

# Co-Curricular Registration

## Parent Lounge

When Co-curricular Activities are open for registration they will appear on the Parent Lounge.

Activity	Student	Places Remaining / Total	Start	End
Library Club Friday - Y4-6 ( 2023 / 1 )	Student Name	7 / 25	27 January 2023	06 April 2023
Library Club Monday - Y4-6 ( 2023 / 1 )		0 / 25	27 January 2023	06 April 2023
Library Club Thursday - Y4-6 ( 2023 / 1 )		9 / 25	27 January 2023	06 April 2023
Library Club Tuesday - Y4-6 ( 2023 / 1 )		1 / 25	27 January 2023	06 April 2023
Library Club Wednesday - Y4-6 ( 2023 / 1 )		2 / 25	27 January 2023	06 April 2023

[Sign-up Now](#)

1. Select 'Sign-up' for each co-curricular activity you would like to register your child for, click 'Submit to School' (blue button in the top right corner). You will click 'Sign-Up' again.

**Extra Curricular Activity**

Sign-up places will only be reserved for 10 minutes

Student:

Activity:

Year:

Term:

Cost:

Sign-up Note:

Your selections will appear. You will also see a red 'Remove Sign-up' button, select this to remove your child from that activity. Please note – once you select an activity to sign-up to, that place will be held for 10 minutes. That is, you have 10 minutes to complete the registration.

2. Select the 'Submit to School' green button in the top right corner to submit all registrations.

**If you do not select Submit to School, your activity registration will not be received by the School.**

Activity	Places Remaining / Total	Sign-up Start Date	End Date	Cost	Status
Library Club Friday - Y4-6 ( 2023 / 1 )	6 / 25	27/01/2023	06/04/2023	No Cost	Sign-up Pending
Library Club Monday - Y4-6 ( 2023 / 1 )	0 / 25	27/01/2023	06/04/2023	No Cost	No places available
Library Club Thursday - Y4-6 ( 2023 / 1 )	9 / 25	27/01/2023	06/04/2023	No Cost	Sign-up Available

Reserved places will be made available to others after 00:04PM [Submit to School](#)

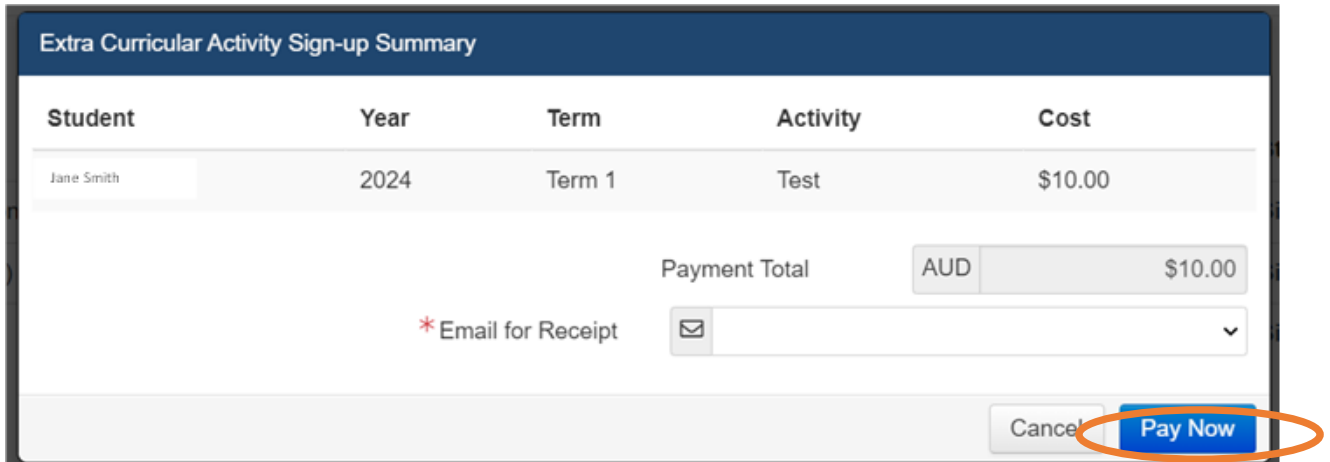
3. You will then see a Sign-Up Activity Summary. Click the blue Submit Sign up button to submit all activities listed.

Student	Year	Term	Activity	Cost
	2023	Term 1	Library Club Friday - Y4-6	No Cost

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4. If the activity requires payment you will see a window pop up asking for payment. Follow the prompts to pay for the activity.



Extra Curricular Activity Sign-up Summary

Student	Year	Term	Activity	Cost
Jane Smith	2024	Term 1	Test	\$10.00

Payment Total AUD \$10.00

\*Email for Receipt

Cancel **Pay Now**

5. To check that your child registered. Select '*Extra Curricular*' from the *Student Details* menu. You can then see all extra-curricular activities your child is registered for. You may filter the lists by student, year, and Term.
6. If you wish to change a registration and cannot do so in the Parent Lounge, please email [info@hvgs.nsw.edu.au](mailto:info@hvgs.nsw.edu.au)