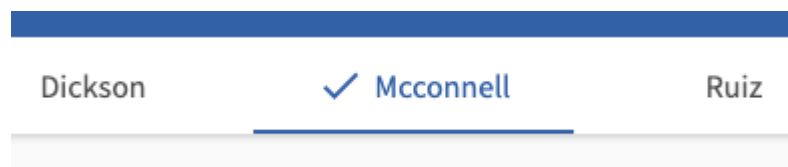
Can I change my answer to a required question?

Yes you can! Simply click on the View Selection button and then click Next to go to the Details page. Then change your answer to the question. Then click Confirm Changes. See the image below:



What if I am a parent with more than one child?

To swap between students, simply click on the name of the student and select another student from the tabs on the right-hand side. The tick will indicate which student you are selecting on behalf of.



How do I know if my selection has been completed or processed?

Selection will only be completed after Students or Parents/Guardians have checked out of the cart and received the message through the confirmation window.