

# HOW TO SIGN UP FOR ELEMENTARY CLUBS **ONLINE!**

*This step-by-step guide will show you how to sign your child up for an after-school activity at TIS. Please read through the instructions carefully and pay particular attention to the registration deadlines.*

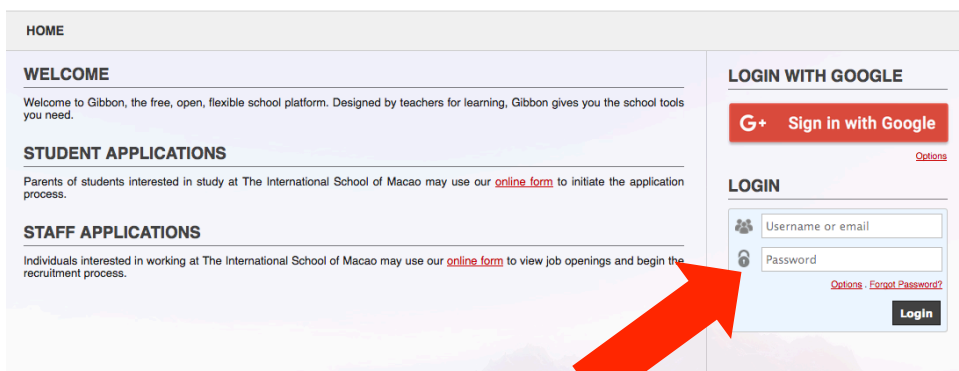
## IMPORTANT INFO

- You will need to access your Parent Gibbon Account
- Registration **opens** Monday December 4, 2017 at 7AM
- Registration **closes** Friday December 8, 2017 at 8PM
- Each student may be enrolled in **ONE** after-school club, excluding sports, primary choir and primary musical.

## STEP 1

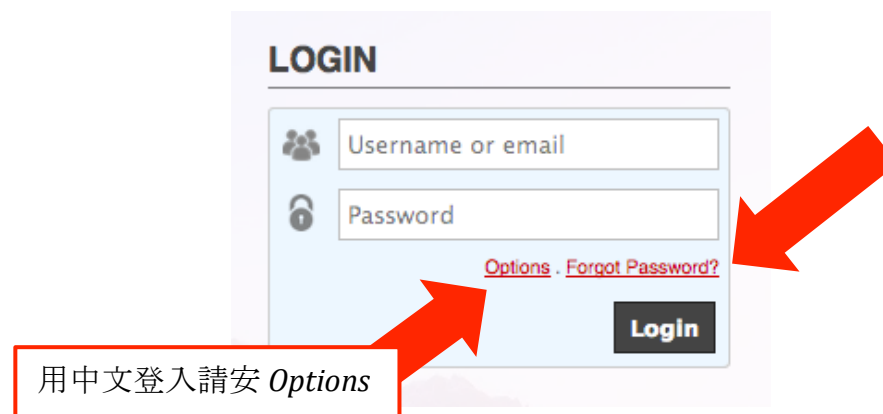
Log into Gibbon with your parent email and password at:

**[gibbon.tis.edu.mo](http://gibbon.tis.edu.mo)**



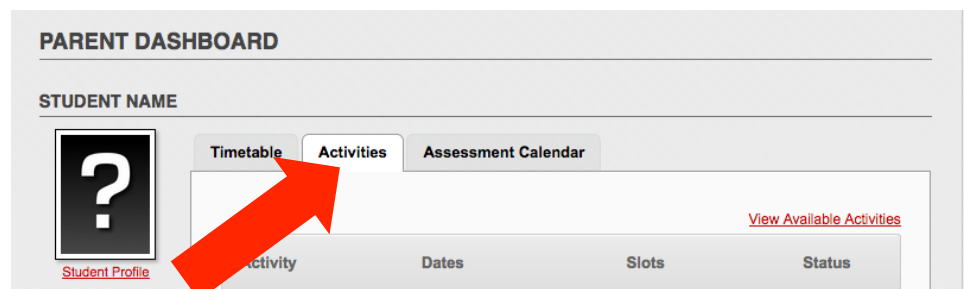
## STEP 1 Continued

If you have forgotten your password, you can reset it via the *Forgot Password* link.



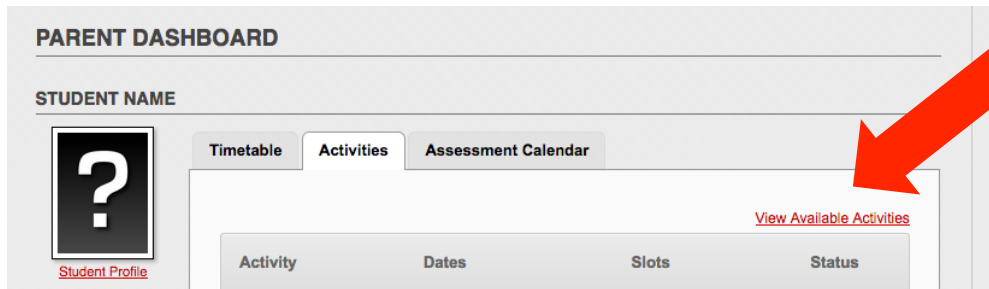
## STEP 2

After logging in, you will see the *Parent Dashboard*. Click on *Activities* to access your child's activity options.



### STEP 3

Once you are on the *Activities* tab, click on “*View Available Activities*”.



You will now see a list of all the activities available for your child. Click on the “*magnifying glass*” icon to view details about each option. When you have decided on the activity you want to register for, click on the “*register*” icon to sign up.

The screenshot shows a table titled 'ACTIVITIES' with the following columns: Activity, Provider, Dates Days, Years, Cost MOP, Enrolment, and Actions. A red arrow points to the magnifying glass icon in the Actions column for the 'ECA#2 Junk Modeling ECA' row. Another red arrow points to the register icon (a plus sign with a person) in the Actions column for the 'ECA#2 Lego Club ECA' row.

Activity	Provider	Dates Days	Years	Cost MOP	Enrolment	Actions
ECA#2 Arts and Crafts ECA	TIS	Jan - Mar 2018 Mon	G1, G2, G3	None		
ECA#2 Board Games ECA	TIS	Jan - Mar 2018 Wed	G1, G2, G3	None		
ECA#2 Express It ECA	TIS	Jan - Mar 2018 Mon	G1, G2, G3	None		
ECA#2 iPad Club ECA	TIS	Jan - Mar 2018 Tue	G1, G2, G3	None		
ECA#2 Junk Modeling ECA	TIS	Jan - Mar 2018 Wed	G1, G2, G3	None		
ECA#2 Lego Club ECA	TIS	Jan - Mar 2018 Mon	G1, G2, G3	None		

### STEP 4

Once registration is complete, you’ll see that the club you have successfully signed up for is highlighted in **green** and the status under *Enrolment* should say “*Accepted*”.

The screenshot shows the same activities table as in Step 3. The row for 'ECA#2 Junk Modeling ECA' is highlighted in green. A red arrow points to the 'Accepted' status in the 'Enrolment' column. Another red arrow points to the trash bin icon in the 'Actions' column for that row. A third red arrow points to the 'Unregister' button in the top right corner of the table.

ECA#2 iPad Club ECA	TIS	Jan - Mar 2018 Tue	G1, G2, G3	None		
ECA#2 Junk Modeling ECA	TIS	Jan - Mar 2018 Wed	G1, G2, G3	None	Accepted	
ECA#2 Lego Club ECA	TIS	Jan - Mar 2018 Mon	G1, G2, G3	None		

If you change your mind and want to change to a different club, you may do so any time before the registration period ends. Simply click on the “*trash bin*” icon to unregister first, then repeat **Step 3** to enroll in another option.

## HELPFUL TIPS

- It is **strongly recommended** that you log into your Gibbon account as soon as possible to become familiar with the interface and the available options.
- Once an activity has reached the maximum number of participants, registration for that activity will no longer be accepted.
- When the registration period ends, each parent will receive an email to confirm his or her selection.
- If you encounter technical difficulties during this process, you may contact [sandra.kuipers@tis.edu.mo](mailto:sandra.kuipers@tis.edu.mo) for assistance.