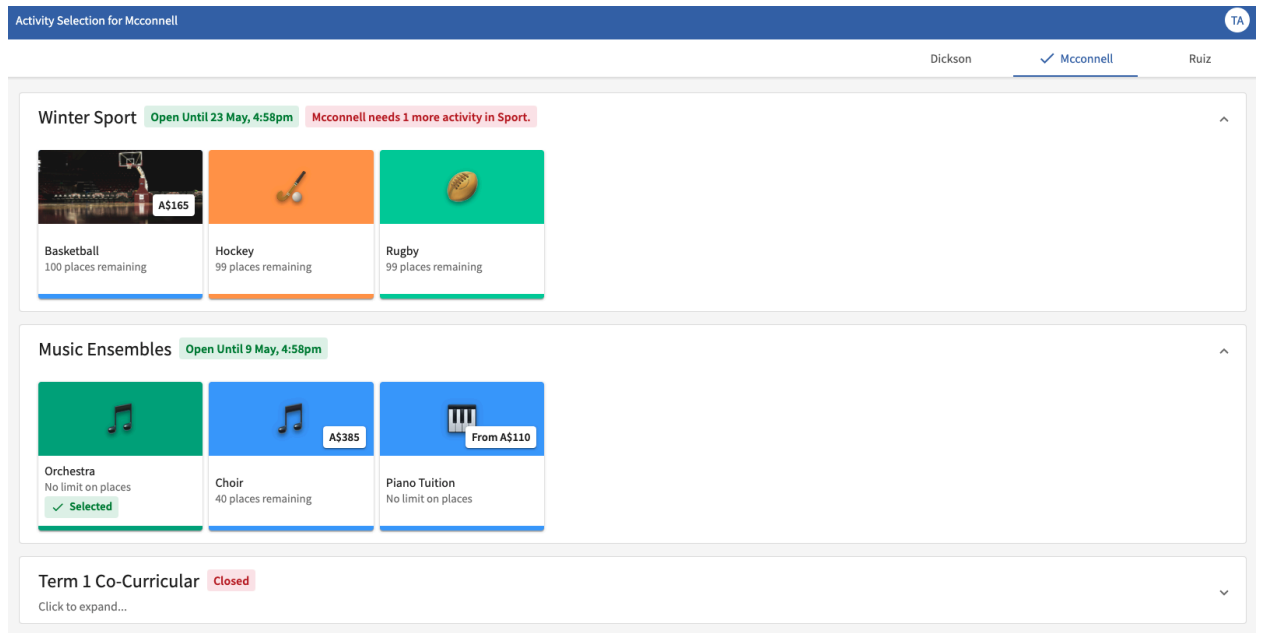# Clipboard

A Guide to Activity Selection

This document is a guide for parents and guardians using Activity Selection.

How to make an activity selection:

1. Login to the school Portal (include your unique URL here)
2. Click on Activity Selection (left sidebar). Here you can see a list of selection groups, as well as:
   - What activities are on offer for each group
   - If a selection group is 'open' or 'closed' for activity selection
   - If an activity has been selected in that group
   - When the selection group will close
   - Costs associated with an activity (if applicable)
   - Which student you are selecting for
   - If there is a requirement to select an activity in that group

3. Click on the activity you want to select. The details of the activity will appear on the next screen. *Note: If a student is ineligible for an activity, it will not be displayed as an option to be selected.*

4. Next, simply click the Select button if you want to go ahead with choosing this activity for the student you are acting on behalf of. A pop-up window will then ask you to choose an option (if any are offered) and to confirm the place. You may also be asked to answer a required question in order to select that activity, relating to the student's position, grade, or instrument they play.

5. Once an activity has been selected, it will show as 'Selected' on the activity's page and on the group's page.

6. Once selections are made, the choices are sent through to the school where staff place students into teams or groups.

Cart for Activity Selection

Clipboard's Cart functionality lets parents or students select multiple Activities and place them in a 'cart', so they only have to confirm and check out once.

How much time do students and parents/guardians have after selecting?

Once a selection has been made, a prompt will show asking whether they want to Continue Browsing or Go to Cart. They will have 15 minutes to check out selections from the Cart. If more than one selection is made, students, parents/guardians can continue browsing.

On the left-hand side, there is a timer next to the cart showing how much time is remaining to pay (see the image below).
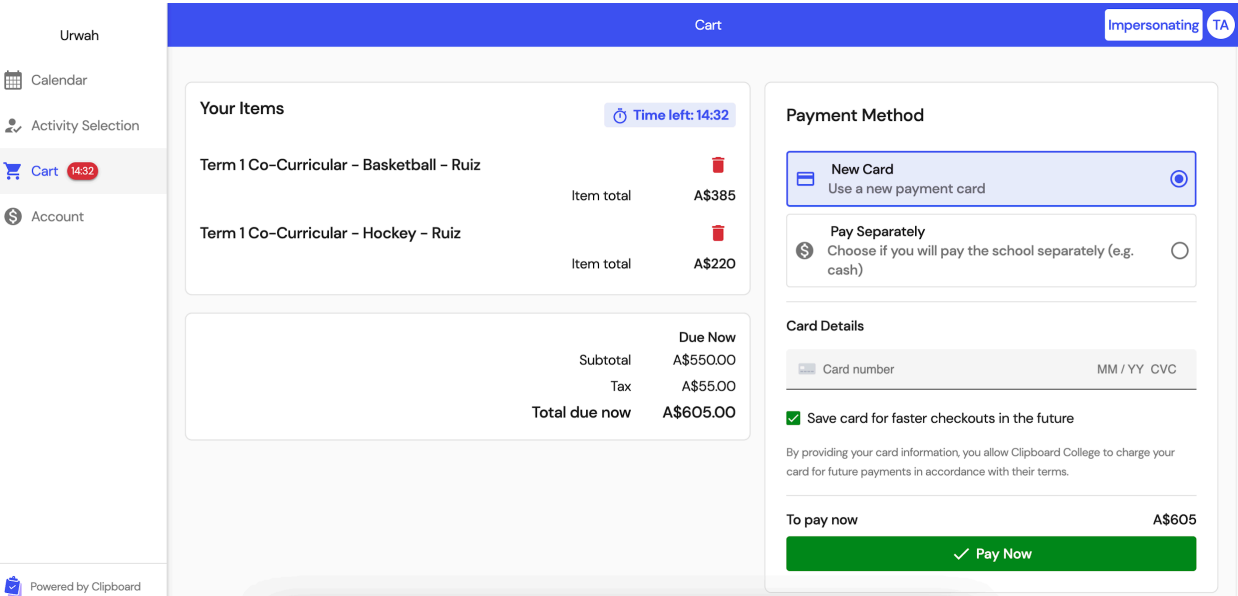
If the time expires before you are able to check out, the Selections will be removed from the cart and a Cart Expired message will appear.

What does the cart look like?

Clipboard's Cart functionality looks very similar to shopping online, where you have your selected Activities and payment with card all in one screen. **Students or parents/guardians will be prompted to enter their card details** with the option of saving the card details for future payments.

Once they have selected their Activities, this is what it will look like in the cart (see the image below).

Waitlist

When making selections, you may find that the activity or options within it have reached full capacity and you cannot select the activity. Some activities, however, may offer a waitlist, which you can join. Simply:

1. Click on the activity or option within an activity you want to select.

![Clipboard logo]

2. Then click on Join Waitlist and confirm to join the waitlist for this activity or option (see image below).
3. If a student drops out of the activity or their preferred option, you will be notified by email that they have been moved into the activity. If the activity requires payment to be taken, the email will contain a link to pay the invoice. Also included in the email is a link to unselect the activity if there is a change of mind.

Note:

If an Activity has no options, simply click on the Blue Join Waitlist Button.

If an Activity has options, click on the Join Waitlist Button next to the relevant option.


How does the waitlist work?

When a place becomes available, the next student in line for that activity or option within that activity will be automatically placed. This is determined by the date and time the student was placed on the waitlist, with the earliest being placed first.

Frequently Asked Questions (FAQ's)

Can I change my activity selection?

Yes, you can! If you change your mind and want to change the activity you selected, you can deselect the activity before going to select the correct one. To deselect, simply go to the activity's page and click on **'Remove Selection'** and then choose **'Remove Selection'.** This will remove the entire activity from being selected.
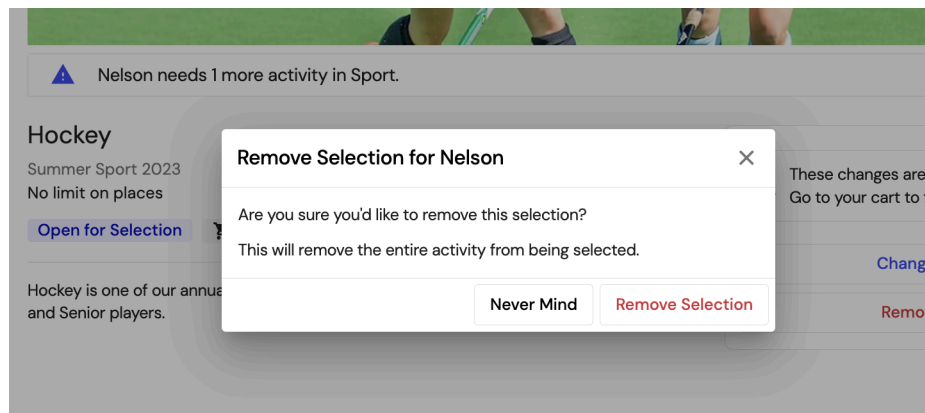
If you want to change your Activity after you have paid for an Activity and want to select an entirely different Activity, you will need to select Remove Selection. This will prompt a Request Refund action to Clipboard. Refunds do not happen automatically. A credit note will be generated in the system indicating the school needs to refund you.
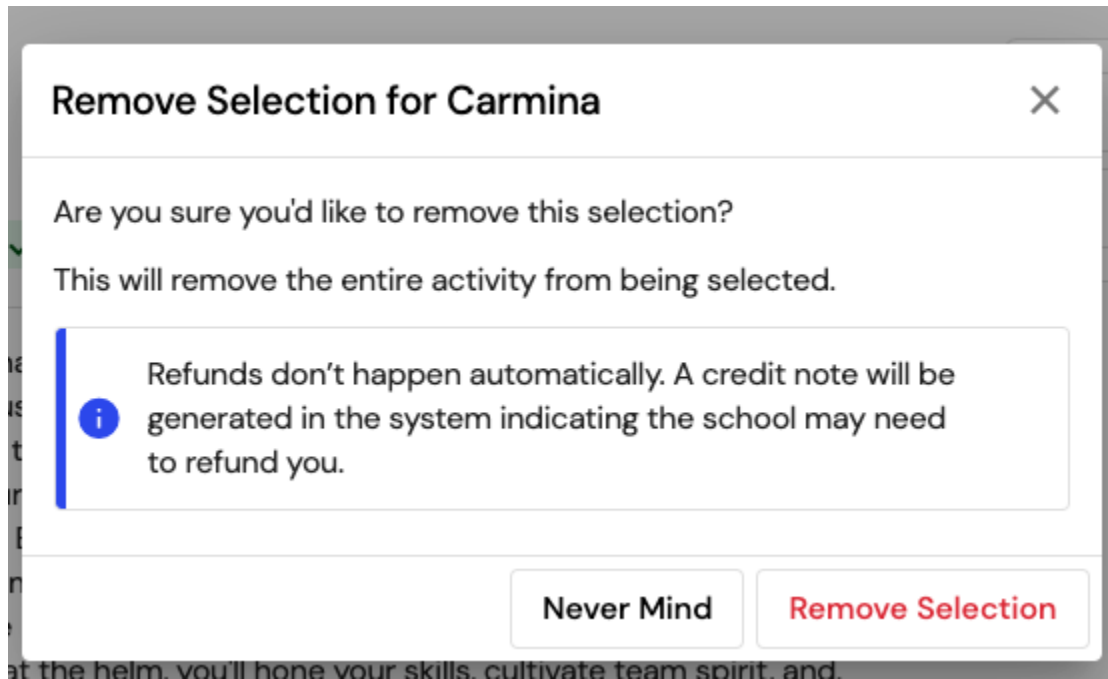
Can I change my activity selection to another option in the same Activity if I have already paid?

If you've already made a payment for a particular Activity option and would like to switch to a different option within the same Activity, please follow these steps:

1. Go to the Activity and click on **"View or Change Options."**
2. Choose the new option you prefer and click **"Save."**
3. Proceed to your Cart.

In this process, Clipboard will automatically apply the payment from your initial selection to cover the cost of the new one. If there are any additional expenses associated with your new choice, you'll only need to cover those extra costs.
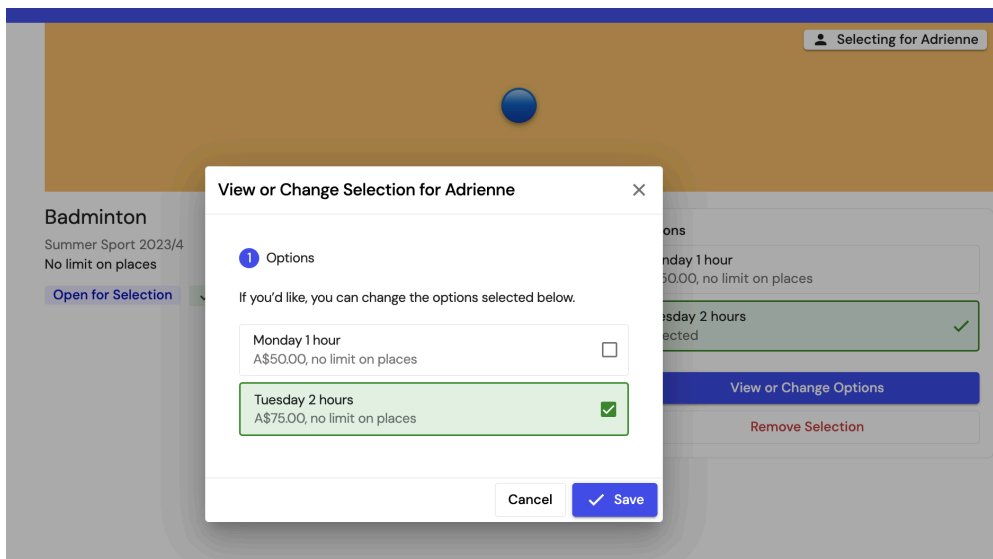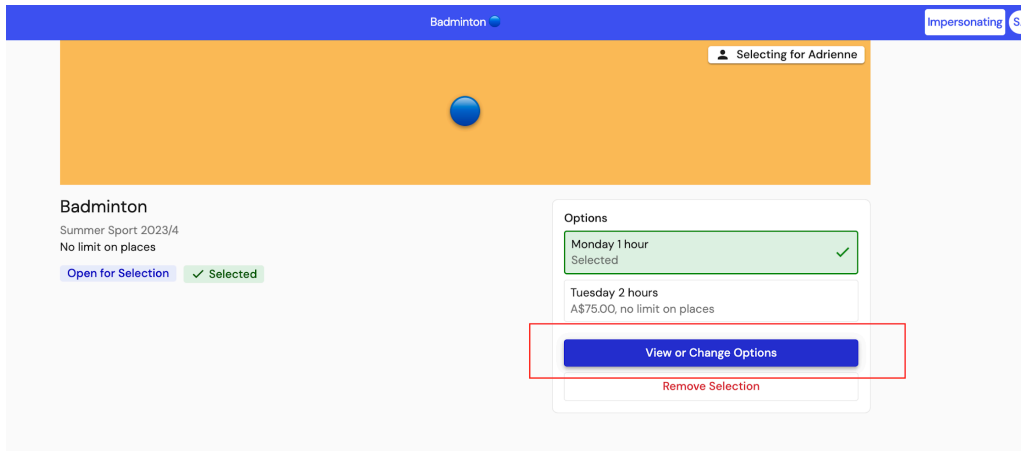
Can I change my answer to a required question?

Yes, you can! Simply click on the View Selection button and then click Next to go to the Details page. Then change your answer to the question. Then click Confirm Changes. See the image below:
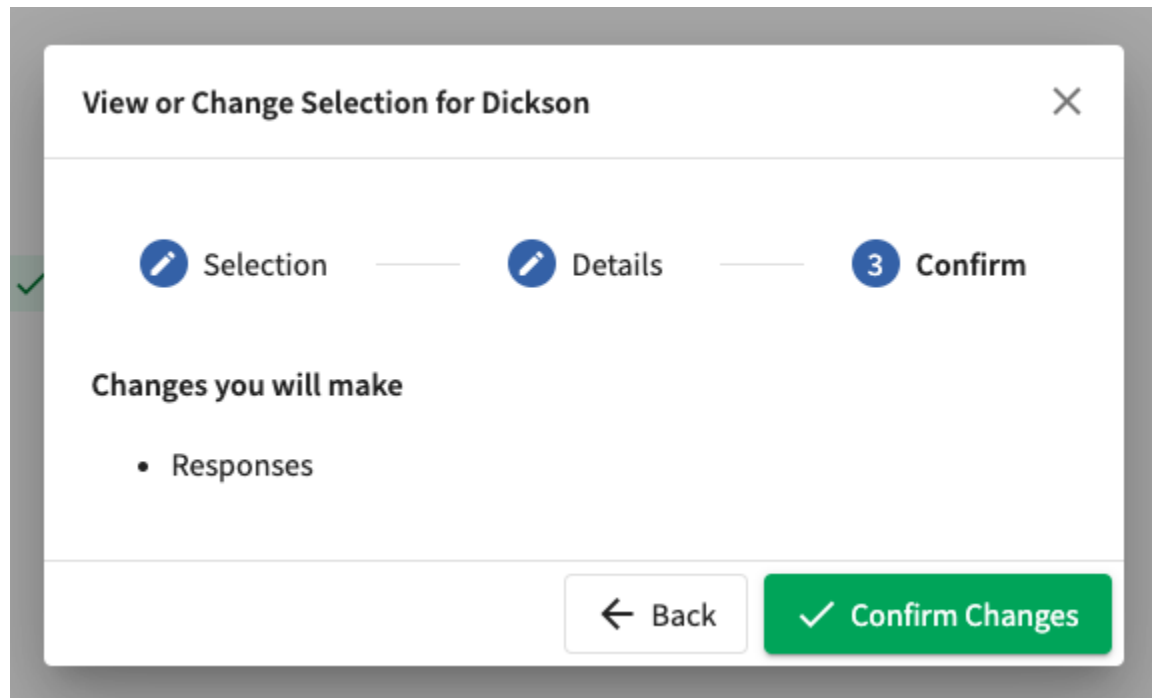
What if I am a parent with more than one child?

To swap between students, simply click on the name of the student and select another student from the tabs on the right-hand side. The tick will indicate which student you are selecting on behalf of.
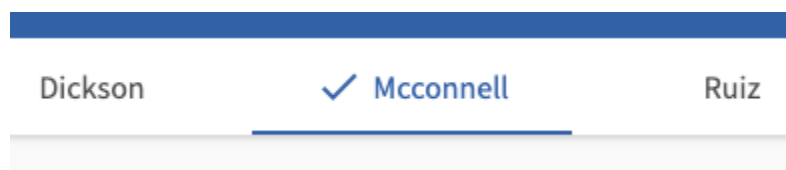
How do I know if my selection has been completed or processed?

Selection will only be completed after Students or Parents/Guardians have checked out of the cart and received the message through the confirmation window.