INSTRUCTIONS FOR USERS

The following step-by-step guide serves to assist users to utilise the HCGC Green Camp website dashboard for registration successfully

Please ensure that you follow the steps closely for an optimal registration process

Step 1: Choose your school

Please Select Your School from the list

| abc |

ABC PRIMARY SCHOOL

PRINCESS ELIZABETH PRIMARY SCHOOL

ST. GABRIEL'S PRIMARY SCHOOL

AHMAD IBRAHIM PRIMARY SCHOOL

CANBERRA PRIMARY SCHOOL

Submit

ⓘHelp / Instructions

🖥For optimal viewing experience, please use a computer

- Type your primary school name into the text field and **select the school** from the dropdown list

- Please **only select from the list** as the system is case sensitive

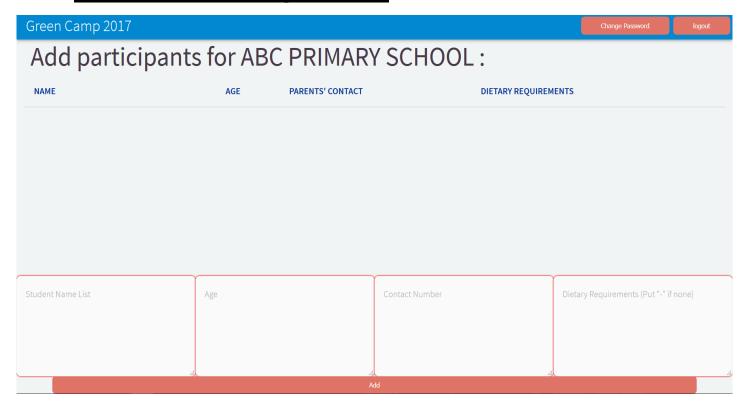- Click on the **'Submit'** button to continue to step 2

<u>Step 2: Enter your particulars</u>

Please Enter Your Details

> Mr Yao Sui Moi

> 98562222

> yao_sui_moi@abcprimary.com

> •••••••••••••••••

> **Submit**

- Key in your **personal details** (Name, contact number)
- Log into the system using the **email and school code we have generated and sent to you** via that email address
- You are now ready to proceed to student registration
- Click on the **'Submit'** button to proceed to step 3

Note: Please only use the email address which we have used to contact you and the school code attached in the email. Do not use your personal emails unintended for this registration.

Step 3: Student registration

- Input the **details** of student participants for **immediate registration**
- For quick, simultaneous registration for multiple students, you may choose to copy them directly from Microsoft Words or Excel sheets (Step 3.1)
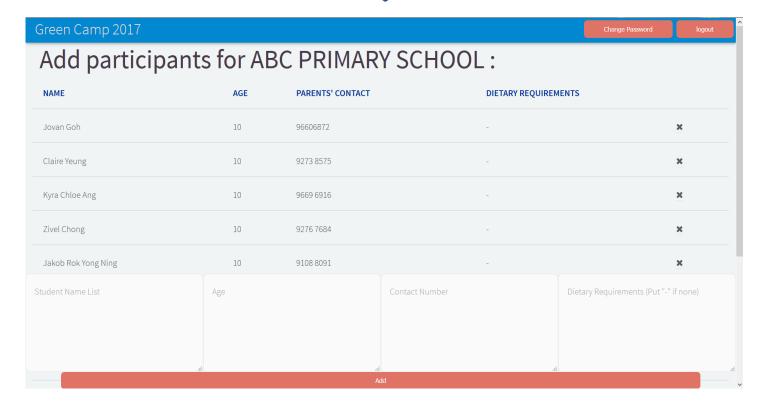
Step 3.1: Student registration II

No.	Name	Class	N
1.	Jovan Goh	4C	M
2.	Claire Yeung	4C	A
3.	Kyra Chloe Ang	4D	A
4.	Zivel Chong	4E	E
5.	Jakob Rok Yong Ning	4G	G
6.	Natalie Jorryn Koh	4G	C
7.	Jeriel Goh	4I	M
8.	Amber Tan	4J	F
9.	Ian Chan yi Kai	4L	K
10.	Lucien Wan	4M	S

	A	Par
1	Student	
2	Jovan Goh	
3		927
4	Claire Yeung	966
5	Kyra Chloe Ang	927
6		910
7	Zivel Chong	969
8		979
9	Jakob Rok Yong Ning	96
10		973
11	Natalie Jorryn Koh	974
12	Jeriel Goh	979
13	Amber Tan	936
14	Ian Chan yi Kai	906
15	Lucien Wan	969
16		

- **Copy the entire column** from either Words or Excel, works with both
- **Paste into the text area** on the student registration. Ensure that there are no extra empty lines as it will lead to issues
- Repeat these steps for the various fields required

Jovan Goh	10	96606872	-
Claire Yeung	10	9273 8575	
Kyra Chloe Ang	10	9669 6916	
Zivel Chong	10	9276 7684	
Jakob Rok Yong Ning	10	9108 8091	-

Add

Green Camp 2017
Change Password   logout

Add participants for ABC PRIMARY SCHOOL :

NAME	AGE	PARENTS' CONTACT	DIETARY REQUIREMENTS	
Jovan Goh	10	96606872	-	✖
Claire Yeung	10	9273 8575	-	✖
Kyra Chloe Ang	10	9669 6916	-	✖
Zivel Chong	10	9276 7684	-	✖
Jakob Rok Yong Ning	10	9108 8091	-	✖

Student Name List | Age | Contact Number | Dietary Requirements (Put "-" if none)

Add

- The input fields are automatically sorted when 'Add' is clicked.

Note: Ensure that all empty unintended new-lines are removed manually as they might exist due to formatting issues. They will result in incorrect registration. Please take note.

<u>Step 4: Other functionalities</u>

- Click on 'Change Password' button to reset your password from the default given through the email
- A **reset email** would be sent to that email that you have used to login
- You could also **check the number of available positions** left on the main page

We hope you have had a present experience registering for HCGC

Primary School Green Camp 2017