

Online CCA Registration

USER GUIDE for STUDENTS

Table of Contents

Login.....	1
CCA Registration	3
Information	4
Choices	5
Background	6
Print Confirmation Slip.....	7
Sample Confirmation Slip.....	8

LOGIN

URL: <https://kuochuan.schoolhub.sg/>

CCA Registration 2019
Submitted by admin on 19 January 2018 - 10:09pm

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 - NCDCC
Choice # 4 - Photography Club
Choice # 5 - Basketball

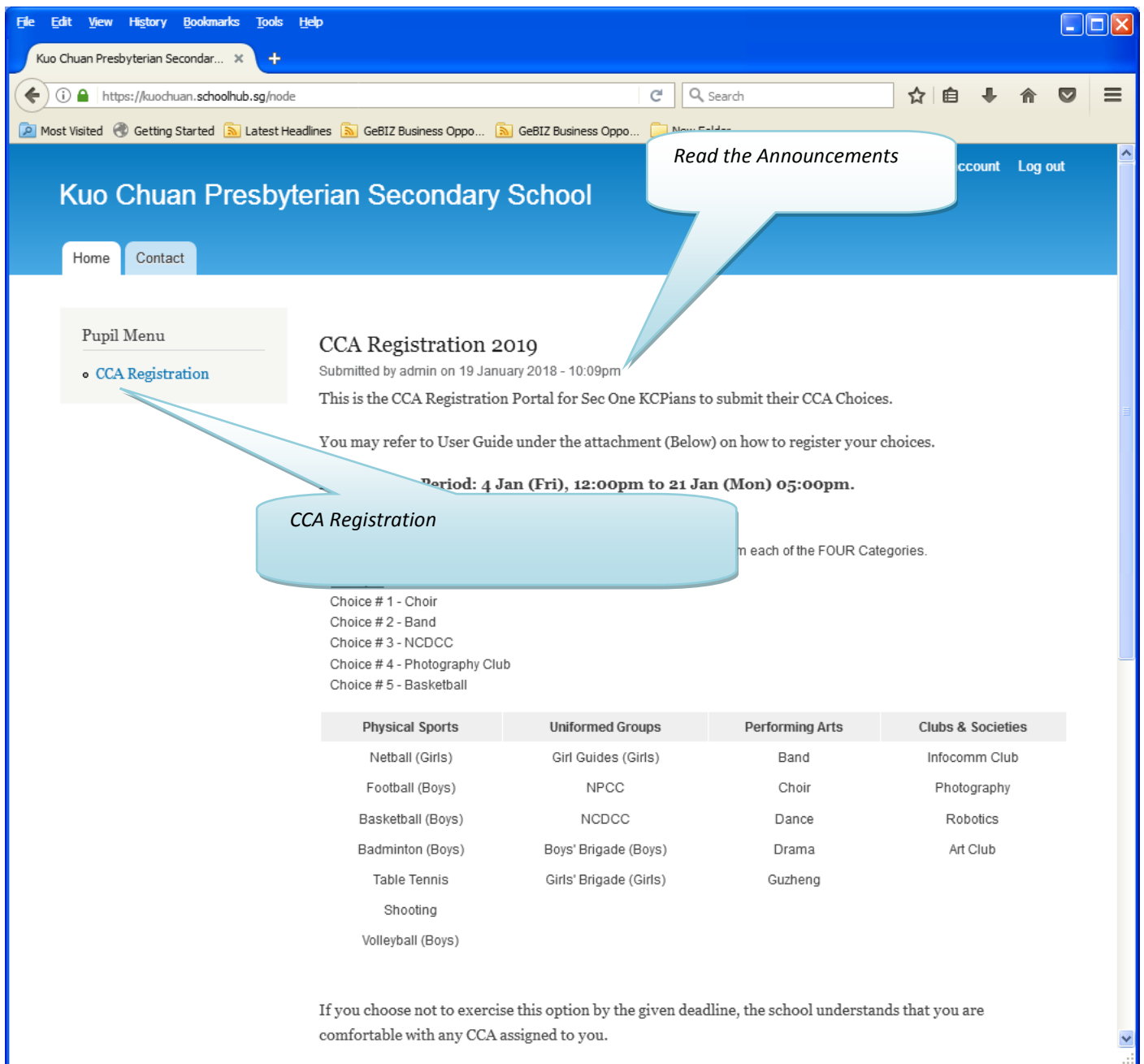
Physical Sports	Uniformed Groups	Performing Arts	Clubs & Societies
Netball (Girls)	Girl Guides (Girls)	Band	Infocomm Club
Football (Boys)	NPCC	Choir	Photography
Basketball (Boys)	NCDCC	Dance	Robotics
Badminton (Boys)	Boys' Brigade (Boys)	Drama	Art Club
Table Tennis	Girls' Brigade (Girls)	Guzheng	
Shooting			
Volleyball (Boys)			

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.

Steps

- Enter Username
- Enter Password
- Enter the CAPTCHA "Math question"
- Click Log in button

Upon successful login, you will be able to see the CCA Registration link under Pupil Menu.

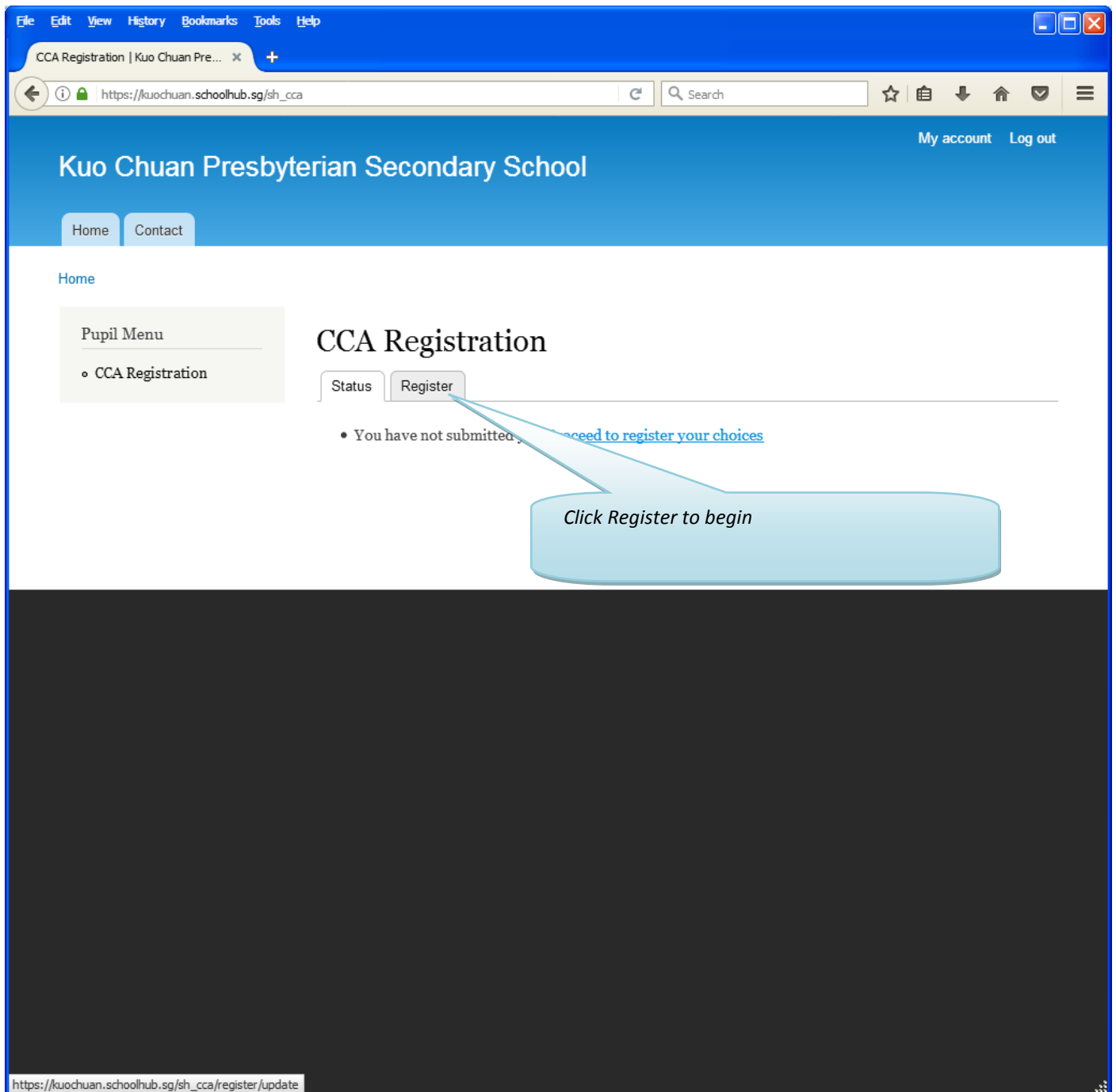


Steps

- 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

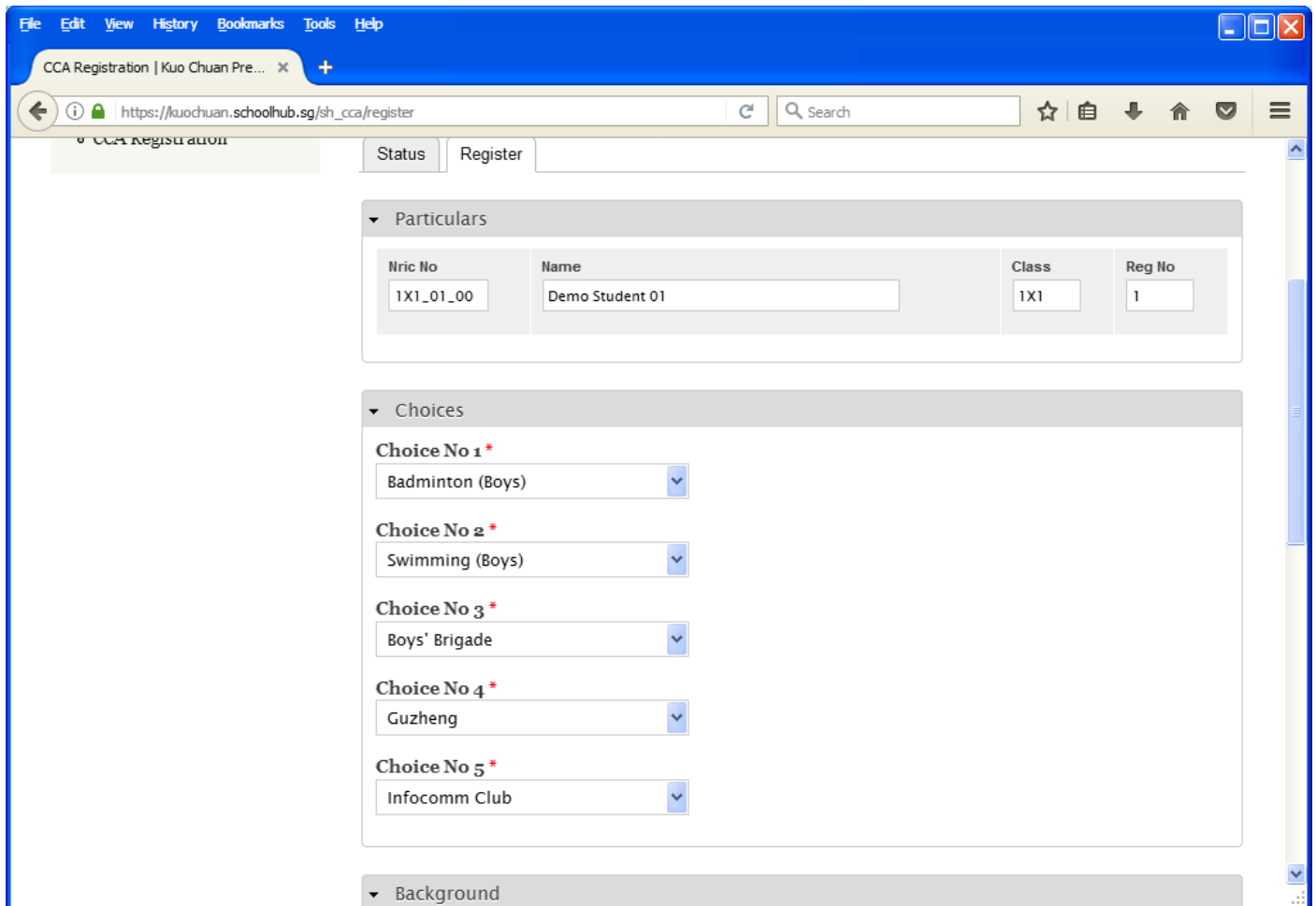
There are 3 sets of information required:

- *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



The screenshot shows a web browser window with the URL https://kuochuan.schoolhub.sg/sh_cca/register. The page has a blue header with navigation tabs for 'Status' and 'Register'. Below the header, there are two main sections: 'Particulars' and 'Choices'. The 'Particulars' section contains a table with the following data:

Nric No	Name	Class	Reg No
1X1_01_00	Demo Student 01	1X1	1

The 'Choices' section contains five dropdown menus, each labeled with a choice number and a red asterisk:

- Choice No 1 *: Badminton (Boys)
- Choice No 2 *: Swimming (Boys)
- Choice No 3 *: Boys' Brigade
- Choice No 4 *: Guzheng
- Choice No 5 *: Infocomm Club

At the bottom of the form, there is a 'Background' section which is currently collapsed.

Steps

- Fill in all your choices

Background

These are your Primary School Background.

The screenshot shows a web browser window with the URL https://kuochuan.schoolhub.sg/sh_cca/register. The form is titled "Background" and contains the following sections:

- Previous CCA if any**: A text input field.
- Special Talent (Sports events, music/instrumental/ballet grade, awards, etc)**: A large text area with a scroll bar.
- Remarks**: A large text area with a scroll bar.
- NAPFA**: A section with three input fields:
 - Height (m)**: Input field containing "1.71".
 - Weight (kg)**: Input field containing "62".
 - Napfa Award**: A dropdown menu with "Gold" selected.

At the bottom of the form is a "Submit" button.

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.

The screenshot shows a web browser window displaying the 'CCA Registration' status page. The browser's address bar shows the URL 'https://kuochuan.schoolhub.sg/sh_cca/status'. The page header includes 'Kuo Chuan Presbyterian Secondary School' and navigation links for 'Home' and 'Contact'. A green notification box at the top indicates 'Submitted at 04-Jan-2018 10:55:50 am'. Below this, a 'Pupil Menu' contains a link to 'CCA Registration'. The main content area is titled 'CCA Registration' and features two tabs: 'Status' (selected) and 'Register'. Under the 'Status' tab, the heading 'Registration' is followed by the text 'You have submitted the following choices on 04 Jan 2018 10:55 am'. A table lists the submitted choices:

No	Choices
Choice1	Badminton (Boys)
Choice2	Swimming (Boys)
Choice3	Boys' Brigade
Choice4	Guzheng
Choice5	Infocomm Club

Below the table, there is a blue link labeled 'Print confirmation slip'.

Steps

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

Sample Confirmation Slip

cca_registration_pdf(16).pdf - Adobe Acrobat Pro

File Edit View Document Comments Forms Tools Advanced Window Help

Create Combine Collaborate Secure Sign Forms Multimedia Comment

1 / 1 83.9% Find

Printed On : 4-Jan-2018 10:01 am

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