

HOW TO SIGN UP FOR ECA 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 March 26, 2018 at 8AM
- Registration **closes** Friday March 30, 2018 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

A screenshot of the Gibbon website's home page. The page has a header with 'HOME' and a 'WELCOME' section. Below that are sections for 'STUDENT APPLICATIONS' and 'STAFF APPLICATIONS'. On the right side, there is a 'LOGIN WITH GOOGLE' section with a 'Sign in with Google' button, and a 'LOGIN' section with input fields for 'Username or email' and 'Password', and a 'Login' button. A red arrow points from the bottom left towards the login form.

STEP 1 Continued

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

A close-up screenshot of the login form. It shows the 'Username or email' and 'Password' input fields, a 'Login' button, and a link for 'Options . Forgot Password?'. A red arrow points from the right towards the 'Forgot Password?' link. Below the form, there is a red-bordered box containing the text '用中文登入請安 Options' with a red arrow pointing towards the 'Options' link.

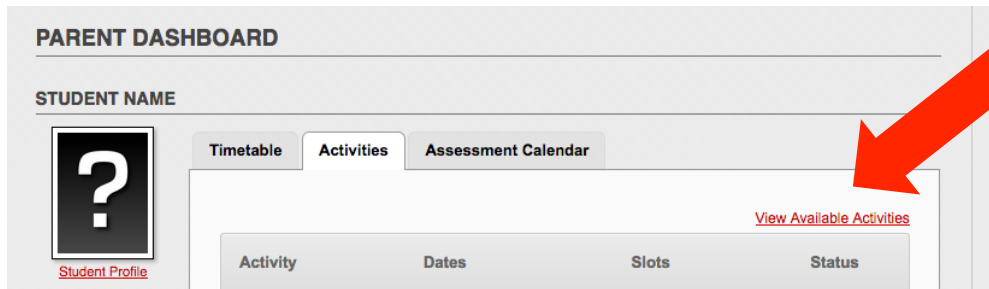
STEP 2

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

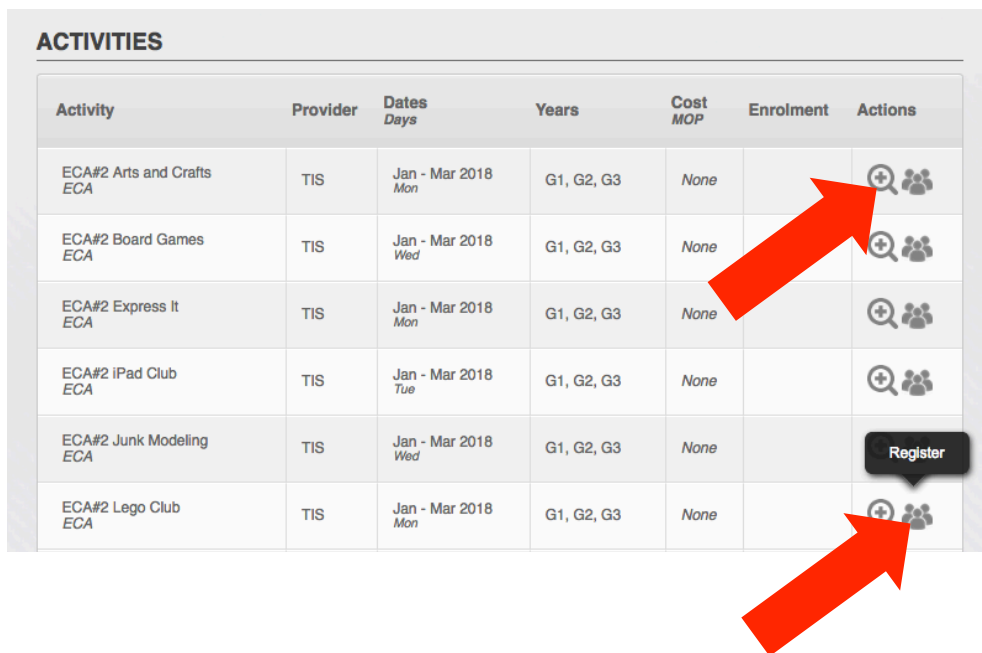
A screenshot of the Parent Dashboard. At the top, it says 'PARENT DASHBOARD'. Below that is a section for 'STUDENT NAME' with a placeholder icon containing a question mark and a 'Student Profile' link. There are three tabs: 'Timetable', 'Activities', and 'Assessment Calendar'. A red arrow points from the bottom left towards the 'Activities' tab. Below the tabs is a table with columns for 'Activity', 'Dates', 'Slots', and 'Status'. A 'View Available Activities' link is visible on the right side.

STEP 3

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

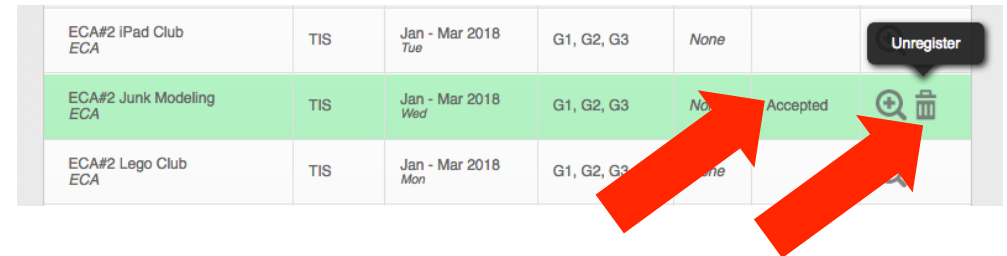


You will now see a list of all the activities available for your child. Click on the “*magnifying glass*” icon to view details about each option. When you have decided on the activity you want to register for, click on the “*register*” icon to sign up.



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*”.



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 for assistance.