

# Online CCA Registration

## USER GUIDE for STUDENTS

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## LOGIN

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

CHIJ Katong Convent  
*Simple in Virtue, Steadfast in Duty*

Home Contact

User login

Username \*

Password \*

• [Request new password](#)

CAPTCHA

*This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.*

Math question \*

17 + 3 =

Solve this simple math problem and enter the result. E.g. for 1+3, enter 4.

Log in

### CCA Announcement

Submitted by admin on 4 January 2018 - 8:11pm

This is the CCA Registration Portal for Sec One Students to register their CCA Choices.

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

**Registration Period: 19 Jan (Sat), 6:00pm to 23 Jan (Tue) 11:59pm.**

Criteria

- Each student is given 5 choices.
- Choose at least One CCA from each of the categories.

Student who choose Sports and Games must be Medically Fit to participate in Physical Activities.

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.

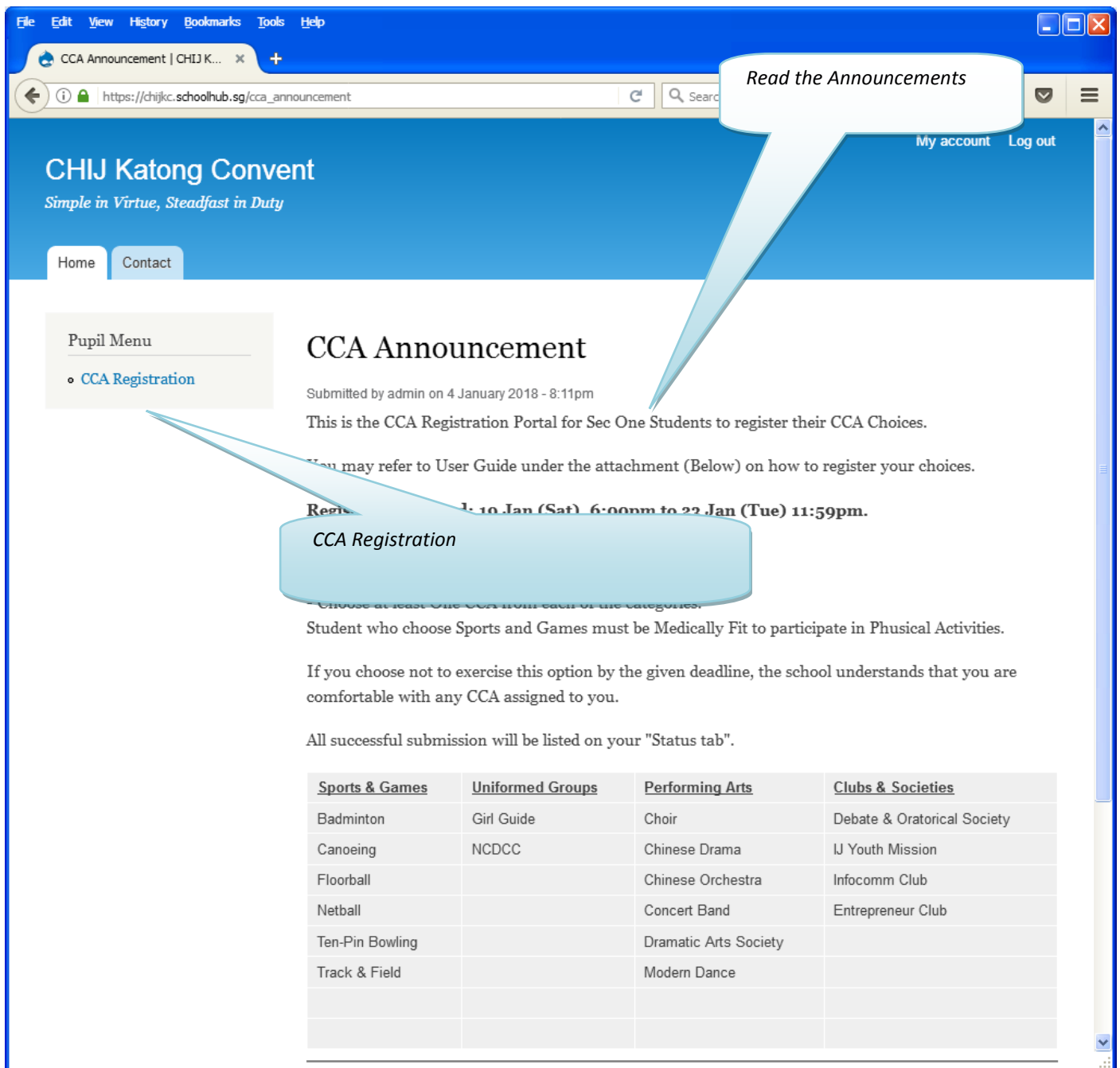
All successful submission will be listed on your "Status tab".

<u>Sports &amp; Games</u>	<u>Uniformed Groups</u>	<u>Performing Arts</u>	<u>Clubs &amp; Societies</u>
Badminton	Girl Guide	Choir	Debate & Oratorical Society
Canoeing	NCDCC	Chinese Drama	IJ Youth Mission
Floorball		Chinese Orchestra	Infocomm Club
Netball		Concert Band	Entrepreneur Club
Ten-Pin Bowling		Dramatic Arts Society	
Track & Field		Modern Dance	

### 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 eSchool.

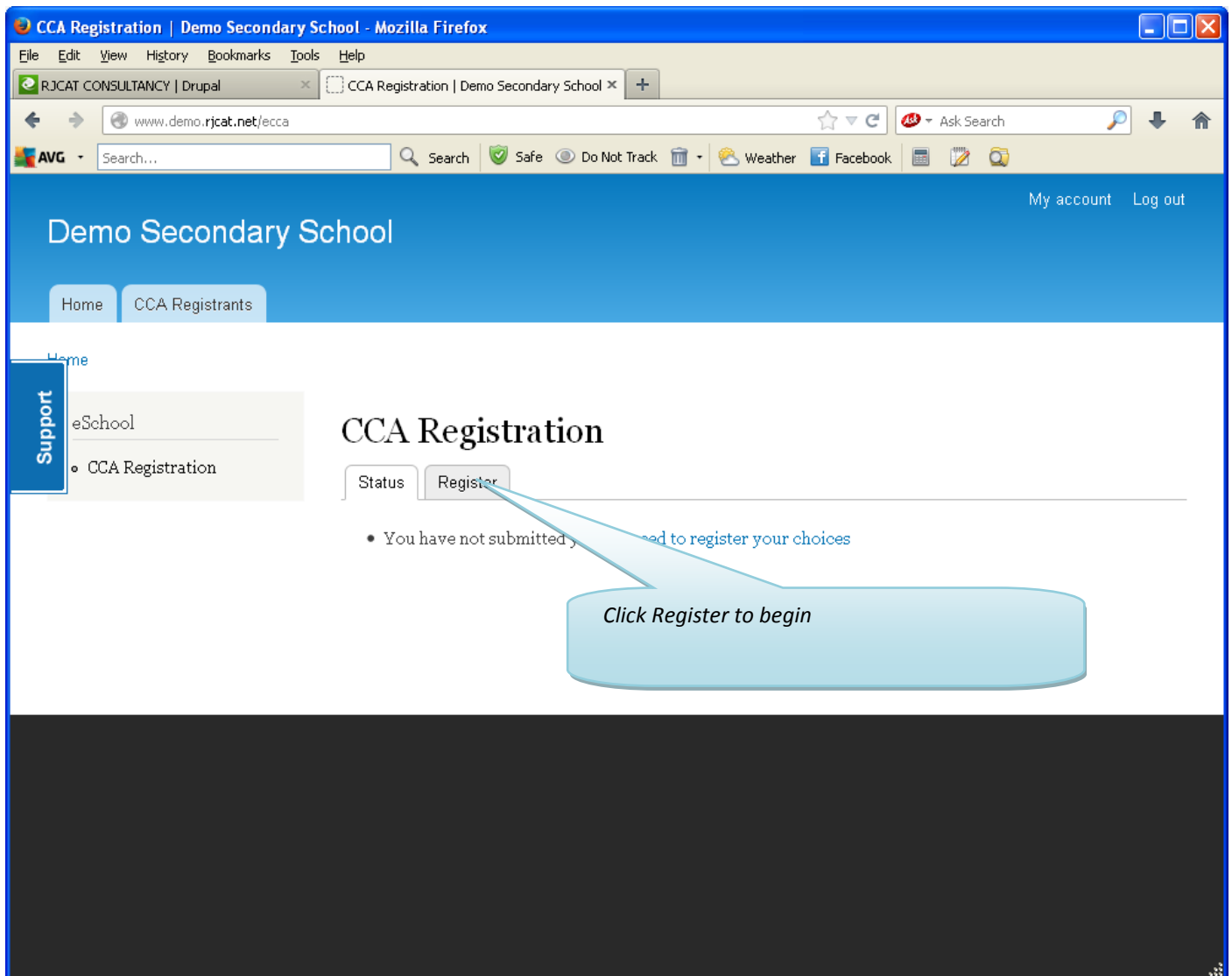


### Steps

- 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, if applicable
  - Previous School CCA
  - Participation Level
  - Special Talent
  - Any Other Remarks
- NAPFA and Medical
  - 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 following elements:

- Browser Tab:** CCA Registration | CHIJ Kato...
- Address Bar:** [https://chijkc.schoolhub.sg/sh\\_cca/register](https://chijkc.schoolhub.sg/sh_cca/register)
- Page Title:** CCA Registration
- Navigation:** Status | Register
- Particulars Section:**

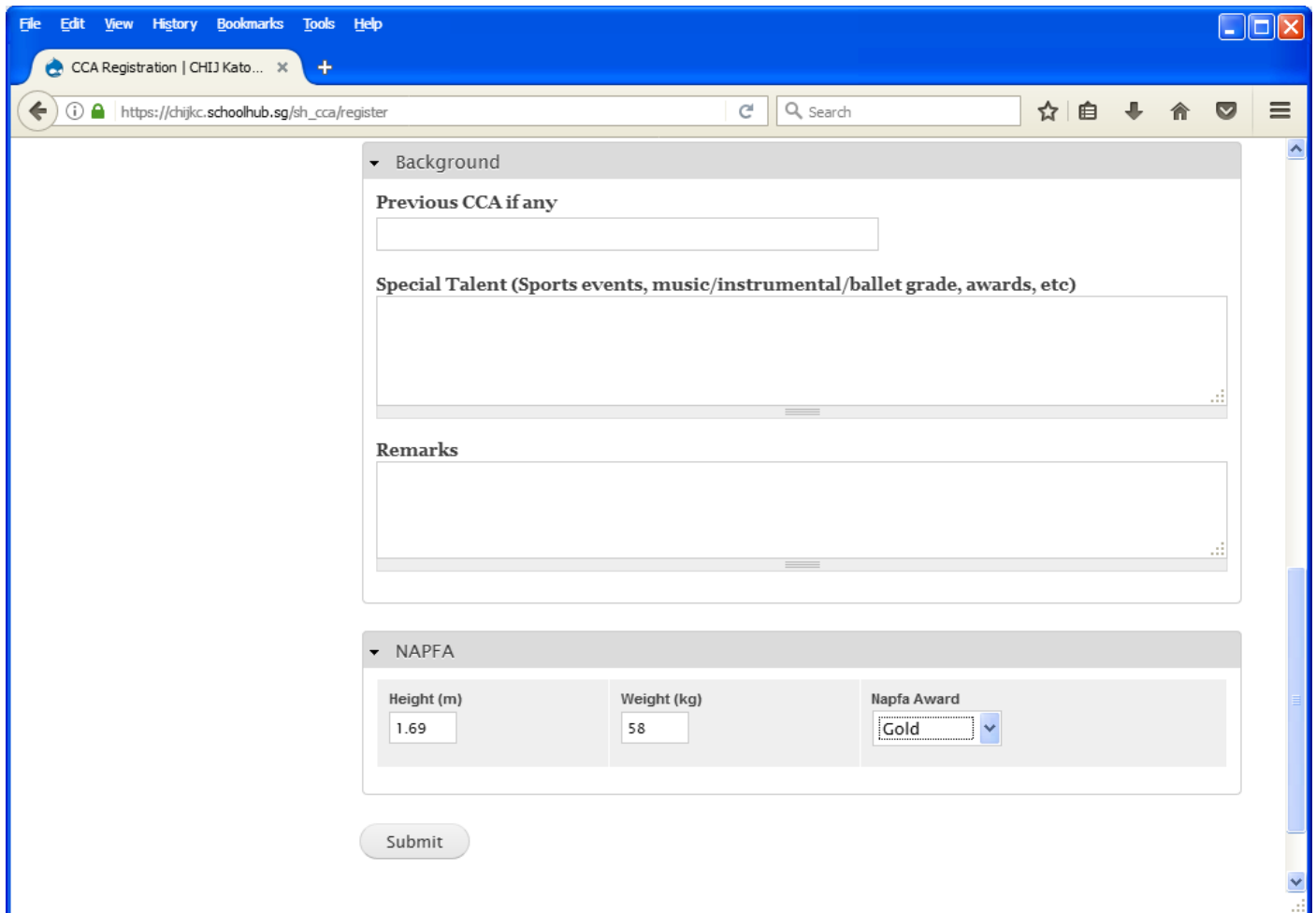
Nric No	Name	Class	Reg No
1X1_01_00	Demo Student 01	1X1	1
- Choices Section:**
  - Choice No 1 \***: Canoeing
  - Choice No 2 \***: Ten-Pin Bowling
  - Choice No 3 \***: Girl Guides
  - Choice No 4 \***: Choir
  - Choice No 5 \***: Debate & Oratorical Society

## Steps

- Fill in all your choices

## Background

These are your Primary School Background.



The screenshot shows a web browser window with the URL [https://chijkc.schoolhub.sg/sh\\_cca/register](https://chijkc.schoolhub.sg/sh_cca/register). The page contains two main sections: 'Background' and 'NAPFA'. The 'Background' section has three text input fields: 'Previous CCA if any', 'Special Talent (Sports events, music/instrumental/ballet grade, awards, etc)', and 'Remarks'. The 'NAPFA' section has three input fields: 'Height (m)' with the value '1.69', 'Weight (kg)' with the value '58', and 'Napfa Award' with a dropdown menu showing 'Gold'. A 'Submit' button is located at the bottom of the form.

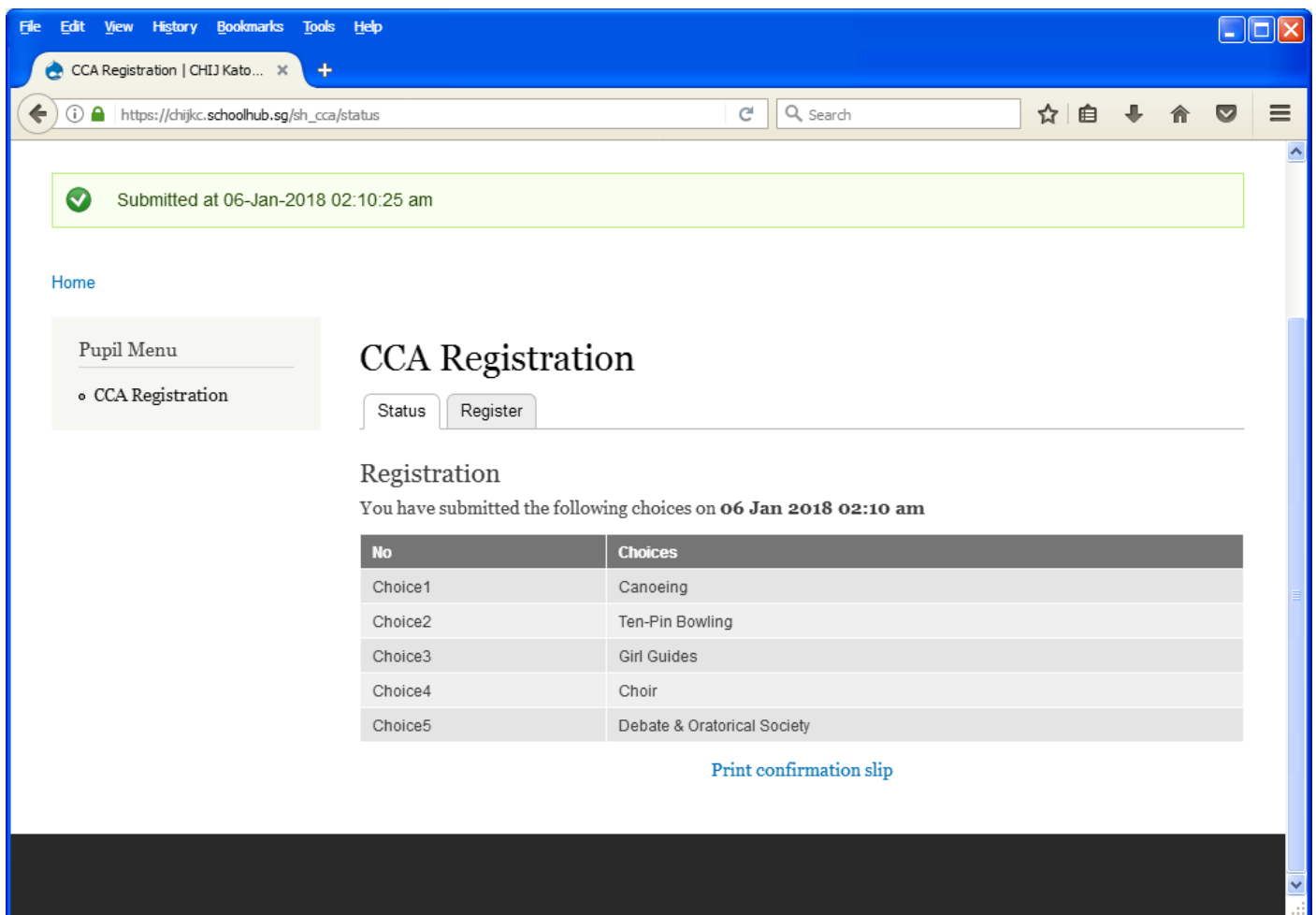
Height (m)	Weight (kg)	Napfa Award
1.69	58	Gold

### 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

cca\_registration\_pdf(22).pdf - Adobe Acrobat Pro

File Edit View Document Comments Forms Tools Advanced Window Help

Create Combine Collaborate Secure Sign Forms Multimedia Comment

1 / 1 78.2% Find

Printed On : 6-Jan-2018 02:35 am

### CHIJ Katong Convent

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### CCA REGISTRATION 2018

The PE Department acknowledged your online CCA registration on 06 Jan 2018 02:10 am.

#### PARTICULARS

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

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Previous CCA:

Remarks:

NAPFA Award: Gold      Height: 1.69 m      Weight: 58 kg

#### CCA CHOICES

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Choice #1 : Canoeing  
Choice #2 : Ten-Pin Bowling  
Choice #3 : Girl Guides  
Choice #4 : Choir  
Choice #5 : Debate & Oratorical Society

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Name & Signature of Parent/Guardian      Contact Number