

# 家长使用手册

**Parent Guide** 

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# 1. 通过电子邮件激活账户

1. How to activate SchoolsBuddy account by email

# 1.1 激活邮件 Email Activation

Elite International School <noreply@schoolsbuddy.com> to elliott.li+parent2 -

Dear fake parent,

4

We are adopting a new online system here at Elite International School, powered by SchoolsBuddy and we would ask that you register online to access the system as soon as possible.

We are using this brand new online system for the following purposes:

- Online parent consent for events/sign up for after school clubs
- · View diary of confirmed events
- · Get venue information and directions
- Receive communications from us.

Below is your registration token. If this expires you can send yourself another token, but you can always contact the school IT department to request another one at a later time. 点击这里跳转到账号激活界面

#### Click here to register your account and setup your password

Click here to activate your account

Or copy this web address into your browser https://internal2.schoolsbuddy.net//Account/Welcome?t=CfDJ8JTIJ3ks0M5Ep1Mtof709zbKQ0IE4CaJ8hRfj20oJaJAzH%2Bkp% 2Bb9o4QiXEtXHqpWGSKYIFkMqr%2BuhFqdYui16ujDTWGdVRNYje0vTFYhE3miY5Tkp0jETKLzc9CNBnpfKhHAJMLvRXuGZSd21B7qdQ9cHjikOsEs%2Fqfv1iEo5%2FDNQ% 2FPRBxS3Jl4rLh5eU1wENBxTYOWZnImRHiGv5KYSiEE9382Y9mvX9eRBJDxPUXX%2F&email=elliott.li%2Bparent2%40schoolsbuddy.com&isWelcome=true

As this is a new system for us, we are still finding our way around. Please bear with us if there are any issues. For parent FAQ's please follow the link here

SchoolsBuddy work with a number of clients in many countries and we rely on Time zone settings within our product. Unfortunately, Internet Explorer 11 does not support time zones and therefore we cannot support it. SchoolsBuddy preferred browsers are Google Chrome and Safari but we do also support Microsoft Edge and Mozilla Firefox.

We look forward to seeing you online shortly!

Many thanks,

Fri, Jun 4, 3:41 PM 🕁



## 1.2 设置密码 Set Your Password

## 1.3 点击登录 Login Page





# 1.4 浏览主界面 Dashboard





#### 1.5 切换语言 Language Switch SchoolsBuddy . A Home 🛗 My Calendar -- Fees ംപ്പ് Activities, Clubs & Bookings $\sim$ ۲ 🕑 EN TP Dis International School 点击此处来切换成中文 Dashboard Close X View all > Calendar Welcome to Meadow Vale School! Wednesday, 27 October We are using Schoolsbuddy for school payments and extra-curricular activities. Bus 001 - AM (Schoolbound) Thank you for registering and setting up your Schoolsbuddy account. Today Transport Video links St Andrew 07:40 Weibo Page/ Other Social Medias Student1, Test- Attending Bus 001 - AM (Schoolbound) Today View all > **Fees Summary** Transport O St Andrew 07:40 **Outstanding fees** My Wallet Voucher balance Student2, Test- Attending -¥2303.00 ¥0.00 ¥0.00 After School Club Today Piano Available signups After School Club Messages Auditorium 15:00 16:00 Student1, Test- Attending UNREAD STARRED 2021 Fall FCFS Grade 10 $\sim$ Sign up closes 19/09/21 0 0 After School Club Today 2021 Winter PTC Piano Sign up closes 31/10/21 Test Test After School Club 8 01 Sep O Auditorium 15.00

### 1.6 APP下载 APP Download



### 苹果用户 Apple Users

### 安卓用户 Android Users



#### SchoolsBuddy 2.0

By Faria Education Limited

Category: Education Release Date: 2021-10-23 Current Version: 1.0.2 Adult Rating: 4+ File Size: 48.73 MB Developer: Faria Education Limited Compatibility: Requires iOS 10.0 or later.

#### 在APP商店中找到此图标APP并下载 Please download it from the Apple APP Store

https://asia1schoolsbuddyv2.blob.core.windows. net/mobileapp/schoolsbuddy-2-android.apk

请复制此链接并粘贴到手机浏览器的地址框中下载。 (不要用微信打开)

Please copy-paste the link to your cellphone webpage browser and download the APP. (Please do not use WeChat to open it)

## 1.7 ManageBac 单点登录 Single Signon





在登录界面点击ManageBac标识来单点登录您的SchoolsBuddy账户 Please click the ManageBac button on the login page to access your SchoolsBuddy account



# 2. 怎样报名课外活动

2. How to book an activity

## 2.1 如何报名 How to Register for Activities



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#### Available signups

2021 Fall FCFS Grade 10 Sign up closes 19/09/21

2021 Winter PTC Sign up closes 31/10/21

Winter Events 2021 Sign up closes 28/02/22





### 2.2 可预约活动的解释 Available Signup Notation



### 2.2 可预约活动的解释 Available Signup Notation



## 2.3 报名页面 Registration Page



#### Activities

Next

#### × 1. How signup works 2. Choose Groups 3. Send to school 4. Await allocation This sign up requires you to make first come first served choices and The number of places available may be reduced as other students It is vitally important to SEND TO SCHOOL when you have confirmed After you have submitted your choices to the school you will receive submit these to the school for your activities for this period. choose and confirm their places. You are advised to CHECK ALL your choices. an email to confirm which selections you made. This does not confirm AVAILABILITY as you make your selections to ensure the available your place in the groups at this stage. There may be options for each day. Only select options for a day if you You do this by clicking CHECK AVAILABILITY and if all the groups places are up to date. want to take part in an activity for that day. selected have provisional spaces you will be able to click the When the signup period closes, school staff will begin the task of You can save your choices using the SAVE FOR LATER button but this COMPLETE AND SEND ALL TO SCHOOL button. allocating students their choices where possible. Following allocation This is a live signup so available places will reduce every time another does NOT reserve your place. To reserve your place you must you will receive an email notifying you of your allocated activities. You student makes a selection and sends that to the school. If a group is oversubscribed the system will display a warning message COMPLETE AND SEND ALL TO SCHOOL - only do this once you have can then use SchoolsBuddy to view all of these activities in your and you will need to edit this choice to remove the selection of the For groups that have available spaces you can choose those groups made ALL of your choices. SchoolsBuddy calendar. group that is full. You can add yourself to the waiting list. and CHECK AVAILABILITY. To confirm your choices you must SEND TO If you save for later you will need to check availability again before SCHOOL. After you have sent your choices to the school you will not You will need to agree to terms & conditions set by the school upon sending your choices to the school. be able to edit them. clicking COMPLETE AND SEND ALL TO SCHOOL. 点击此处来展开可选项目 Click here to expand selection details Search group name Clear All londay - 1 Available ✓ Tuesday - 2 Available ✓ Wednesday - 2 Available ✓ Thursday - 3 Available 15

## 2.4 偏好设置 Preference Choice



### 2.5 先到先得 First Come First Serve





#### 2.6 报名页面 Registration Page **SchoolsBuddy** Support SH Harrow FCFS Period From 15-Nov-21 To 31-Dec-21 点击"下一步"去确认选取结 Activities Click next to proceed to the submission page × 1. How signup works 2. Choose Groups 3. Send to school 4. Await allocation This sign up requires you to make first come first served choices and The number of places available may be reduced as other students It is vitally important to SEND TO SCHOOL when you have confirmed After you have submitted your choices to the school you will receive submit these to the school for your activities for this period. choose and confirm their places. You are advised to CHECK ALL your choices. an email to confirm which selections you made. This does not confirm AVAILABILITY as you make your selections to ensure the available your place in the groups at this stage. There may be options for each day. Only select options for a day if you You do this by clicking CHECK AVAILABILITY and if all the groups places are up to date. want to take part in an activity for that day. selected have provisional spaces you will be able to click the When the signup period closes, school staff will begin the task of You can save your choices using the SAVE FOR LATER button but this COMPLETE AND SEND ALL TO SCHOOL button. allocating students their choices where possible. Following allocation This is a live signup so available places will reduce every time another does NOT reserve your place. To reserve your place you must you will receive an email notifying you of your allocated activities. You student makes a selection and sends that to the school If a group is oversubscribed the system will display a warning message COMPLETE AND SEND ALL TO SCHOOL - only do this once you have can then use SchoolsBuddy to view all of these activities in your and you will need to edit this choice to remove the selection of the made ALL of your choices. SchoolsBuddy calendar. For groups that have available spaces you can choose those groups group that is full. You can add yourself to the waiting list. and CHECK AVAILABILITY. To confirm your choices you must SEND TO If you save for later you will need to check availability again before SCHOOL. After you have sent your choices to the school you will not You will need to agree to terms & conditions set by the school upon sending your choices to the school. be able to edit them. clicking COMPLETE AND SEND ALL TO SCHOOL. \请把每一天的活动都展开并选上 Please click on the arrow to select event for all days Search group name iii Clear All ✓ Monday - 1 Available ✓ Tuesday - 2 Available ✓ Wednesday - 2 Available Thursday - 3 Available

#### 2.7 报名页面 Registration Page SchoolsBuddy 点击此处去提交选项至学校 SH Harrow FCFS 3 Click here to submit to school Period From 15-Nov-21 To 31-Dec-21 Review 🖉 Edit Choices Monday 点击此处去修已选的项目 2 请再次确认选取的活动 Click here to edit choices TS Student1, Test TS Student2, Test Please once again confirm Provisional space Provisional space your selections Artistic Gymnastics Artistic Gymnastics Sports Hall Sports Hall Free Free Tuesday TS Student1, Test Student2, Test TS Provisional space Provisional space Badminton Badminton Sports Hall Sports Hall Free Free

## 2.8 报名页面 Registration Page







# 3. 怎样报名1对1家长会 (PTC)

3. How to book a Parent Teacher Conference (PTC)

## 3. PTC 家长预约 PTC Parent Booking

TP A Home 🛱 My Calendar --- Fees ₀ຽć Activities, Clubs & Bookings  $\sim$ Ð 🚱 EN 🕶 Other Informational Solu-Dashboard Close X View all > Calendar Monday, 15 November Welcome to Meadow Vale School! We are using Schoolsbuddy for school payments and extra-curricular activities. Bus 001 - AM (Schoolbound) Today Thank you for registering and setting up your Schoolsbuddy account. Transport Video links O St Andrew 07:40 Weibo Page/ Other Social Medias 07:50 Student1, Test- Attending Bus 001 - AM (Schoolbound) Today Transport View all > Fees Summary St Andrew 07:40 My Wallet Student2, Test- Attending Outstanding fees Voucher balance 07:50 -¥2303.00 ¥0.00 ¥0.00 Keith Today Keith Parents Evening Available signups Messages Office 101 15:00 Student1, Test- Attending STARRED UNREAD 2021 Fall FCFS Grade 10  $\sim$ \* 点击可以预定的家长会 Sign up closes 19/09/21 0 0 After School Club Today Piano Click on the available PTC signup, Test SZ Harrow Pref Test After School Club Sign up closes 16/11/21 Auditorium
 Auditorium
01 Sep 15:00 16:00 2021 Winter PTC 2.0 aaaa Student1, Test- Attending Sign up closes 23/11/21 21 Apr Test Test After School Club Winter Events 2021 21 Apr Today v 🕐 Piano Sign up closes 28/02/22 After School Club Auditorium View all (4) View all 15:00 15 Student2, Test- Attending

## 3. PTC 家长预约 PTC Parent Booking



### 2021 Winter PTC

Welcome parents!

Period From 01-Nov-21 To 21-Nov-21

Bookable Events



#### PTC 家长预约 PTC Parent Booking SchoolsBuddy 你有20分钟的选取时间 点击此处来确认此位是否可选 Check availability (1) Selected event(s) have been reserved, you have 20 minutes from the first order to book them. 2 Click here to check availability Available Bookings Your Bookings Monday 8 Nov 2021 Student1, Test 15:00 - Elliott 2110 - E. Support - Student2, Test 🗊 Delete Reserved only, need to check availability and confirm Elliott 2110 - E. Support Monday 8 Nov 2021 15:20 15:40 16:00 16:20 16:40 选择预约时间段 Wednesday 10 Nov 2021 \*红色方块表示已经被其他人选 15:00 15:10 15:20 15:30 15:40 15:50 16:00 16:10 16:20 16:30 16:40 16:50 取的时间 + Keith 2110 - E. Support Make your selection of time slot. Box in red means time slot chosen by others Student2, Test



## 3. PTC 家长预约 PTC Parent Booking







# 5. 家长怎样更换交通方式

### 5. How to change transportation method





### 更换交通方式





### 更换交通方式





### 更换交通方式



新的更改请求 现在的 新的 ? 16:00 16:00  $\rightarrow$ BUS 1 其他 Stop: St Andrew 详细信息 更改详情及原因 填写更换交通方式原因,例如:家长接送 (至少要写8个字) 0/3000 人物角色 (至少 8) 2 点击确认 ——— 返回





