



Award winning school management  
software for independent schools

# Managing Activities in the Parent Portal

[www.engagesmis.com](http://www.engagesmis.com)



## Important

- This document describes how to manage activities in the Parent Portal.
- Parent users' accounts must be active for activities to be managed.
- Please ensure you are running the latest version of the software for the most up to date functionality.
- If you are unsure of any part of this process please raise a case in the Support Centre.

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## Previewing Activities

This will only be applicable if the school has opened a **Preview** period prior to the booking period.

1. On the Portal Home Screen, next to your child select **Book Activities**.

My Children



**Amira Sarah Abidi**  
Current Pupil  
22/10/2008  
Year 10  
10AT  
Wordsworth

[View Details](#)

What do you want to do?

- [Book Parents Evening](#)
- [Online Parents Evening](#)
- [Book Activities](#)
- [Exam Results](#)
- [Send Notice](#)

2. Select the **Schedule** you wish to preview.

**Activities (Spring)**  
Start Date: 01 January 2023  
End Date: 30 April 2023

Preview Activities

3. Click on the day you wish to preview.

Activities

[Dylan Abidi](#) [Schedules](#) [Activities \(Spring\)](#)

Maximum Activities: 2

Booking Dates: 01 January 2023 09:00 - 30 April 2023

Friday 15:00 - 16:00

Saturday 10:00 - 13:00

Total Cost: £0.00


4. Review the activities and click on the icons to review further information.

**Saturday 10:00 - 13:00**

Available Activities

Squash	  
Archery	  

## 5. Review the activity information.



**Football**

Activity Schedule	2022/2023 Activities (Spring)					
Activity Category	Year 10 Outdoor Sports					
Attendees Allowed	Year Groups: Year 5, Year 6, Year 7, Year 8, Year 9, Year 10, Year 11				Filter:	
	Days:	Friday	Start Time:	15:00	End Time:	16:00
Activity Place And Time 1	Site:	Main School Building	Block:	Sports Block	Room:	Sports Field
	Staff:	Mr Peter Bailey				
Activity Runs From	01/01/2023 To 30/04/2023 Recurring Weekly					
Maximum Capacity	22					

## Booking Activities


If the school has chosen to allocate activities on a **First Come First Served** basis, allocation will be instant.

If the school has chosen to allocate to activities on a **choice basis**, allocation must be confirmed by the school before it is final.

### First Come First Served Allocation

- On the Portal Home Screen click on **Activities**.

**My Children**



**Amira Sarah Abidi**  
Current Pupil  
22/10/2008  
Year 10  
10AT  
Wordsworth

[View Details](#)

**What do you want to do?**

- [Book Parents Evening](#)
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- [Book Activities](#)
- [Exam Results](#)
- [Send Notice](#)

- Click on the **Schedule** you wish to view.

**Activity Schedules for Amira Abidi**

Pupil: Amira Abidi Academic Year: 2022/2023 Show open bookings only: ☒

<b>Activities (Autumn)</b> Start Date: 01 September 2022 End Date: 31 December 2022	Booking Open	▼
<b>IB Service as Action</b> Start Date: 01 September 2022 End Date: 31 August 2023	Booking Open	▼
<b>Transport Register (Instant Invoice)</b> Start Date: 01 September 2022 End Date: 31 August 2023	Booking Open	▼

- Click on the day you wish to view.

Booking Dates: 01 September 2022 - 31 August 2023

**Monday**

07:00 - 08:00

16:00 - 17:00

- View **Available Activities**. Click on icons for further information about each activity.

**Monday**

07:00 - 08:00

**Available Activities**

East Bus - Monday AM	🔍 ⌚ ⓘ
North Bus - Monday AM	🔍 ⌚ ⓘ
South Bus - Monday AM	🔍 ⌚ ⓘ

➔

**Chosen Activities**

1	Available Slot
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- Drag the chosen activity to the **Chosen Activities** box.

**Monday**

07:00 - 08:00

**Available Activities**

East Bus - Monday AM	🔍 ⌚ ⓘ
North Bus - Monday AM	🔍 ⌚ ⓘ
South Bus - Monday AM	🔍 ⌚ ⓘ

➔

**Chosen Activities**

1	West Bus - Monday AM	🔍 ⌚ ⓘ
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- If the activity is full, you will be alerted straight away.

**Monday**

07:00 - 08:00

**Available Activities**

East Bus - Monday AM	🔍 ⌚ ⓘ
North Bus - Monday AM	🔍 ⌚ ⓘ
South Bus - Monday AM	🔍 ⌚ ⓘ

➔


**Allocated Activities**

1	West Bus - Monday AM - Allocated	🔍 ⌚ ⓘ
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## Choice Allocation

- On the Portal Home Screen click on **Activities**.

**My Children**

 **Amira Sarah Abidi**  
Current Pupil  
22/10/2008  
Year 10  
10AT  
Wordsworth

[View Details](#)

**What do you want to do?**

- [Book Parents Evening](#)
- [Online Parents Evening](#)
- [Book Activities](#)
- [Exam Results](#)
- [Send Notice](#)

- Click on the **Schedule** you wish to view.

Parent Portal Logged in as: Mohsen Abidi  
Last Login: 16 September 2022 09:54

Activity Schedules for Amira Abidi

Pupil: Amira Abidi Academic Year: 2022/2023 Show open bookings only: ☐

**Activities (Autumn)** Booking Open

Start Date: 01 September 2022  
End Date: 31 December 2022

- Click on the day you wish to view.

**Activities**

Amira Abidi Schedules Activities (Autumn)

















Booking Dates: 01 September 2022 09:00 - 31 December 2022

**Friday 15:00 - 16:00**

**Saturday 10:00 - 13:00**




















- View **Available Activities**. Click on icons for further information about each activity.

**Friday 15:00 - 16:00**

Available Activities		Chosen Activities	
Football	 	1	Available Slot 
Athletics	  	2	Available Slot 
Girls Netball	 	3	Available Slot 
Badminton	  		
School Hockey Team Girls	  		

- Drag the chosen activity to the **Chosen Activities** box. List them in order of preference and use the arrows to change the order.

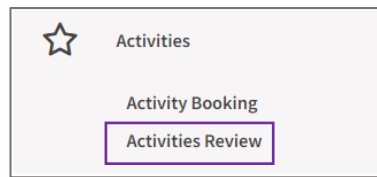
**Friday 15:00 - 16:00**

Available Activities		Chosen Activities	
Athletics	  	1	Girls Netball    
		2	Badminton     
		3	Football    
School Hockey Team Girls	  		

- A **Notice** may be received asking parents to confirm activity allocation (this is an optional feature that the school may or may not activate).



7. To review confirmed and unconfirmed activities go to **Activities > Activities Review**. If there are unconfirmed activities click on the **Confirm** button.



8. A **Notice** will be received when allocation and enrollment is confirmed. (Allocated and enrolled activities can also be reviewed from the Activity Booking Page).

