



## **DESS PARENTS GUIDE FOR BOOKING ECAs**

### **TERM 2 2018**

#### **INTERNAL ECAs**

- Internal ECAs will commence on Sunday 21<sup>st</sup> January and will run for 7 weeks finishing on Thursday 15<sup>th</sup> March 2018.
- The range of ECA activities will be available for viewing before the online sign up. Online sign up will commence on Tuesday 9<sup>th</sup> January at 8.00 pm and will close on Thursday 11<sup>th</sup> January at 8.00 pm.
- Once the booking date closes no further ECA bookings can be made.
- If you need to cancel a booking after the 11<sup>th</sup> January please email [parentrelations@dessdubai.net](mailto:parentrelations@dessdubai.net).
- When the maximum number of places is reached no further places for that ECA will be offered.
- If your child is unable to attend their ECA please inform Mrs Ashley, ECA Coordinator by emailing [parentrelations@dessdubai.net](mailto:parentrelations@dessdubai.net).

#### **PE ECAs**

- PE ECAs will commence on Sunday 14<sup>th</sup> January and will run for 8 weeks finishing on Thursday 15<sup>th</sup> March 2018.
- The range of ECA activities will be available for viewing before the online sign up. Online sign up will commence on Tuesday 9<sup>th</sup> January at 8.00 pm and will close on Thursday 11<sup>th</sup> January at 8.00 pm.
- Once the booking date closes no further ECA bookings can be made.
- If you need to cancel a booking after the 11<sup>th</sup> January please email [parentrelations@dessdubai.net](mailto:parentrelations@dessdubai.net).
- When the maximum number of places is reached no further places for that ECA will be offered.
- If your child is unable to attend their ECA please inform Mrs Ashley, ECA Coordinator, by emailing [parentrelations@dessdubai.net](mailto:parentrelations@dessdubai.net).

#### **EXTERNAL ECAs**

- Please contact the External ECA Provider directly for bookings and timings of the activity.
- External ECAs will commence on Saturday 13<sup>th</sup> January and will run for 8 weeks finishing on Saturday 17<sup>th</sup> March 2018.



## **DESS Online ECA Sign-Up**

Parents' Evening System is used by many leading schools and colleges in the UK for making Parent Evening appointments and for booking Extra-Curricular activities (ECAs). This online system can be accessed from any internet connected device and is quick and easy to use.

Regardless of how many children you have in DESS you only need to sign in once using one child's details, the system does the rest. All siblings are listed, which allows a quick and easy way of booking multiple ECAs on the same screen.

Please be sure to check the ECA Name as this will advise you of the year group(s) each club is suitable for. **Please do not book your child into an ECA which is not allocated to their year group.**

We hope you agree this is an easy online booking system and we welcome any feedback.

**Online ECA sign-up will be available from Tuesday 9<sup>th</sup> January at 8.00 pm and will close on Thursday 11<sup>th</sup> January at 8.00 pm.**

# DESS Parents' Guide

## Online-ECA Sign-Up

### Step 1: Browse to

<https://dubaienglishspeaking.parentseveningsystem.co.uk/>

### Step 2: Login

- **Complete Your Details**

The email address recorded here should be your DESS contact email. This will be used for all ECA communication emails.

- **Complete Your Child's Details**

Please use your child's "preferred" forename that matches DESS records (no abbreviations).

The date of birth format should be dd/month/yyyy eg. 1/October/2007.

- **Login & Continue**

The screenshot shows the login page for the Dubai English Speaking School Parents' Evening System. The page has a red header with the school name. Below the header, it says "Parents' Evening System" and provides a welcome message. There are two main sections: "Your Details" and "Student's Details".

**Your Details**

Title	First Name	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email	Confirm Email	
<input type="text"/>	<input type="text"/>	

**Student's Details**

First Name	Surname	Date of Birth
<input type="text"/>	<input type="text"/>	1 <input type="text"/> January <input type="text"/> 2000 <input type="text"/>

At the bottom of the form is a green "Log In" button.

### Step 3: Make Your Booking(s)

#### **NB: PE ECA Sign-Up – Term 2**

There is no restriction on the number of PE ECAs you can book.

#### **Internal ECA Sign Up - Term 2**

A maximum of **three** internal ECAs can be selected. (Once you have selected the maximum number of ECAs, it is not possible to select alternatives. However you may cancel an existing choice to allow an alternative to be made).

- Select "**Continue**" to view the ECA choices
- Check the ECA Name to ensure you only book ECAs suitable for your child's year group.
- Select "**Book**" alongside the club you wish to attend and then select "**Book**" again.
- Select "**Close**" on the bottom left of the screen

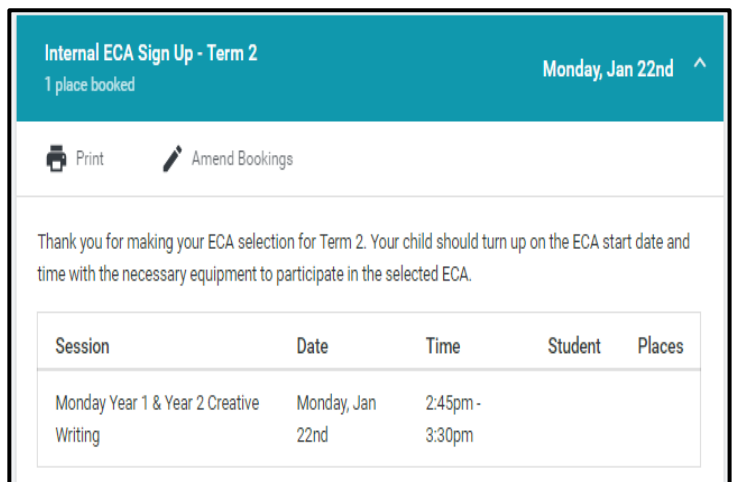
The screenshot shows a confirmation page titled "Internal ECA Sign Up - Term 2". It has a teal header. The main content area contains a thank you message: "Thank you for making your ECA selection for Term 2. Your child should turn up on the ECA start date and time with the necessary equipment to participate in the selected ECA." To the right of this message is a white box with a teal border containing a "Continue" button and the text "Open for bookings" with a right-pointing arrow.

The screenshot shows a selection page titled "Internal ECA Sign Up - Term 2" with a teal header. It contains a thank you message: "Thank you for making your ECA selection for Term 2. Your child should turn up on the ECA start date and time with the necessary equipment to participate in the selected ECA." Below this message are two ECA options, each with a green "Book" button:

<b>Monday Year 1 &amp; Year 2 Creative Writing</b> Monday, Jan 22nd, 14:45 - 15:30 Places Available	<input type="button" value="Book"/>
<b>Monday Year 2 - Year 4 Scrapbooking</b> Monday, Jan 22nd, 14:45 - 15:30 Places Available	<input type="button" value="Book"/>



## Step 4: Booking Confirmation

- Once you have made your ECA selection(s) you will receive an email to your selected email address which confirms the booking. This details the ECA(s) you have selected.
- If you want to change the booking select **“click here to make changes to your bookings.”** This returns you to the original booking screen where the booked ECA can be cancelled and alternative ECAs booked, up to the allowed maximum.



Internal ECA Sign Up - Term 2 Monday, Jan 22nd ^

1 place booked

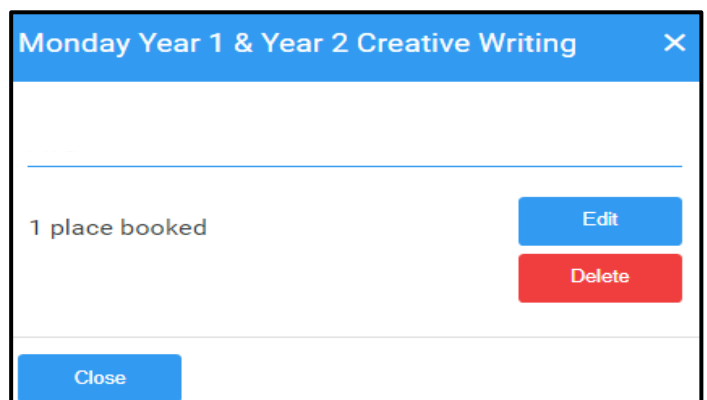
 Print  Amend Bookings

Thank you for making your ECA selection for Term 2. Your child should turn up on the ECA start date and time with the necessary equipment to participate in the selected ECA.

Session	Date	Time	Student	Places
Monday Year 1 & Year 2 Creative Writing	Monday, Jan 22nd	2:45pm - 3:30pm		


## Step 5: Cancellation of Places

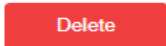
- Once you have returned to the booking page select **“Edit and then Delete”**.
- A further Booking Cancellation will be generated. This details the booking which has been cancelled.
- All communication will be sent to the email used during log-in. This should be the same email as your DESS contact email.




Monday Year 1 & Year 2 Creative Writing ×

1 place booked

 Edit

 Delete

 Close