

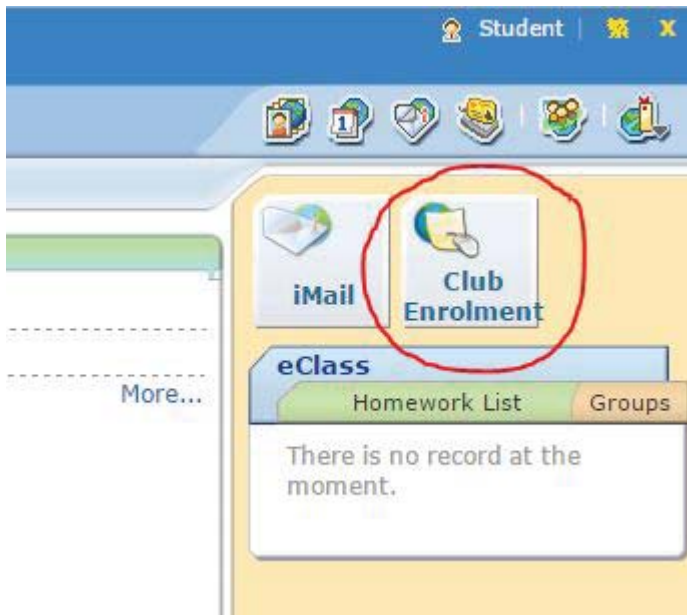
Login to eClass

- In the web browser, enter “intranet.css.edu.hk” in the address bar
- Enter your **Login ID** and **Password**. *They will be emailed to your school email account today.* (webmail.css.edu.hk) **DO NOT** change the password!!

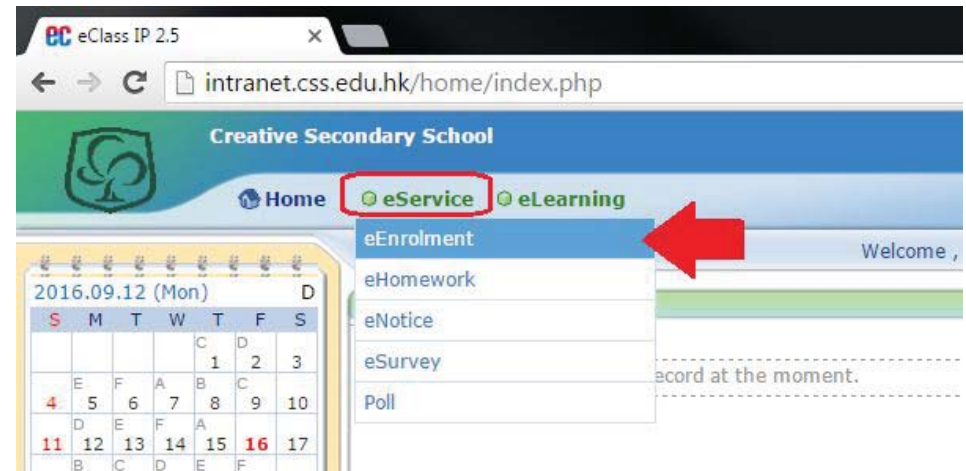


CCA Enrolment

- Press the “Club Enrolment” button on the top-right corner of the screen.
- OR go to “eService” at the top of the page and select “eEnrolment”.



OR




Select CCA

- Select the CCA (club) that you want to join from the drop-down list.
- **IGNORE** the “(Whole Year)” at the end of the CCA title.

Maximum number of club(s) you want to participate

Club Application

Priority	Club Name / Time [Hide all]	Tentative Fee(\$)	Status
1	- Select Club -		
	Japanese basic conversation --- Second Term --- (Whole Year)		
	Katan Club --- First Term --- (Whole Year)		
2	LCSD-Drums in move 24 lessons --- Year-based --- (Whole Year)		
	Liberal Studies Club --- Year-based --- (Whole Year)		
	Makeup & Personal Styling (For F3-F6 students only) --- Year-based --- (Whole Year)		
	Maths Hatter P-Party --- Second Term --- (Whole Year)		
3	Model United Nations (MUN) Club --- Year-based--- (Whole Year)		

NOTE: Check the day of the CCA in the **CCA Booklet 2017-2018**

Select CCA

- Reminder: you are allowed to enrol a maximum of **five** CCA
- However, teachers may disapprove some of your CCA applications due to reasons such as too many participants, hence, you can apply to join up to **seven** CCA on eClass.

Club Application

Priority	Club Name / Time [Hide all]	Tentative Fee(\$)	Status
1	Battle of the Books (Whole Year)		
	---	To Be Confirmed	---
2	Environmental Club (Whole Year)		
	---	To Be Confirmed	---
3	中文口語溝通訓練班 Chinese group discussion enhancement club (Whole Year)		
	---	To Be Confirmed	---
4	- Select Club -		
	---	---	---
5	- Select Club -		

Note





Some CCA do not accept online enrolment

Please contact the teacher-in-charge if you cannot find the CCA from the list



Submit Application

- When you finish selecting the CCA that you desire to join, press the “**Submit Application**” button at the bottom of the page.
- The corresponding teacher-in-charge will approve your applications to confirm your membership.

8	<input type="text" value="Hip Hop Dance Class for Beginners (Whole Year)"/>				
	---			To Be Confirmed	---
9	<input type="text" value="Yearbook (Whole Year)"/>				
	---			To Be Confirmed	---



Application Submitted

- Note the **Status** and the **Last Submission Time**

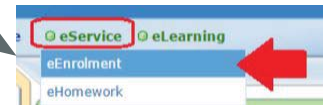
Club Application				
Priority	Club Name / Time [Hide all]	Tentative Fee(\$)	Status	Last Submission Time
1	Battle of the Books (Whole Year)			
	---	To Be Confirmed	Waiting	2016-09-08 21:18:26
2	Environmental Club (Whole Year)			
	---	To Be Confirmed	Waiting	2016-09-08 21:18:26

Check Application Status

- Sign in to eClass using the same Login ID and Password.
- Click the “**Club Enrolment**” button OR go to “eService” → “eEnrolment”.
- You can check the status on the page.

Club Application

Priority	Club Name / Time [Hide all]	Tentative Fee(\$)	Status	Last Su
1	Battle of the Books (Whole Year) 🔍			
	---	To Be Confirmed	Approved	2016-0
2	Environmental Club (Whole Year) ⌵ 🔍			
	---	To Be Confirmed	Waiting	2016-0
3	中文口語溝通訓練班 Chinese group discussion enhancement club (Whole Year) 🔍			
	---	To Be Confirmed	Approved	2016-0



Check Schedule and Attendance

- After the **CCA has started**, you can visit to the same page to check the meeting schedule and your attendance.

Priority	Club Name / Time [Hide all]	Tentative Fee(\$)	Status	Last Submission Time	Role	Attendance
1	Battle of the Books (Whole Year) 					
	---	To Be Confirmed	Approved	2016-09-08 21:18:26	---	View
2	CCA Ambassador (Whole Year) 					
	[Hide Detailed Time Period] 2016-09-06 (Tue) 12:00-13:00 2016-09-13 (Tue) 12:00-13:00 2016-09-20 (Tue) 12:00-13:00 2016-09-27 (Tue) 12:00-13:00 2016-10-04 (Tue) 12:00-13:00 2016-10-18 (Tue) 12:00-13:00 -----	To Be Confirmed	Approved	2016-09-08 21:18:26	---	View

To log off

Click 'X' located at the top-right corner of the screen



Attendance!!!!!!!

- Achieve at least **75%** of attendance.

