Extra-Curricular Activities (ECAs) Parent Guideline

AUSTRALIAN INTERNATIONAL SCHOOL
Leading to a Bright Future

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

My AIS

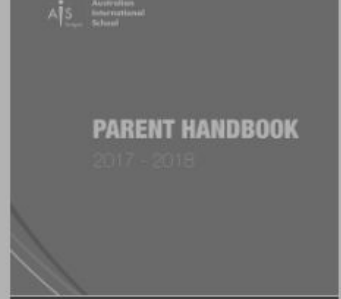
Stay up to date with key dates and events, as well as the latest academic and extra-curricular announcements across the kindergarten, primary and secondary school

See more >

ManageBac

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

See more >



Parent Handbook

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

See more >

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 >

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.

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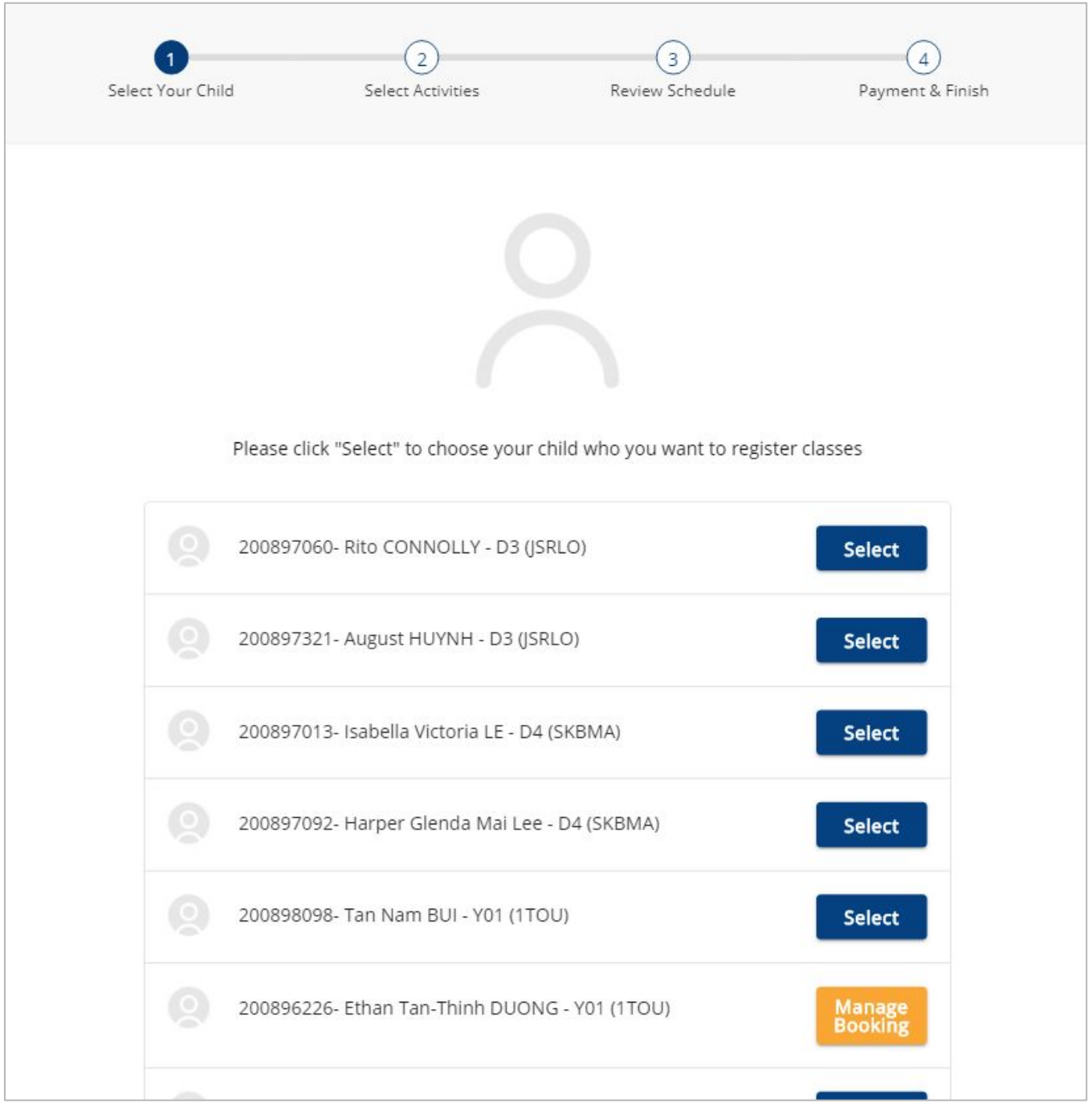
Register for ECAs



Step 1 - Select Your Child

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

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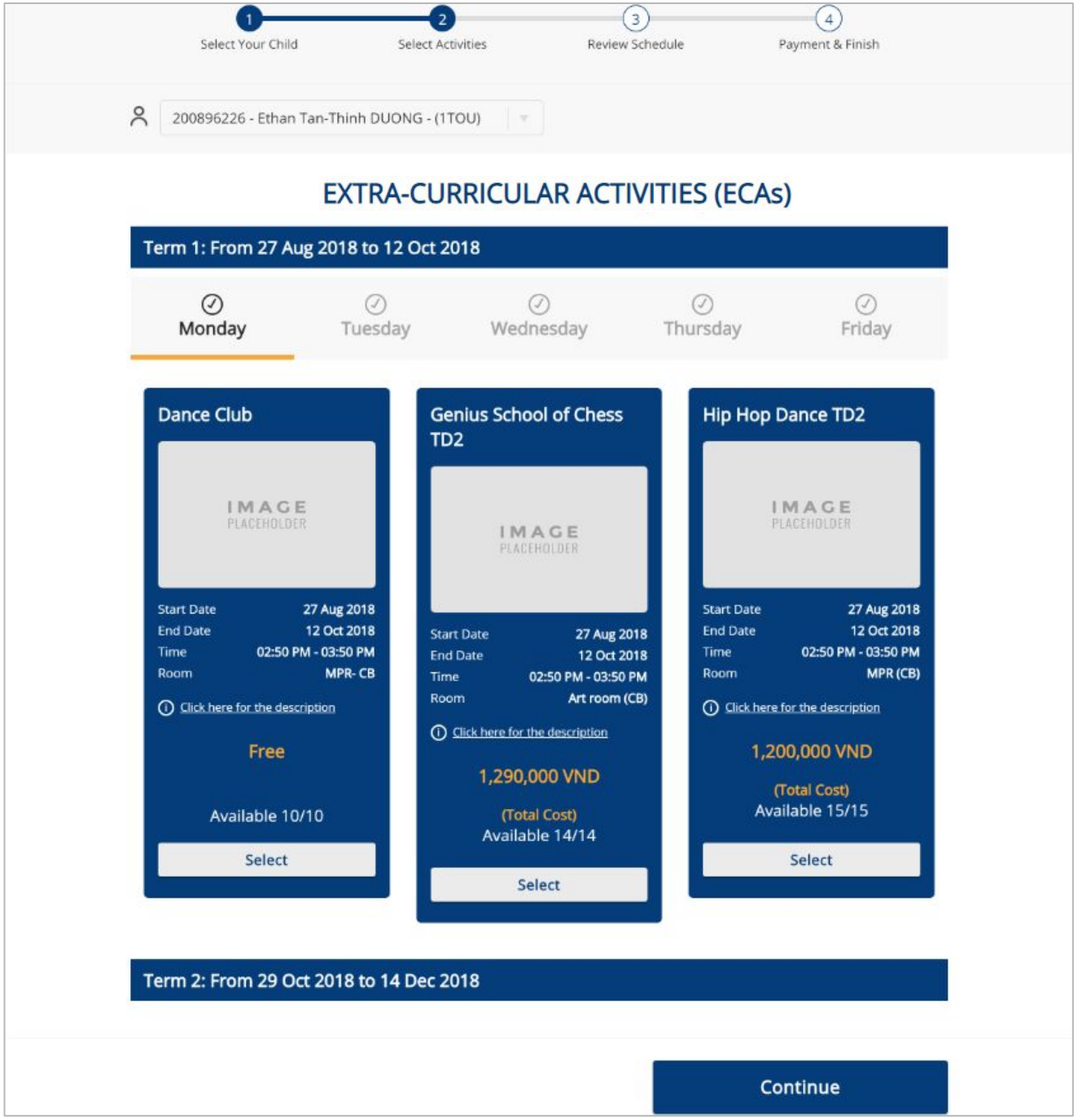
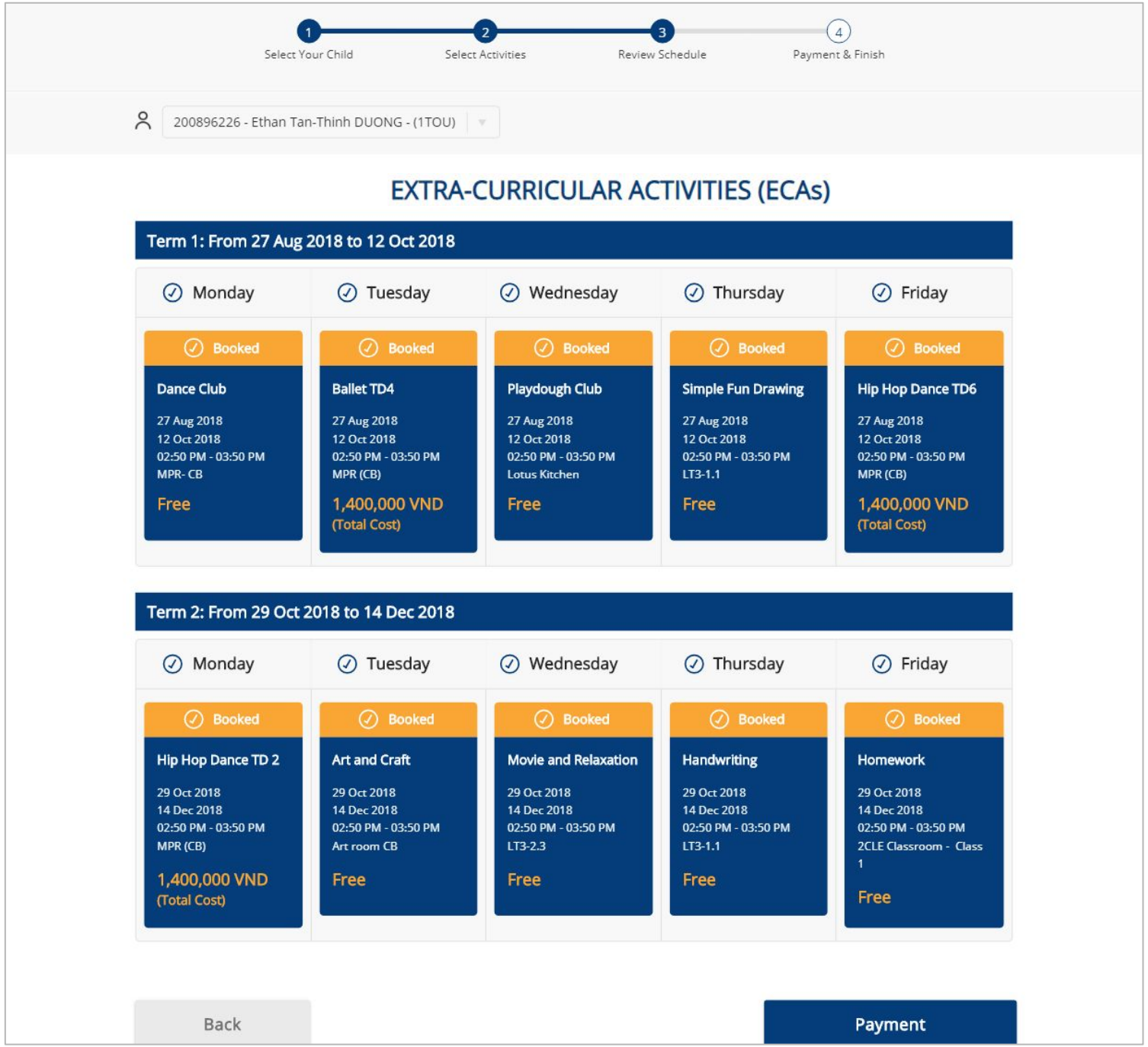


Step 2 - Select ECAs

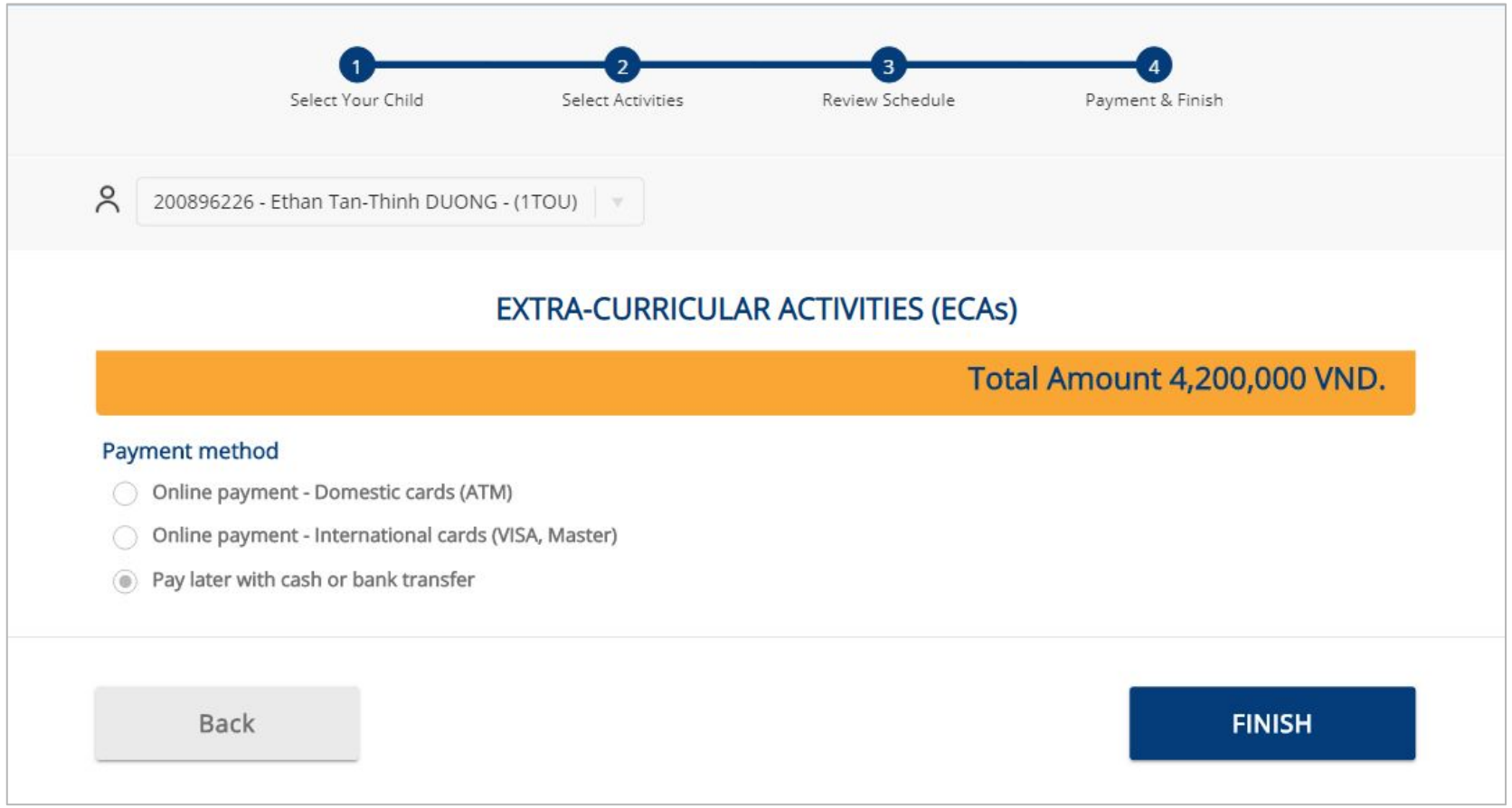
- You can see the **Monday** classes for **Term 1**. You can change and view each day of the week classes by clicking Monday, Tuesday, Wednesday, Thursday, Friday.
- Click **Select** to select a class, click again to deselect this class.
- After finishing to select Term 1's ECA. You can select Term 2's 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, ...)*



Step 3 - Review Schedule

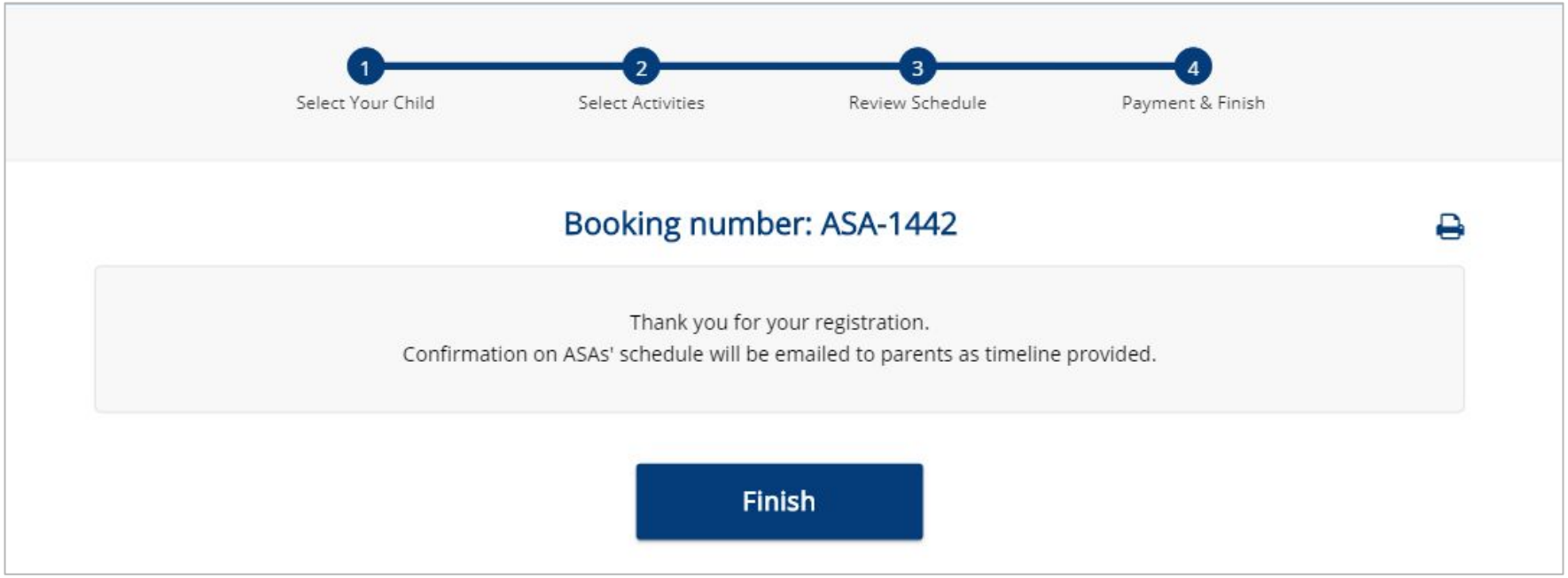
- You can review your selected ECA schedule before making a payment or finishing the booking.
- If you want to change another class, click **Back** to return to step 2 - Select ECA.
- If you select any paid class, you need to click the **Payment** button to move the Payment screen. Otherwise, click the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

Step 4 - Payment & Finish



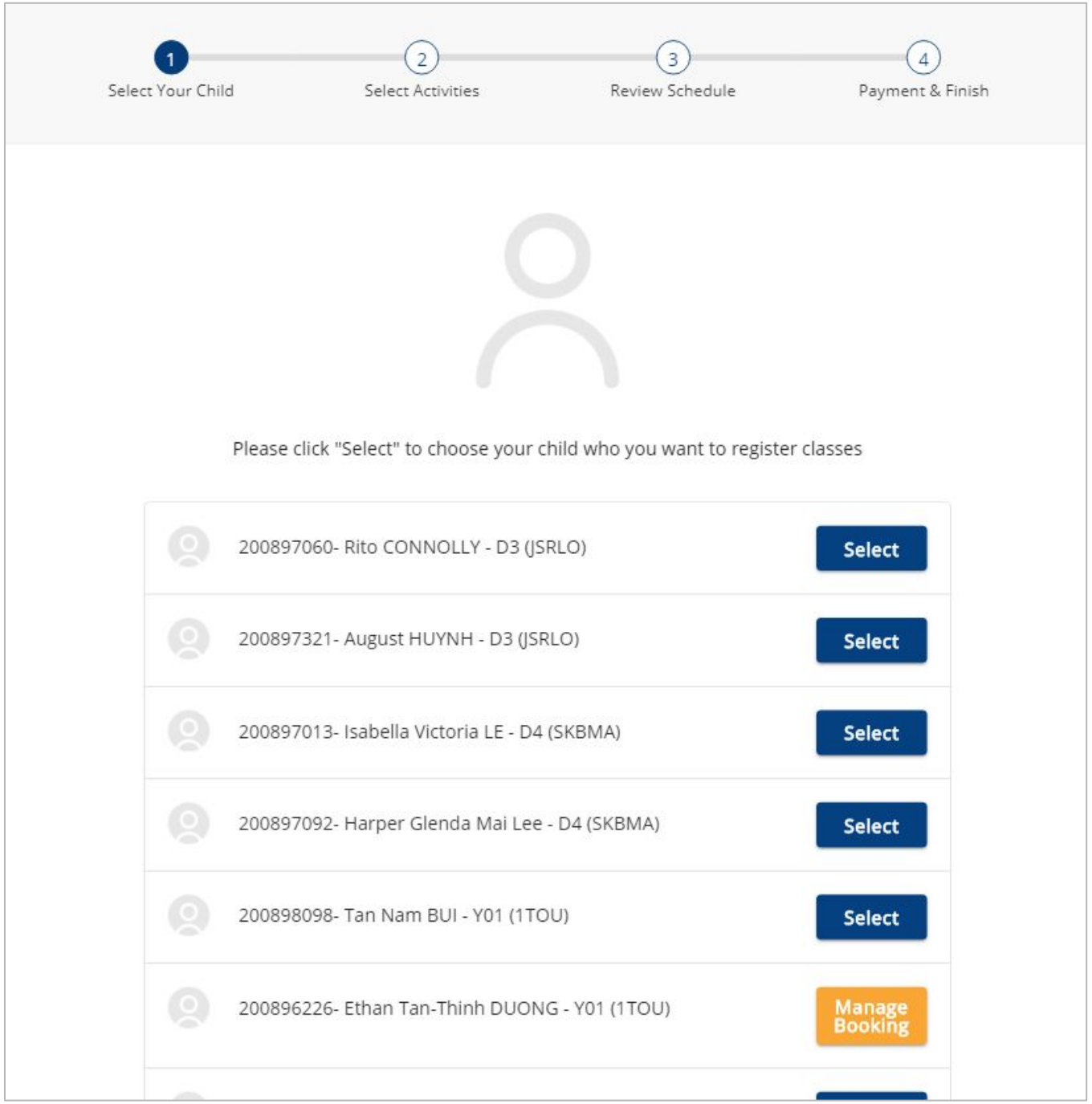
- You can see the total amount you need to pay for the booking, select a payment method:
  - With Online Payment, you need to click on the **Payment** button and complete the payment process via OnePay gateway before completing the booking.
  - With Pay Later, you need to click on the **Finish** button 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 transfering/ cashing to AIS.*

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.*

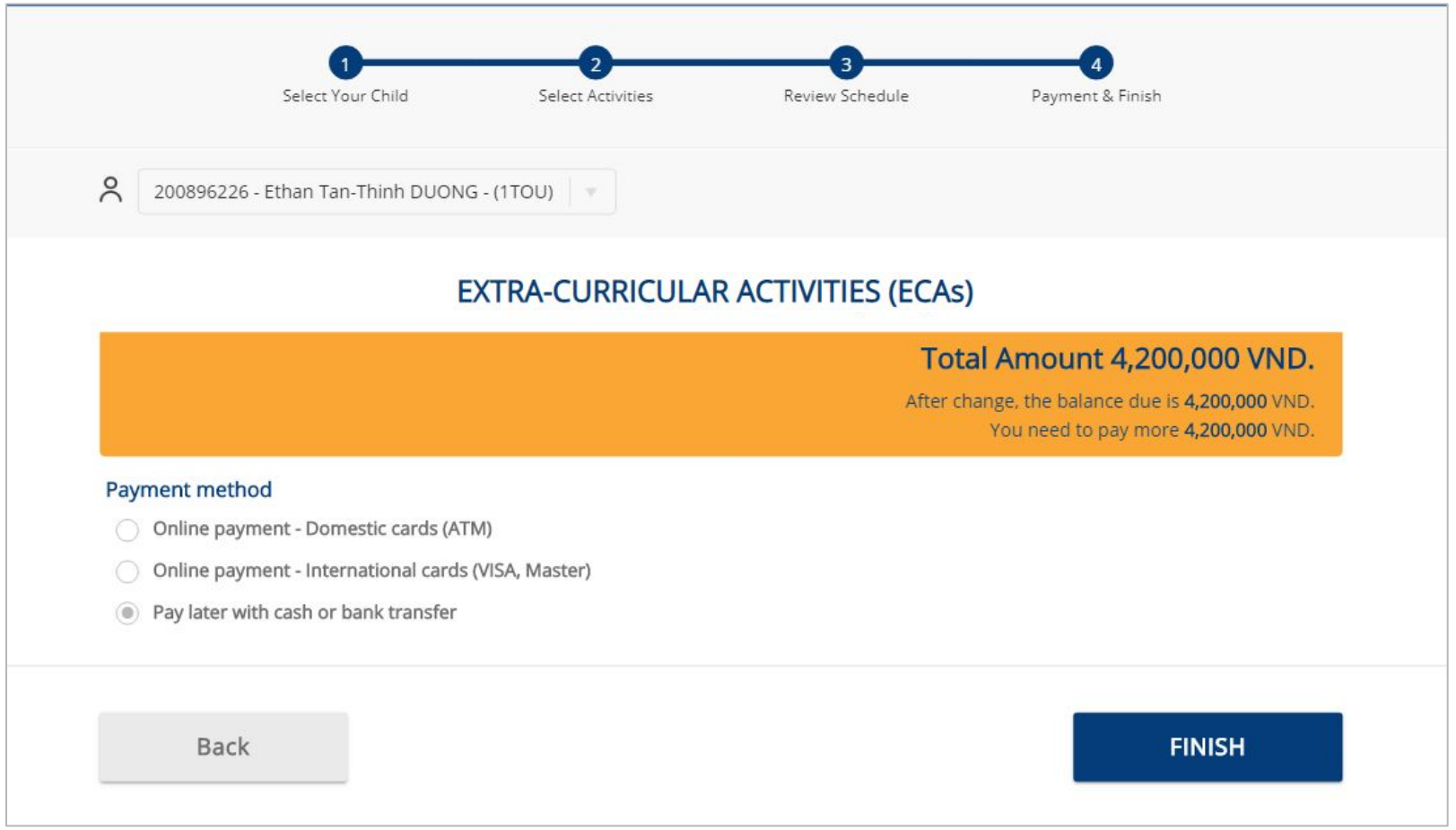
Manage Registration



Manage Booking

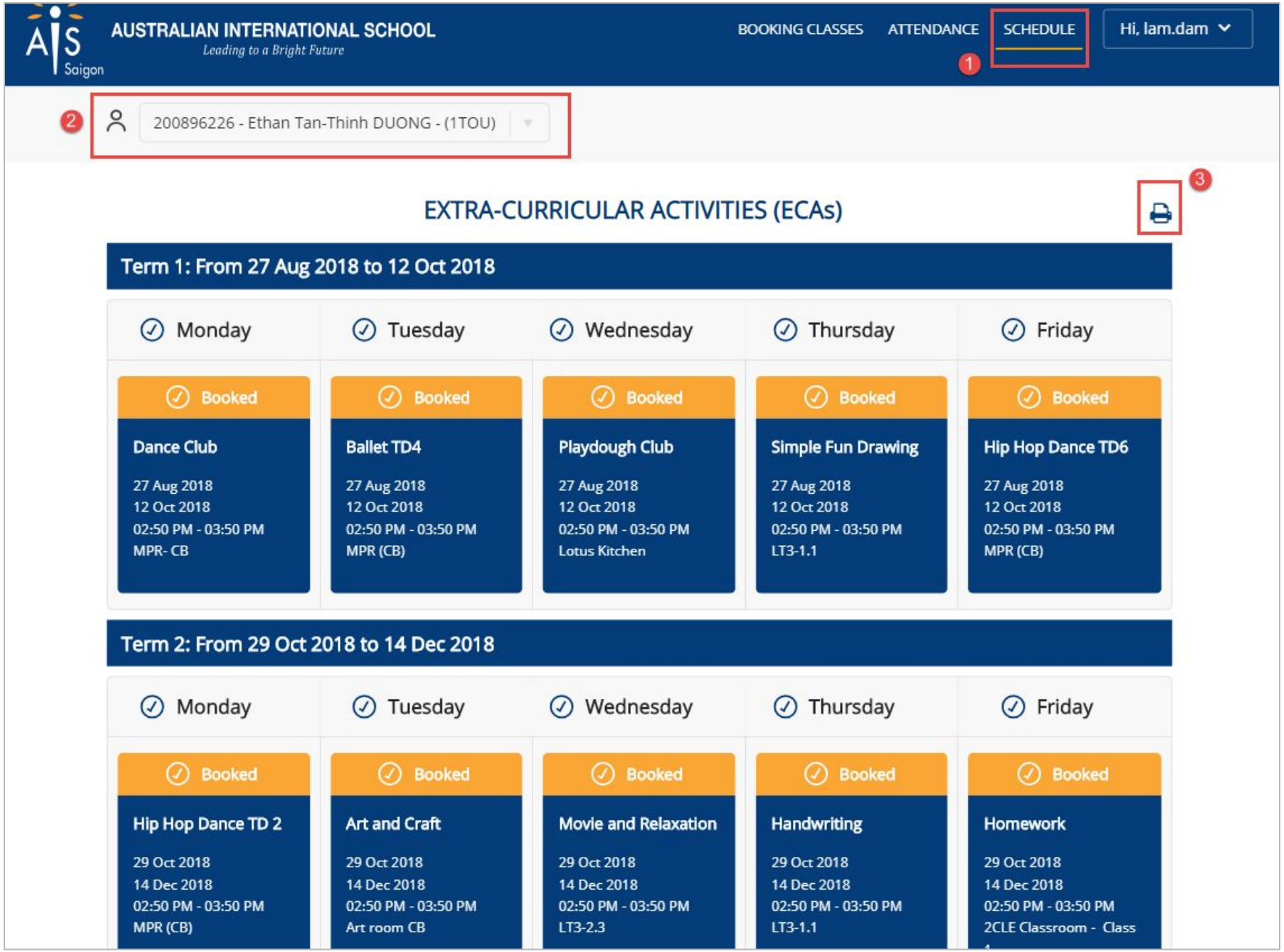
- On your child list page. select a child you want to update the booking, click **Manage Booking**.
- The update booking is the same flow as the booking classes, all booking information is loaded and you can modify it, complete the booking flow to save your changes.

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.

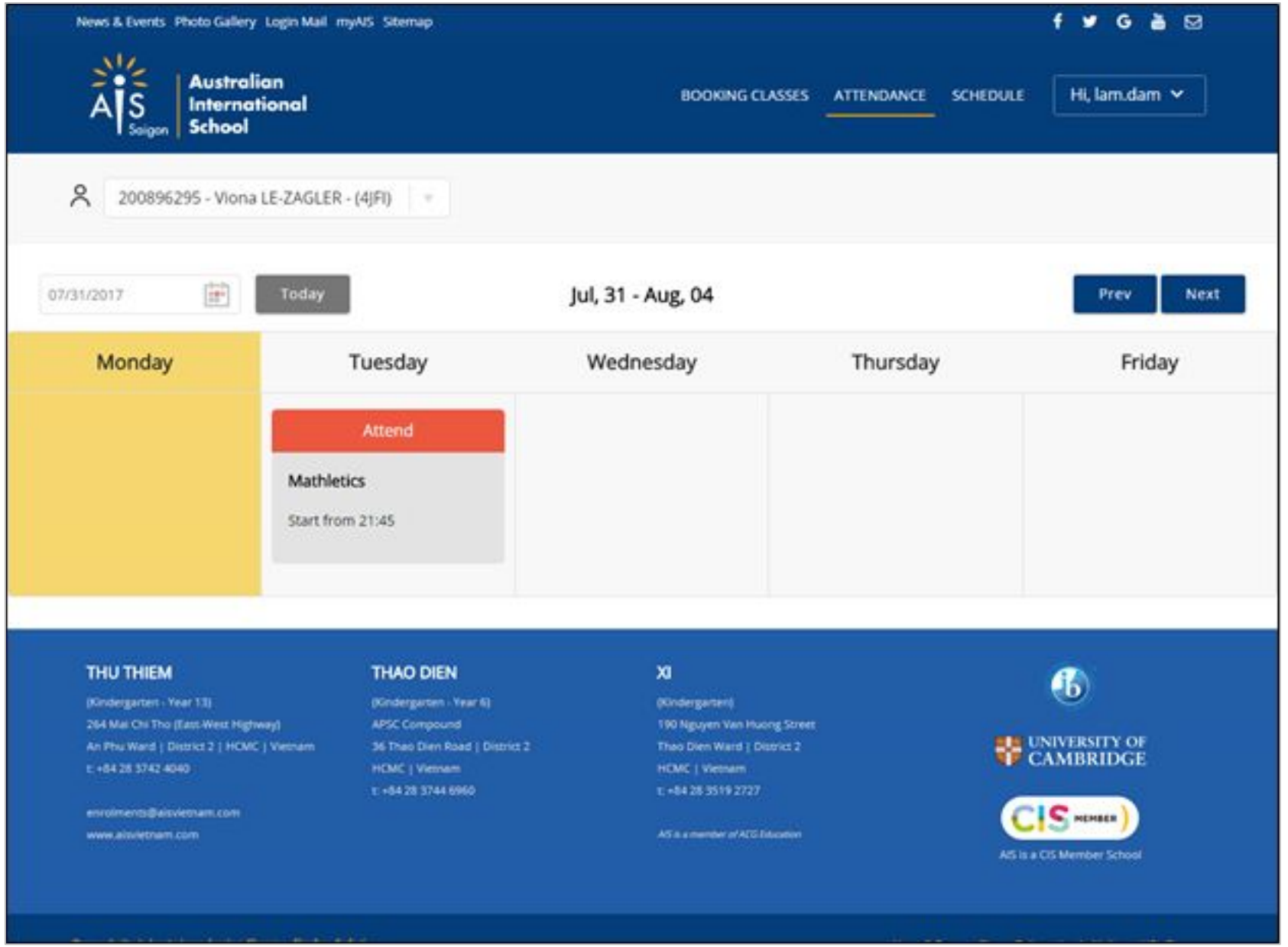
View Student ECA’s Schedule



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



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)).