THE BRITISH INTERNATIONAL SCHOOL
ABU DHABI

A NORD ANGLIA EDUCATION SCHOOL

CCA
USER GUIDE FOR PARENTS

TEAM FALCON SPORTS ACADEMY
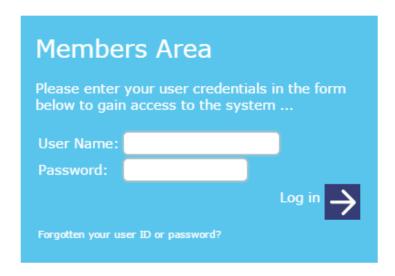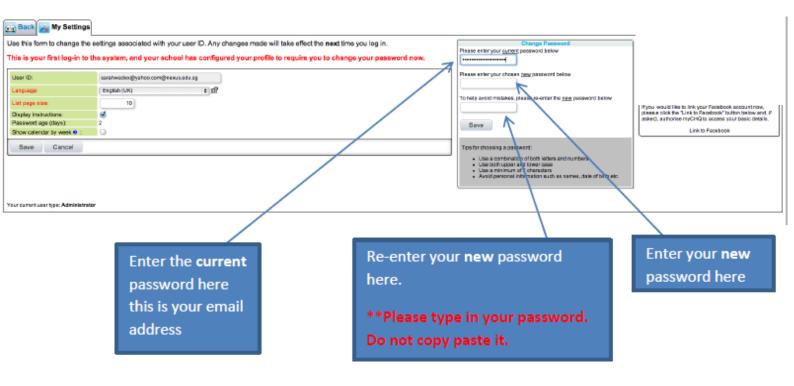
1. Parent Login to CCA Portal

Open a web browser on any device and navigate to **https://chq.bisad.ae** as below:

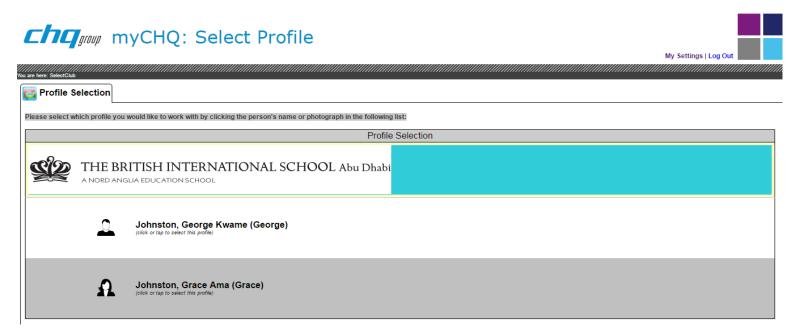On your first login, you will be prompted to change your password to protect the security of your area.

Enter your current password (this will be sent via email) and then enter the new password shown in the screenshot below.
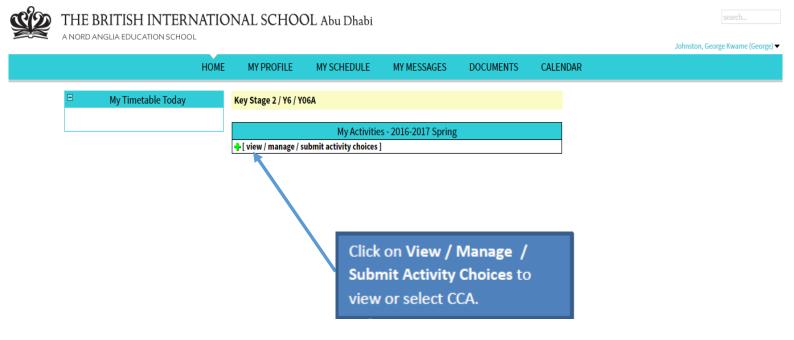
2. Accessing Your Child's Profile

When you login into the portal, you will see the **profile selection** page with the name(s) of your child(ren). You will then need to click on your child's name in order to view his/her profile and also to start selecting CCA for your child.

If you are not able to see all your children (if you have more than one child studying in BISAD), please inform CCA Coordinator immediately.

Once selected, click on **View / Manage / Submit Activity Choices** to view the CCAs available for that season. Please note that selection can only be done when the CCA signup is officially opened to parents. As parents, you can still view the CCA list that is available in that season.

3. Activity Choices

The table below shows the activities that are open to you in the selected block.
Please make your selections by entering a preference number against each activity you would like to do (1 is your first choice, 2 is your second choice, and 3 is your third choice).
To delete a choice, simply enter a preference number of zero.

Monday				
	Requested	Submitted	Approved	Declined
Arabian Swim Academy / paid activities [15:00-16:00] Small Pool				
Art craft / Arts and Craft [15:00-16:00] Class ⓘ **Miss Ahmed Badr**	○	☐	☐	☐
Chess Club / hobbies and pastimes [15:00-16:00] 304, 306 ⓘ **Mr Brinkworth**	○	☐	☐	☐
Creative Design / Arts and Craft [15:00-16:00] 225 ⓘ **Miss Doran , Miss Tickley**	○	☐	☐	☐
Speaking Arabic / Language [15:00-16:00] 239 ⓘ	○	☐	☐	☐
Sports4Life Artistic Gymnastics / paid activities [15:00-16:00] Shed ⓘ				
Sports4Life Artistic Gymnastics / paid activities [15:00-16:00] Shed ⓘ				
Thinking Games / Language [15:00-16:00] 203 ⓘ **Mrs Hamdan**	○	☐	☐	☐
Using mathematics to create an innovative game / Academics [15:00-16:00] 303 ⓘ **Mr Biddle**	○	☐	☐	☐
yoga / hobbies and pastimes [15:00-16:00] 335 ⓘ **Miss Younis**	○	☐	☐	☐

4. CCA Sign up Process

Once the CCA is open for selection, you will then be able to make the selections under the same Activity Choices screen. The desired textboxes will be enabled for you to enter the number choices.
Please note that you can only make up to 3 CCA selections. An example on how

Tuesday				
	Requested	Submitted	Approved	Declined
Arabian Swim Academy / paid activities [15:00-16:00] Small Pool				
Arabic Language for Parents / Language [15:00-16:00] 361 ⓘ **Mr Irshaid**	1	☐	☐	☐
Book Club / hobbies and pastimes [15:00-16:00] 228 ⓘ **Mrs Morgan**	2	☐	☐	☐
Junior Momentum Dance Company / Performing Arts [15:00-16:00] Main Hall ⓘ	3	☐	☐	☐
Origami Club / Arts and Craft [15:00-16:00] 230 **Miss Doyle**	○	☐	☐	☐
Primary Vocal Group / Performing Arts [15:00-16:00] 286 ⓘ	○	☐	☐	☐
Pyonkee Club / academic [15:00-16:00] 206 ⓘ	○	☐	☐	☐

Save

Once you have entered and saved your choices, you will be prompted to submit them - this validates your requests and makes them visible to your school activities administrators.

Activity Choices Submitted

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search...

Johnston, George Kwame (George) ▼

HOME   CONFIRMATION

Activity Choices Submitted

Thank you for submitting your activity choices, which have been received and stored.

Please note that this is merely a receipt confirmation of your choice preferences, and does <u>not</u> mean you will necessarily get a place on the activities you chose.

Please click here to go back to your profile page.

Or click here to go to the activity choices page again.

If you need to **select another child**, click on the **Select Profile** shown above and you will be directed to the previous screen that list the names of your children.