

# HOW TO SIGN UP FOR SPORTS AND 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.*

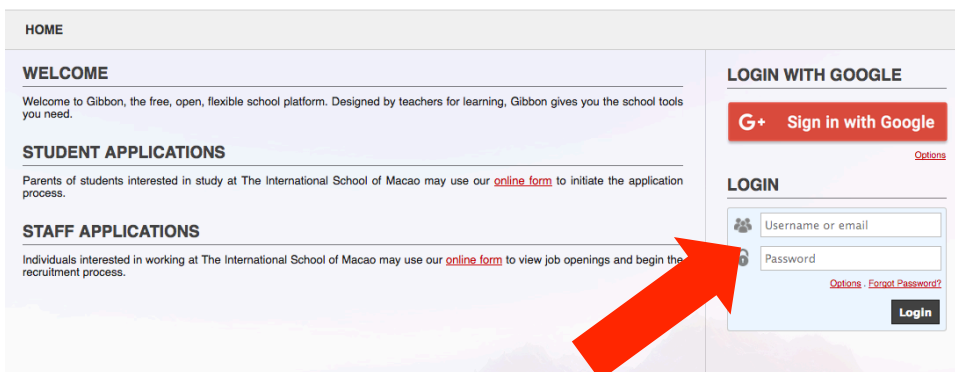
## IMPORTANT INFO

- You will need to access your Parent Gibbon Account.
- Registration **opens** Monday Sept 9 at 7AM
- Registration **closes** Friday Sept 13 at 4PM
- Each student may register for a **maximum of 2 after-school clubs** for the school year. Sports teams, Primary Choir, and Primary Musical does not count towards this limit.
- There are 3 sessions of clubs to choose from (#1, #2, #3)
- Additional activities may be available for your child. Information regarding these activities will be made available through your child's homeroom or TAP teachers as they become available.

## STEP 1

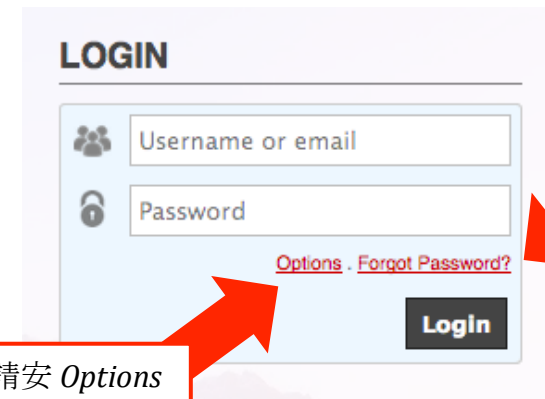
Log into Gibbon with your parent email and password at:

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



## STEP 1 Continued

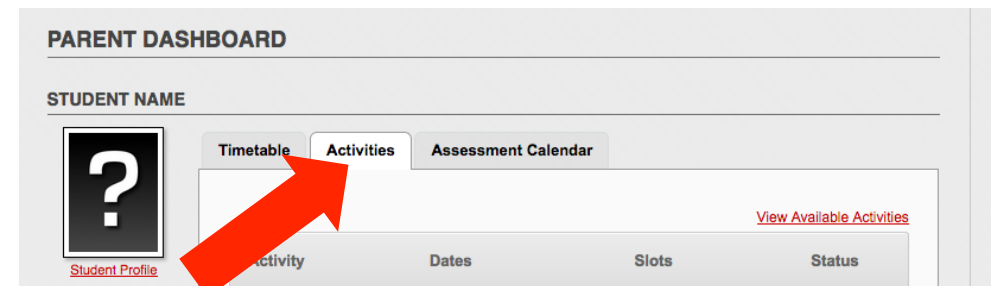
If you have forgotten your password, you can reset it via the *Forgot Password* link.



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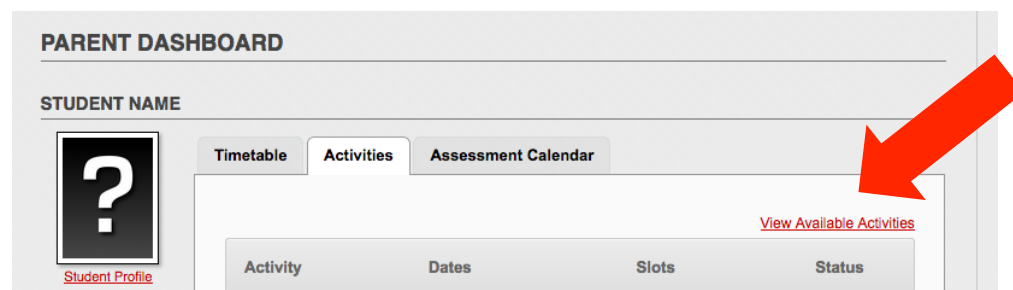
## STEP 2

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.

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 activity 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 the same row.

Activity	Provider	Dates Days	Years	Cost MOP	Enrolment	Actions
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 activity, 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.