

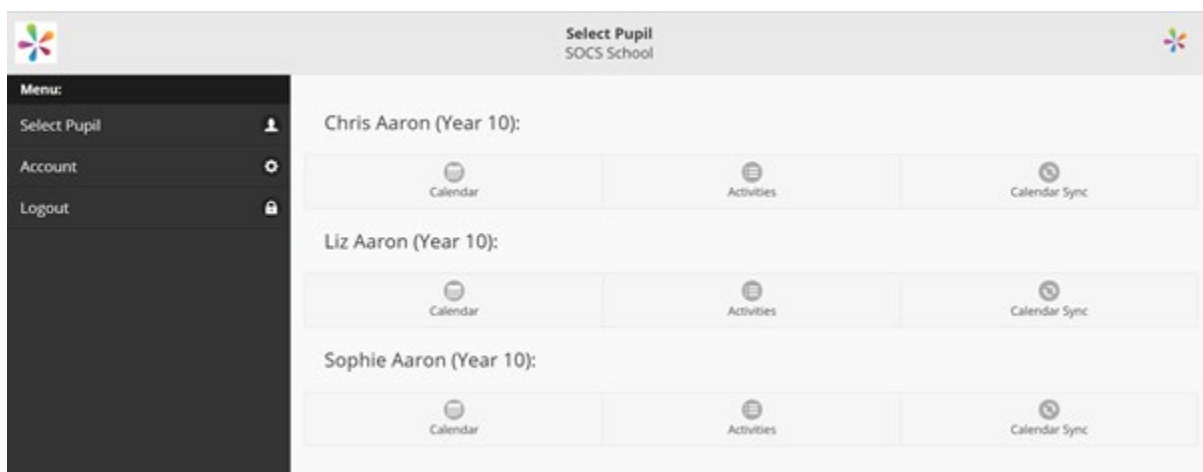
## SOCS co-curricular: Information for Parents – Activity Sign-Up

This help page explains how to login to SOCS co-curricular and also how to sign up for clubs/activities. The first time you log into SOCS you will need to activate your account. Please follow the instructions in the document named **SOCS Parent Activation Instructions**

### How to sign up for activities

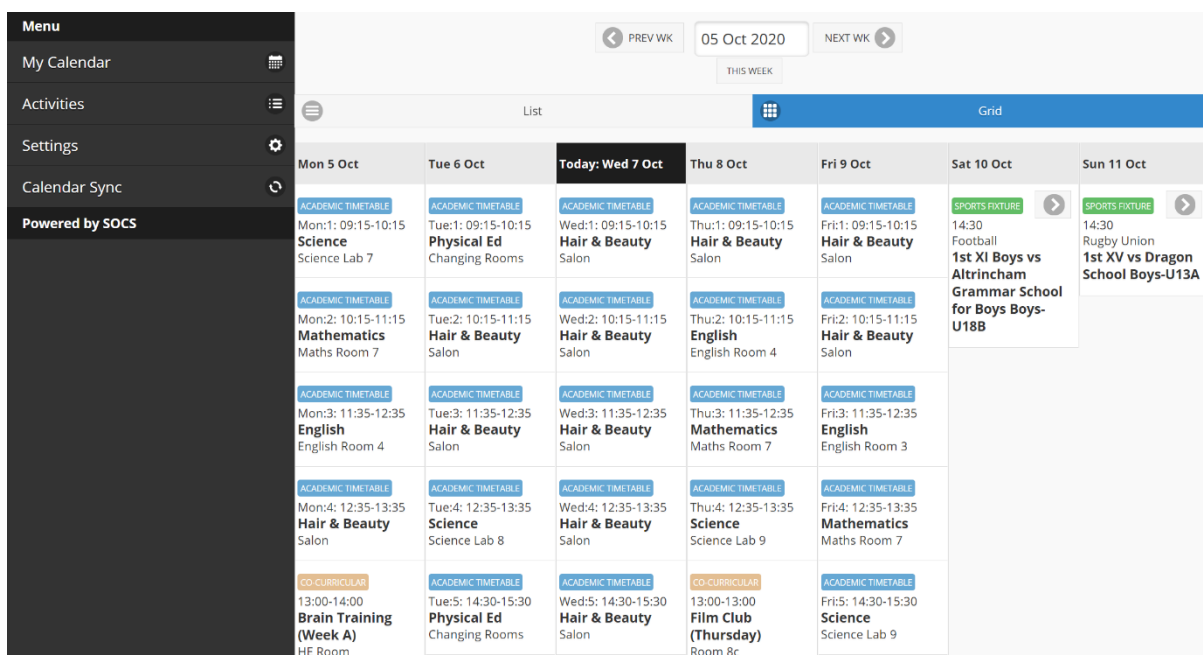
Once you have activated your account and logged in, you can view a list of clubs available for your child and sign up to them.

If you have more than one child in the same school, you will have the option to filter between them when you first login (see example in the screenshot below).



The screenshot shows the 'Select Pupil' interface for SOCS School. On the left is a dark menu with options: 'Select Pupil', 'Account', and 'Logout'. The main area displays a list of pupils: Chris Aaron (Year 10), Liz Aaron (Year 10), and Sophie Aaron (Year 10). Each pupil's name is followed by three buttons: 'Calendar', 'Activities', and 'Calendar Sync'.

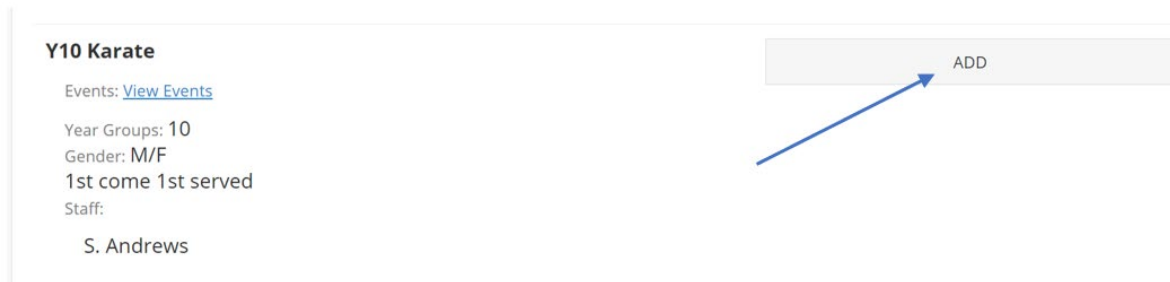
Click the **'Calendar'** tab to view their SOCS timetable which will include co-curricular clubs that they have been signed up to. You will also be able to view their academic timetable.



The screenshot shows the SOCS timetable view for the week of 05 Oct 2020. The interface includes a 'Menu' on the left with options: 'My Calendar', 'Activities', 'Settings', 'Calendar Sync', and 'Powered by SOCS'. At the top, there are navigation buttons for 'PREV WK', '05 Oct 2020', and 'NEXT WK', along with a 'THIS WEEK' indicator. The main area is a grid showing the timetable for each day from Monday to Sunday. The grid is divided into 'ACADEMIC TIMETABLE' and 'CO-CURRICULAR' sections. The 'CO-CURRICULAR' section includes activities like 'Brain Training (Week A)', 'Physical Ed', 'Hair & Beauty', and 'Film Club (Thursday)'. The 'ACADEMIC TIMETABLE' section includes subjects like 'Science', 'Mathematics', and 'English'. A 'SPORTS FIXTURE' is also shown for Saturday 10 Oct, featuring a football match between '1st XI Boys vs Altrincham Grammar School for Boys Boys-U18B' and a rugby match between '1st XV vs Dragon School Boys-U13A'.

Mon 5 Oct	Tue 6 Oct	Today: Wed 7 Oct	Thu 8 Oct	Fri 9 Oct	Sat 10 Oct	Sun 11 Oct
ACADEMIC TIMETABLE Mon:1: 09:15-10:15 <b>Science</b> Science Lab 7	ACADEMIC TIMETABLE Tue:1: 09:15-10:15 <b>Physical Ed</b> Changing Rooms	ACADEMIC TIMETABLE Wed:1: 09:15-10:15 <b>Hair &amp; Beauty</b> Salon	ACADEMIC TIMETABLE Thu:1: 09:15-10:15 <b>Hair &amp; Beauty</b> Salon	ACADEMIC TIMETABLE Fri:1: 09:15-10:15 <b>Hair &amp; Beauty</b> Salon	SPORTS FIXTURE 14:30 Football <b>1st XI Boys vs Altrincham Grammar School for Boys Boys-U18B</b>	SPORTS FIXTURE 14:30 Rugby Union <b>1st XV vs Dragon School Boys-U13A</b>
ACADEMIC TIMETABLE Mon:2: 10:15-11:15 <b>Mathematics</b> Maths Room 7	ACADEMIC TIMETABLE Tue:2: 10:15-11:15 <b>Hair &amp; Beauty</b> Salon	ACADEMIC TIMETABLE Wed:2: 10:15-11:15 <b>Hair &amp; Beauty</b> Salon	ACADEMIC TIMETABLE Thu:2: 10:15-11:15 <b>English</b> English Room 4	ACADEMIC TIMETABLE Fri:2: 10:15-11:15 <b>Hair &amp; Beauty</b> Salon		
ACADEMIC TIMETABLE Mon:3: 11:35-12:35 <b>English</b> English Room 4	ACADEMIC TIMETABLE Tue:3: 11:35-12:35 <b>Hair &amp; Beauty</b> Salon	ACADEMIC TIMETABLE Wed:3: 11:35-12:35 <b>Hair &amp; Beauty</b> Salon	ACADEMIC TIMETABLE Thu:3: 11:35-12:35 <b>Mathematics</b> Maths Room 7	ACADEMIC TIMETABLE Fri:3: 11:35-12:35 <b>English</b> English Room 3		
ACADEMIC TIMETABLE Mon:4: 12:35-13:35 <b>Hair &amp; Beauty</b> Salon	ACADEMIC TIMETABLE Tue:4: 12:35-13:35 <b>Science</b> Science Lab 8	ACADEMIC TIMETABLE Wed:4: 12:35-13:35 <b>Hair &amp; Beauty</b> Salon	ACADEMIC TIMETABLE Thu:4: 12:35-13:35 <b>Science</b> Science Lab 9	ACADEMIC TIMETABLE Fri:4: 12:35-13:35 <b>Mathematics</b> Maths Room 7		
CO-CURRICULAR 13:00-14:00 <b>Brain Training (Week A)</b> HE Room	ACADEMIC TIMETABLE Tue:5: 14:30-15:30 <b>Physical Ed</b> Changing Rooms	ACADEMIC TIMETABLE Wed:5: 14:30-15:30 <b>Hair &amp; Beauty</b> Salon	CO-CURRICULAR 13:00-13:00 <b>Film Club (Thursday)</b> Room 8c	ACADEMIC TIMETABLE Fri:5: 14:30-15:30 <b>Science</b> Science Lab 9		

Click the '**Activities**' tab to see a list of clubs available to sign up to. If the sign-up window is switched on, you will also be able to click 'Add' next to the clubs and sign your child up to them. Once you have successfully added the club, there will be a notice next to the club that says 'added'. The club will also appear on the pupil's calendar.



- **Invite Only** - some clubs may not allow pupils/parents to sign up – only staff are able to add pupils to these activities.
- **Parental Authorisation** – only parents using parent login can sign up to these clubs during a sign-up window. Pupils are unable to add themselves to these clubs.
- **Full** - if a club has 'Full' next to it, this club is no longer available to sign up to as it has reached the maximum pupil capacity.

### [Syncing the calendar](#)

You can iCal sync to your child's clubs and fixtures. You can sync your SOCS calendar to your personal calendar (e.g. Google or Outlook) and provide you with a live feed of clubs and fixtures. Any changes made to a club or fixture will then update your personal calendar.

To do this you need to:

- Log Into SOCS
- Click on the "Calendar Sync" button
- Click on the WebCal link that is automatically created by SOCS
- Follow the on screen instructions

This will create a live feed of clubs and fixtures in your personal calendar.