Online CCA Registration
USER GUIDE for
STUDENTS

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## LOGIN

**URL:** [https://kuochuan.schoolhub.sg/](https://kuochuan.schoolhub.sg/)

### Steps
- Enter Username
- Enter Password
- Enter the CAPTCHA “Math question”
- Click **Log in** button

### CCA Registration 2019

Submitted by admin on 19 January 2018 - 10:06pm  
This is the CCA Registration Portal for Sec One KCPIans to submit their CCA Choices.

You may refer to User Guide under the attachment (Below) on how to register your choices.

**Registration Period:** 4 Jan (Fri), 12:00pm to 21 Jan (Mon) 05:00pm.

**Criteria:**  
Each student has 5 choices and you must choose at least 1 CCA from each of the four Categories.

**Example**  
Choice # 1 - Choir  
Choice # 2 - Band  
Choice # 3 - NCCDC  
Choice # 4 - Photography Club  
Choice # 5 - Basketball

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If you choose not to exercise this option by the given deadline, the school understands that you are comfortable with any CCA assigned to you.
Upon successful login, you will be able to see the CCA Registration link under Pupil Menu.

Steps

- Click on **CCA Registration** button to begin
CCA REGISTRATION

If you have not registered, you will see this message: “You have not submitted yet”.

Steps

- Click on **Register** tab to begin
Information

There are 3 sets of information required:

- **Choices (Your choice of preference)**
  - You must enter all the choices (depend on your school requirement)
  - Each choice must be different
- **Background (Primary School Background)**
  - Previous School CCA
  - Special Talent
  - Remarks
- **NAPFA**
  - Height
  - Weight
  - Award (Gold, Silver, Bronze, MC or NIL)

*Fields with * are compulsory.*
Choices

You shall indicate your choice of preference with Choice No 1 as your most preferred choice, follow by Choice No 2, Choice No 3 etc

Steps
- Fill in all your choices
Background

These are your Primary School Background.

Steps

- Fill in all the information, if available
- Click **Submit** button (Scroll down to the bottom of the screen)
PRINT CONFIRMATION SLIP

Once you have clicked Submit, you will be redirected to the Status Tab where your choices will be displayed.

Steps
- Click **Print Confirmation Slip** button (to save a PDF copy of your submission)
Sample Confirmation Slip

Demo Secondary School (Development)

CCA REGISTRATION 2018
The PE Department acknowledged your online CCA registration on 04 Jan 2018 10:55 am.

PARTICULARS

Name: Demo Student 01  
Class: 1X1  
Reg No: 1

BACKGROUND

Previous CCA:

Remarks:

NAPFA Award: Gold  
Height: 1.71 m  
Weight: 62 kg

CCA CHOICES

Choice #1: Badminton (Boys)  
Choice #2: Swimming (Boys)  
Choice #3: Boys’ Brigade  
Choice #4: Guzheng  
Choice #5: Infocomm Club

Name & Signature of Parent/Guardian

Contact Number