

# Extra-Curricular Activities (ECAs) Parent Guideline



### Re-enrolment

Re-enrolment for the 2018-2019 Academic Year at AIS has now closed. If you need any support, please email to [enrolments@aisvietnam.com](mailto:enrolments@aisvietnam.com)



### My AIS

Stay up to date with key dates and events, as well as the latest academic and extra-curricular announcements across the kindergarten, primary and secondary school

[See more >](#)



### ManageBac

Access your child's academic information including school reports and attendance.

[See more >](#)



### Parent Handbook

Detailed information for parents on the policies, procedures and practical details of AIS.

[See more >](#)

# Services Landing Page

- After logging successfully, on the landing page, find **Extra-Curricular Activities (ECAs)** block.
- Click **Book here** link for starting to book class for your children.
- Click **Guideline** link for starting to view and download introduction.



### Extra-Curricular Activities (ECAs)

All the information you need on AIS's extensive and wide ranging Extra-Curricular Activities (ECAs), including how to book your child into the different activities.

[Book here >](#)

[Guideline >](#)



### Bus

Check your child's pick-up and drop off times, the bus number they'll be travelling on that week and contact the bus hostess.

[See more >](#)



### Holiday School

This site contains information on the AIS Summer and Winter Schools, including how to book your child into the program.

[Book here >](#)

[Guideline >](#)



### Outdoor Education

Register your child in one of AIS's fun and exciting school camps. These take place for students in Years 4, 5, 6, 7, 8 & 10.

[Book here >](#)

[Guideline >](#)

# Register for ECAs

1

Select Your Child

2

Select Activities

3







Review Schedule

4

Payment &amp; Finish



Please click "Select" to choose your child who you want to register classes

 200897060- Rito CONNOLLY - D3 (JSRLO)	<a href="#">Select</a>
 200897321- August HUYNH - D3 (JSRLO)	<a href="#">Select</a>
 200897013- Isabella Victoria LE - D4 (SKBMA)	<a href="#">Select</a>
 200897092- Harper Glenda Mai Lee - D4 (SKBMA)	<a href="#">Select</a>
 200898098- Tan Nam BUI - Y01 (1TOU)	<a href="#">Select</a>
 200896226- Ethan Tan-Thinh DUONG - Y01 (1TOU)	<a href="#">Manage Booking</a>

## Step 1 - Select Your Child

- Find your child you want to register for ASAs, click **Select** to move to the next step.

200896226 - Ethan Tan-Thinh DUONG - (1TOU)

### EXTRA-CURRICULAR ACTIVITIES (ECAs)

Term 1: From 27 Aug 2018 to 12 Oct 2018

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

**Dance Club**

IMAGE PLACEHOLDER

Start Date: 27 Aug 2018  
End Date: 12 Oct 2018  
Time: 02:50 PM - 03:50 PM  
Room: MPR- CB

[Click here for the description](#)

**Free**

Available 10/10

Select

**Genius School of Chess TD2**

IMAGE PLACEHOLDER

Start Date: 27 Aug 2018  
End Date: 12 Oct 2018  
Time: 02:50 PM - 03:50 PM  
Room: Art room (CB)

[Click here for the description](#)

**1,290,000 VND**  
(Total Cost)  
Available 14/14

Select

**Hip Hop Dance TD2**

IMAGE PLACEHOLDER

Start Date: 27 Aug 2018  
End Date: 12 Oct 2018  
Time: 02:50 PM - 03:50 PM  
Room: MPR (CB)

[Click here for the description](#)

**1,200,000 VND**  
(Total Cost)  
Available 15/15

Select

Term 2: From 29 Oct 2018 to 14 Dec 2018

Continue

## Step 2 - Select ECAs

- You can see the **Monday** classes for **Term 1**. You can change and view each day of the week classes by clicking Monday, Tuesday, Wednesday, Thursday, Friday.
- Click **Select** to select a class, click again to deselect this class.
- After finishing to select Term 1's ECA. You can select Term 2's ECA by clicking the **Continue** button or clicking the Term 2 label.
- If you want to edit Term 1's ECA, click on the Term 1's label
- When completed, click **Continue** to move to the next step.
- Note: You are just allowed to select one class for each day of the week. You can not select a class if your child must be attended a required class (eg: VNC, EAL, ...)*

200896226 - Ethan Tan-Thinh DUONG - (1TOU)

### EXTRA-CURRICULAR ACTIVITIES (ECAs)

#### Term 1: From 27 Aug 2018 to 12 Oct 2018

Monday	Tuesday	Wednesday	Thursday	Friday
<p><b>Booked</b></p> <p><b>Dance Club</b></p> <p>27 Aug 2018 12 Oct 2018 02:50 PM - 03:50 PM MPR- CB</p> <p><b>Free</b></p>	<p><b>Booked</b></p> <p><b>Ballet TD4</b></p> <p>27 Aug 2018 12 Oct 2018 02:50 PM - 03:50 PM MPR (CB)</p> <p><b>1,400,000 VND</b> (Total Cost)</p>	<p><b>Booked</b></p> <p><b>Playdough Club</b></p> <p>27 Aug 2018 12 Oct 2018 02:50 PM - 03:50 PM Lotus Kitchen</p> <p><b>Free</b></p>	<p><b>Booked</b></p> <p><b>Simple Fun Drawing</b></p> <p>27 Aug 2018 12 Oct 2018 02:50 PM - 03:50 PM LT3-1.1</p> <p><b>Free</b></p>	<p><b>Booked</b></p> <p><b>Hip Hop Dance TD6</b></p> <p>27 Aug 2018 12 Oct 2018 02:50 PM - 03:50 PM MPR (CB)</p> <p><b>1,400,000 VND</b> (Total Cost)</p>

#### Term 2: From 29 Oct 2018 to 14 Dec 2018

Monday	Tuesday	Wednesday	Thursday	Friday
<p><b>Booked</b></p> <p><b>Hip Hop Dance TD 2</b></p> <p>29 Oct 2018 14 Dec 2018 02:50 PM - 03:50 PM MPR (CB)</p> <p><b>1,400,000 VND</b> (Total Cost)</p>	<p><b>Booked</b></p> <p><b>Art and Craft</b></p> <p>29 Oct 2018 14 Dec 2018 02:50 PM - 03:50 PM Art room CB</p> <p><b>Free</b></p>	<p><b>Booked</b></p> <p><b>Movie and Relaxation</b></p> <p>29 Oct 2018 14 Dec 2018 02:50 PM - 03:50 PM LT3-2.3</p> <p><b>Free</b></p>	<p><b>Booked</b></p> <p><b>Handwriting</b></p> <p>29 Oct 2018 14 Dec 2018 02:50 PM - 03:50 PM LT3-1.1</p> <p><b>Free</b></p>	<p><b>Booked</b></p> <p><b>Homework</b></p> <p>29 Oct 2018 14 Dec 2018 02:50 PM - 03:50 PM 2CLE Classroom - Class 1</p> <p><b>Free</b></p>

Back

Payment

## Step 3 - Review Schedule

- You can review your selected ECA schedule before making a payment or finishing the booking.
- If you want to change another class, click **Back** to return to step 2 - Select ECA.
- If you select any paid class, you need to click the **Payment** button to move the Payment screen. Otherwise, click the **Finish** button to complete the booking.



1 Select Your Child    2 Select Activities    3 Review Schedule    4 Payment & Finish

200896226 - Ethan Tan-Thinh DUONG - (1TOU)

### EXTRA-CURRICULAR ACTIVITIES (ECAs)

Total Amount 4,200,000 VND.

**Payment method**

- Online payment - Domestic cards (ATM)
- Online payment - International cards (VISA, Master)
- Pay later with cash or bank transfer

Back    FINISH

## Step 4 - Payment & Finish

- You can see the total amount you need to pay for the booking, select a payment method:
  - With Online Payment, you need to click on the **Payment** button and complete the payment process via OnePay gateway before completing the booking.
  - With Pay Later, you need to click on the **Finish** button to complete the booking. Remember to transfer or cash after finishing.
- *Note: If you have any issue with payment online which leads can't pay for the booking. The booking is also stored in the system with Pay Later option. You can perform the online payment again via Manage Booking feature or transferring/ cashing to AIS.*




Booking number: ASA-1442



Thank you for your registration.  
Confirmation on ASAs' schedule will be emailed to parents as timeline provided.

Finish

## Step 4 - Payment & Finish







- When finished all, the finish screen will be displayed along with booking number.
- A booking confirmation email notifications will be sent to your email.
- Click on the  icon to print your student ECA's schedule.
- Click on the **Finish** button to return to your child list screen.
- *Note: If you are not receiving booking confirmation email notifications, make sure to check your spam folder. If the problem persists, check with AIS admin to ensure your booking has been added to the system.*



# Manage Registration




Please click "Select" to choose your child who you want to register classes

 200897060- Rito CONNOLLY - D3 (JSRLO)	Select
 200897321- August HUYNH - D3 (JSRLO)	Select
 200897013- Isabella Victoria LE - D4 (SKBMA)	Select
 200897092- Harper Glenda Mai Lee - D4 (SKBMA)	Select
 200898098- Tan Nam BUI - Y01 (1TOU)	Select
 200896226- Ethan Tan-Thinh DUONG - Y01 (1TOU)	Manage Booking

## Manage Booking

- On your child list page. select a child you want to update the booking, click **Manage Booking**.
- The update booking is the same flow as the booking classes, all booking information is loaded and you can modify it, complete the booking flow to save your changes.

1 ————— 2 ————— 3 ————— 4  
 Select Your Child      Select Activities      Review Schedule      Payment & Finish

 200896226 - Ethan Tan-Thinh DUONG - (1TOU)

### EXTRA-CURRICULAR ACTIVITIES (ECAs)

**Total Amount 4,200,000 VND.**

After change, the balance due is 4,200,000 VND.  
You need to pay more 4,200,000 VND.

**Payment method**

Online payment - Domestic cards (ATM)  
 Online payment - International cards (VISA, Master)  
 Pay later with cash or bank transfer

Back
FINISH

# Payment

- If you update the booking and lead to the balance due changed:
  - If Balance due > 0, you need to pay for the remaining fee by online payment or pay later (transfer or cash to AIS).
  - If Balance due = 0, you don't need to pay, just finish the update.
  - If Balance due < 0, you will receive a refund. The online refund is not available. Please email: [AIS.Admin@aisvietnam.com](mailto:AIS.Admin@aisvietnam.com).

# View Student ECA's Schedule

2



200896226 - Ethan Tan-Thinh DUONG - (1TOU)

EXTRA-CURRICULAR ACTIVITIES (ECAs)



3

Term 1: From 27 Aug 2018 to 12 Oct 2018

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# View Student ECA's Schedule

- You can view your child schedule by clicking **Schedule** in the top navigation panel.
- Select your child you want to view the ECA's schedule.
- Click on the icon to print your student ECA's schedule.

# View Attendance

200896295 - Viona LE-ZAGLER - (4JFI)

07/31/2017



Today

Jul, 31 - Aug, 04

Prev

Next

Monday

Tuesday

Wednesday

Thursday

Friday

Attend

Mathletics

Start from 21:45

**THU THIEM**

(Kindergarten - Year 13)  
264 Mai Chi Tho (East-West Highway)  
An Phu Ward | District 2 | HCMC | Vietnam  
t: +84 28 3742 4040

enrolments@aisvietnam.com  
www.aisvietnam.com

**THAO DIEN**

(Kindergarten - Year 6)  
APSC Compound  
36 Thao Dien Road | District 2  
HCMC | Vietnam  
t: +84 28 3744 6960

**XI**

(Kindergarten)  
190 Nguyen Van Huong Street  
Thao Dien Ward | District 2  
HCMC | Vietnam  
t: +84 28 3519 2727

AIS is a member of ACG Education



UNIVERSITY OF CAMBRIDGE



AIS is a CIS Member School

# View Student ECA's Schedule

- You can view your child attendance by clicking **Attendance** in the top navigation panel
- You can change the date by clicking the calendar box or using the **Prev/ Next** to view other attendances.
- You can view attendance of the other child by clicking your child box and select (eg: 200896295 - Viona LE-ZAGLER - (4JFI)).