

# Online CCA Registration

## USER GUIDE for STUDENTS

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## LOGIN

URL: <https://sembawang.schoolhub.sg>

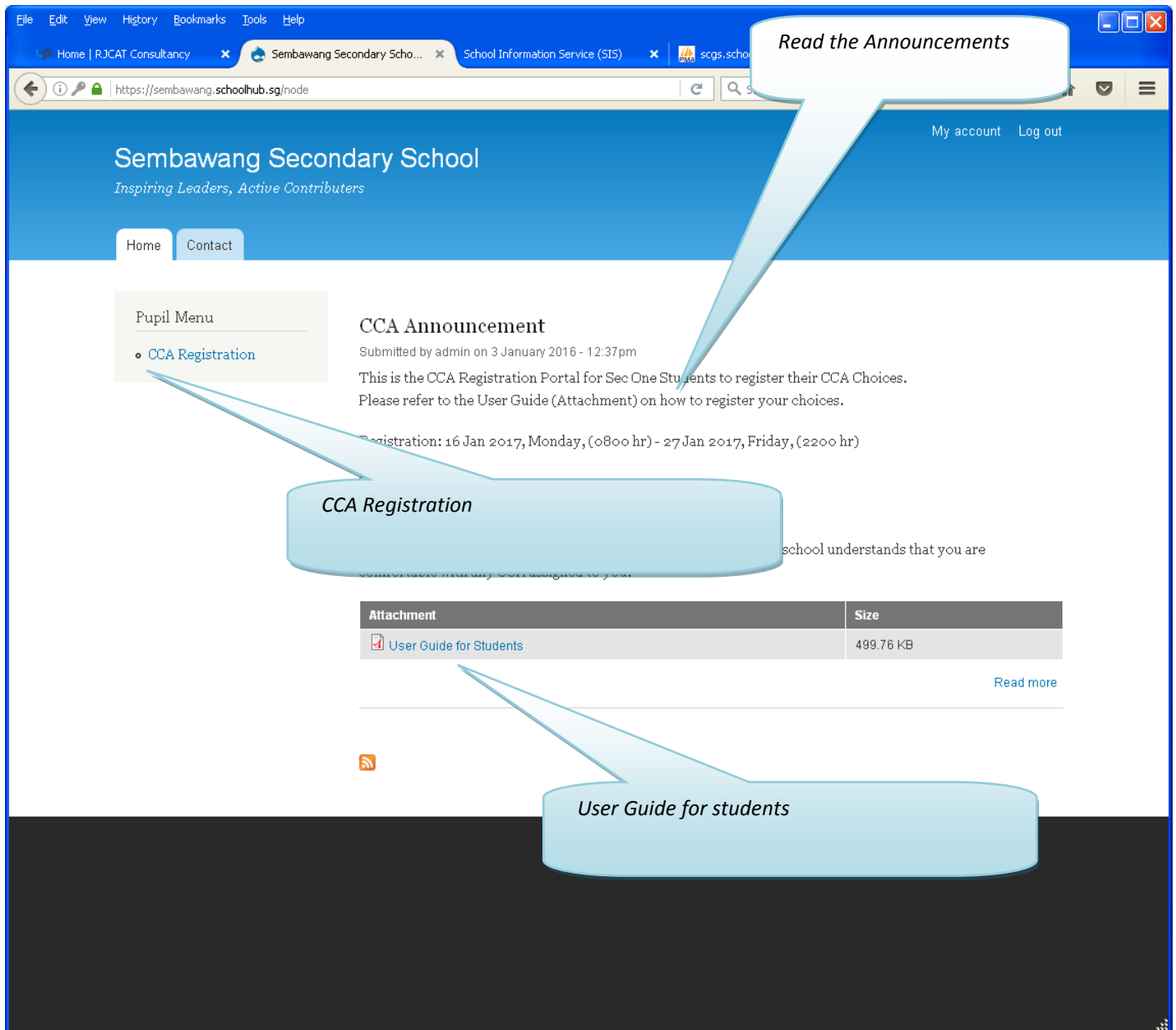
The screenshot shows a web browser window displaying the Sembawang Secondary School CCA Registration Portal. The page has a blue header with the school name and tagline. Below the header are navigation tabs for 'Home' and 'Contact'. The main content area is divided into three sections:

- User login:** A form with fields for 'Username \*' and 'Password \*', a 'Request new password' link, and a 'Log in' button.
- CCA Announcement:** A section titled 'CCA Announcement' submitted by admin on 3 January 2016. It states that this is the CCA Registration Portal for Sec One Students and refers to a user guide attachment. Registration is scheduled for 16 Jan 2017 (Monday, 0800 hr) to 27 Jan 2017 (Friday, 2200 hr). Criteria include: each student is given 4 choices, and they must choose at least one CCA from each of the four categories. A note states that if a student does not exercise this option by the deadline, the school will assign a CCA to them.
- Attachment Table:** A table with two columns: 'Attachment' and 'Size'. It lists one attachment: 'User Guide for Students' with a size of 499.76 KB. A 'Read more' link is located below the table.

### Steps

- Enter Username
- Enter Password
- Click Log in button

Upon successful login, you will be able to see the CCA Registration link under Pupil Menu.

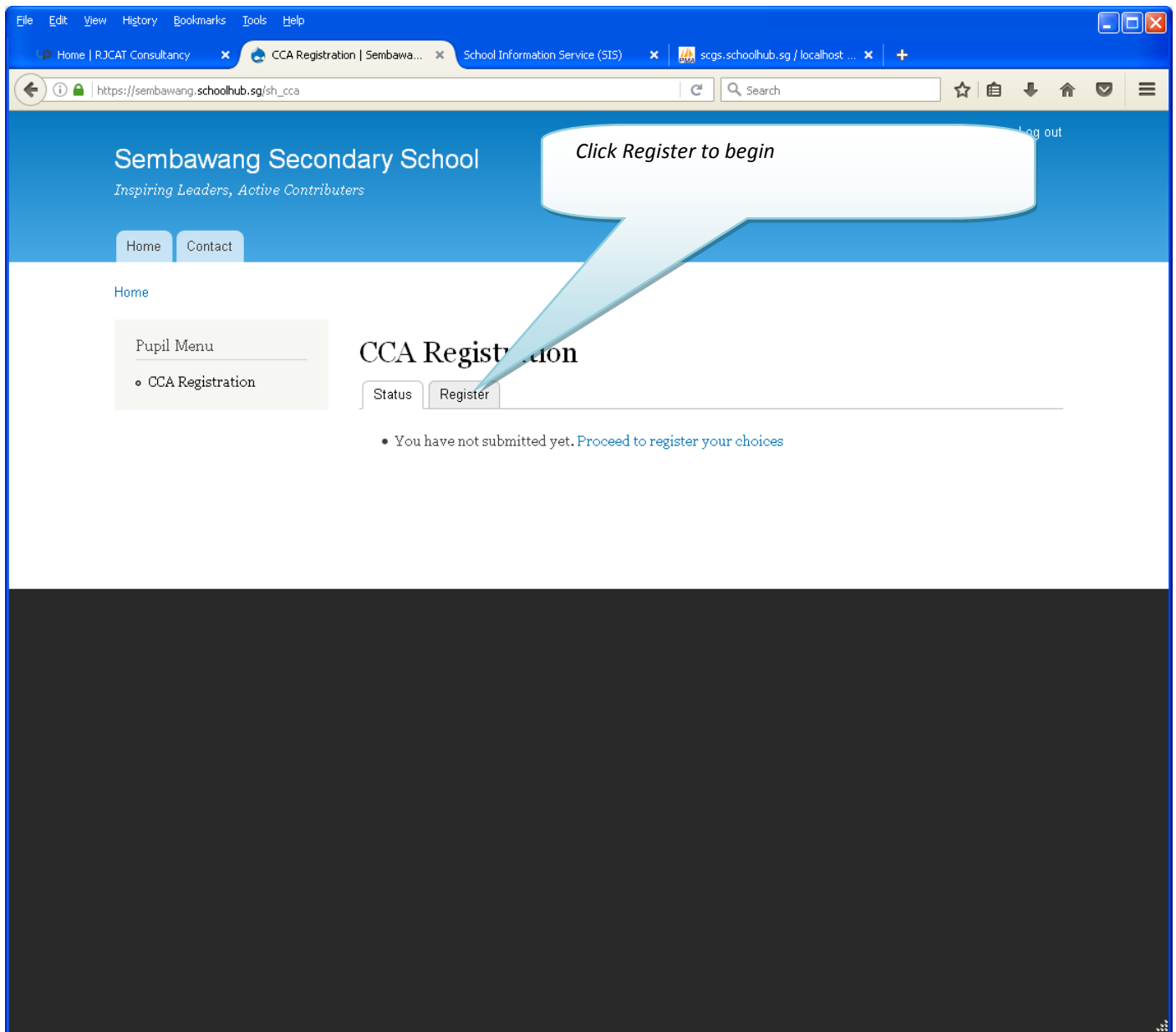


**Steps**

- Click on CCA Registration button to begin

## CCA REGISTRATION

If you have not registered, you will see this message: “You have not submitted yet”.



### Steps

- Click on Register tab to begin

## Information

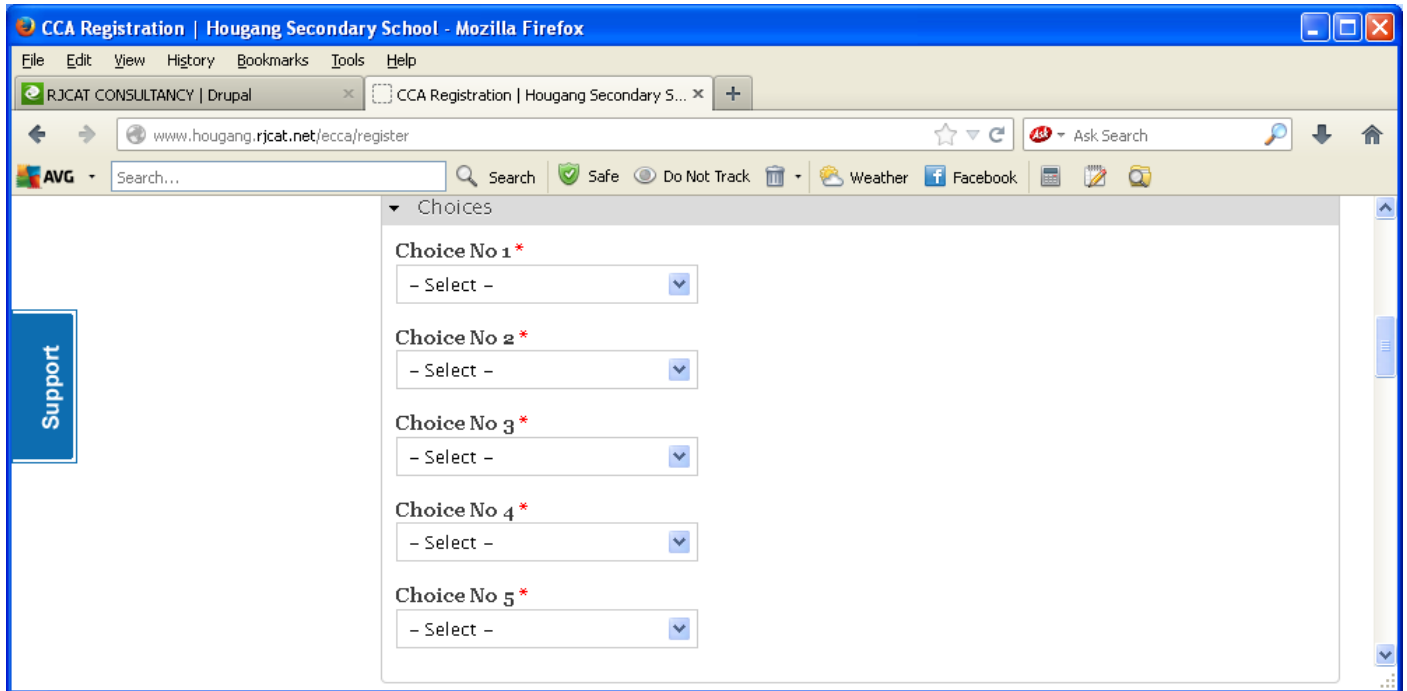
There are 3 sets of information required:

- \*Choices (Your choice of preference)
  - You must enter all the choices (depend on your school requirement)
  - Each choice must be different
- Background (Primary School Background)
  - Previous School, if applicable
  - Previous School CCA
  - Participation Level
  - Special Talent
  - Any Other Remarks
- NAPFA and Medical
  - Height
  - Weight
  - Award (Gold, Silver, Bronze, MC or NIL)
  - Blood Type
  - Medical Problem, if any
  - Drug Allergy, if any

*Fields with \* are compulsory.*

## Choices

You shall indicate your choice of preference with Choice No 1 as your most preferred choice, follow by Choice No 2, Choice No 3 etc



The screenshot shows a Mozilla Firefox browser window with the title "CCA Registration | Hougang Secondary School". The address bar shows the URL "www.hougang.rjcat.net/ecca/register". The page content includes a "Support" button on the left and a "Choices" section with five dropdown menus labeled "Choice No 1" through "Choice No 5". Each dropdown menu currently displays "- Select -".

## Steps

- Fill in all your choices

## Background

These are your Primary School Background.

The screenshot shows a web browser window titled "CCA Registration | Demo Secondary School - Mozilla Firefox". The address bar shows "www.demo.rjcat.net/ecca/register". The page content is a registration form with a "Support" button on the left. The form is divided into sections: "Background", "NAPFA & Medical", and "Any Other Remarks". The "Background" section includes fields for "Previous School" (Stamford Primary School), "Previous School if your previous school is not listed above", "CCA in your previous School" (Basketball), "Participation Level" (Represented School), and "Special Talent (Sports events, music/instrumental/ballet grade, awards, etc)".

CCA Registration | Demo Secondary School - Mozilla Firefox

File Edit View History Bookmarks Tools Help

RJCAT CONSULTANCY | Drupal CCA Registration | Demo Secondary School

www.demo.rjcat.net/ecca/register

AVG Search... Search Safe Do Not Track Weather Facebook

Support

Background

Previous School

Stamford Primary School

Previous School if your previous school is not listed above

CCA in your previous School

Basketball

Participation Level

Represented School

Highest participation level for the above CCA.

Special Talent (Sports events, music/instrumental/ballet grade, awards, etc)

Any Other Remarks

NAPFA & Medical

### Steps

- Fill in all the information, if available

## NAPFA & Medical

These are your NAPFA Results (Gold Silver, Bronze or NIL) and Medical Information.

The screenshot shows a web browser window titled "CCA Registration | Demo Secondary School - Mozilla Firefox". The address bar shows "www.demo.rjcat.net/ecca/register". The page content includes a "Support" button on the left and a main form area titled "NAPFA & Medical". The form contains the following fields:

Height (m)	Weight (kg)	Napfa Award
<input type="text" value="1.62"/>	<input type="text" value="55.4"/>	<input type="text" value="Silver"/>

Blood Type

Medical Problem

Drug Allergy

Submit

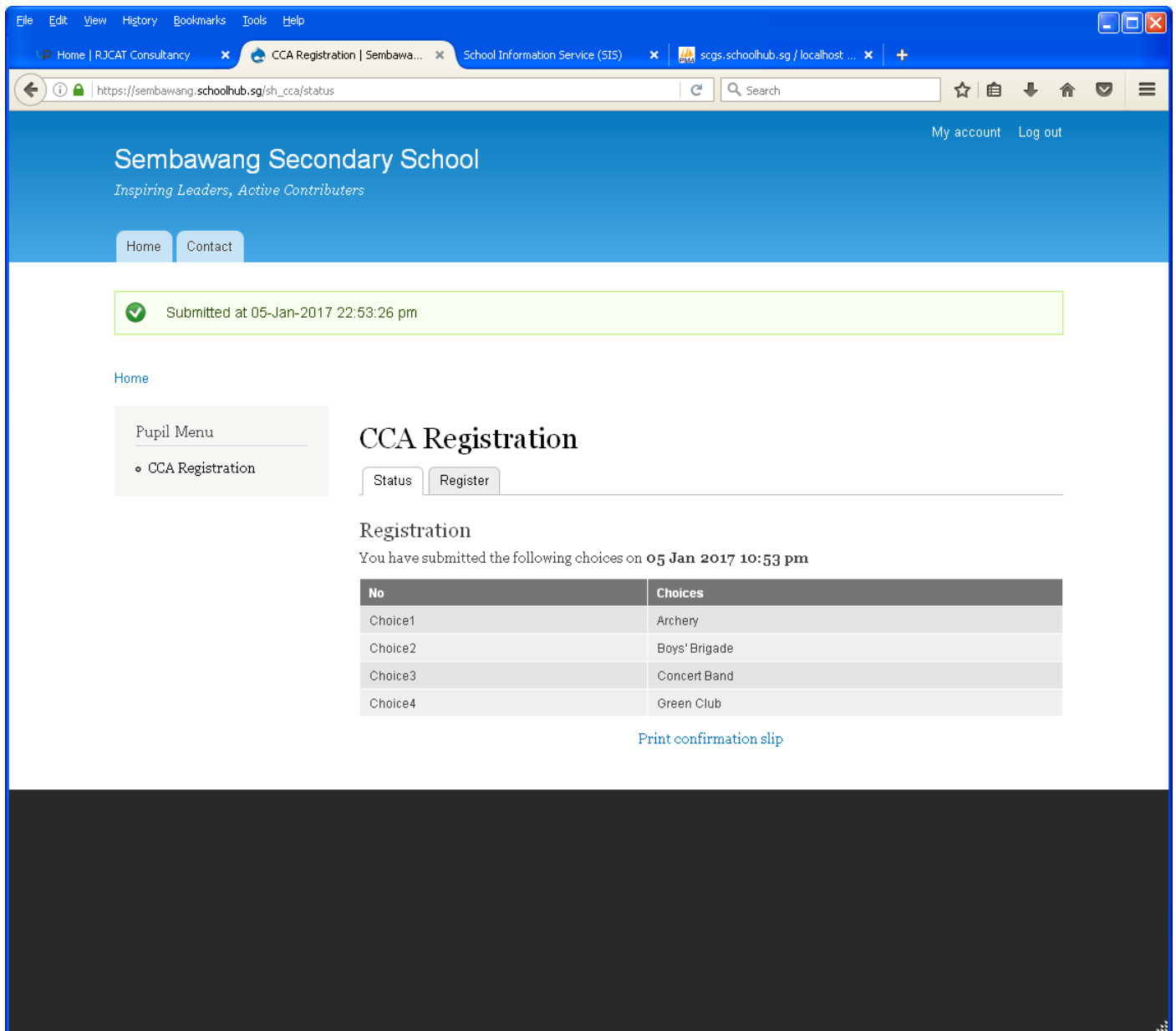
### Steps

- Fill in all the information
- Click Submit button (Scroll down to the bottom of the screen)



## PRINT CONFIRMATION SLIP

Once you have clicked Submit, you will be redirected to the Status Tab where your choices will be displayed.



### Steps

- Click Print Confirmation Slip button (to save a PDF copy of your submission)

## Sample Confirmation Slip

**pdf - Mozilla Firefox**

File Edit View History Bookmarks Tools Help

www.demo.rjcat.net/ecca/register/pdf

AVG Search... Search Safe Do Not Track Weather Facebook

Page: 1 of 1 Automatic Zoom

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**Demo Secondary School**  
1, RJCAT Street 22 Singapore 123456 Office: 61234567 Fax: 62345678

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**CCA REGISTRATION 2013**

The PE Department acknowledged your online CCA registration on 29 Dec 2013 02:36 am.

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**PARTICULARS**

Name: Pupil Name 0000001	Nric No: S0000001Z	Class: 1N	Reg No: 3
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**PREVIOUS SCHOOL & CCA BACKGROUND**

Previous School: Stamford Primary School  
Previous CCA: Basketball  
Participation Level: Represented School  
Special Talent:  
Remarks:

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**NAPFA & MEDICAL**

NAPFA Award: Silver      Height: 1.62 m    Weight: 55.4 kg    Blood Type: O+  
Medical Problem :  
Drug Allergy :

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**CCA CHOICES**

Choice #1 : Badminton  
Choice #2 : Basketball  
Choice #3 : National Cadet Corps  
Choice #4 : Environmental Club  
Choice #5 : Chinese Cultural Society

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Name & Signature of Parent/Guardian

\_\_\_\_\_  
Contact Number

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