

# Online CCA Registration

## USER GUIDE for STUDENTS

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## LOGIN

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

The screenshot shows a web browser window displaying the Mayflower Secondary School SchoolHub Portal. The page has a blue header with the school's name and navigation tabs for 'Home' and 'Contact'. On the left, there is a 'User login' section with fields for 'Username' and 'Password', a 'Request new password' link, and a CAPTCHA section with a math question '1 + 1 ='. A 'Log in' button is at the bottom of the login section. The main content area features an 'Announcement' section with the following text:

Submitted by Administrator on 14 September 2015 - 8:29pm

This is the CCA Registration Portal for Sec One Students to register their CCA Choices. Please refer to the User Guide (Attachment) on how to register your choices.

Registration Period: 11 Jan 2018 to 12 Jan 2018

Criteria

- Each student is given 5 choices.
- Choose from minimum Three Categories.
- Choose not more than Three CCA from each Category

Example:

Example #1	Example #2	Example #3	Example #4
(S) Basketball	(S) Basketball	(P) Band	(S) Bowling
(S) Netball	(U) Scouts	(P) Chinese Dance	(U) Girl Guide
(U) Boys' Brigade	(P) Chinese Dance	(U) NCC (Land)	(P) Choir
(U) NPCC	(P) Chinese Orchestra	(U) NPCC	(C) Enterprise Club
(C) Infocomm Club	(C) Infocomm Club	(C) Infocomm Club	(S) Netball

If you choose not to exercise this option by the given deadline, the school understands that you are comfortable with any CCA assigned to you

### Steps

- Enter Username
- Enter Password
- Enter the CAPTCHA "Math question"
- 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

**Read the Announcements**

My account Log out

Mayflower Secondary School  
SchoolHub Portal for Singapore Schools

Home Contact

Pupil Menu

- CCA Registration

## Announcement

Submitted by Administrator on 14 September 2015 - 8:29pm

This is the CCA Registration Portal for Sec One Students to register their CCA Choices. Please refer to the User Guide (Attachment) on how to register your choices.

Registration Period: 11 Jan 2018 to 12 Jan 2018

Criteria

**CCA Registration**

Example:

Example #1	Example #2	Example #3	Example #4
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(U) Boys' Brigade	(P) Chinese Dance	(U) NCC (Land)	(P) Choir
(U) NPCC	(P) Chinese Orchestra	(U) NPCC	(C) Enterprise Club
(C) Infocomm Club	(C) Infocomm Club	(C) Infocomm Club	(S) Netball

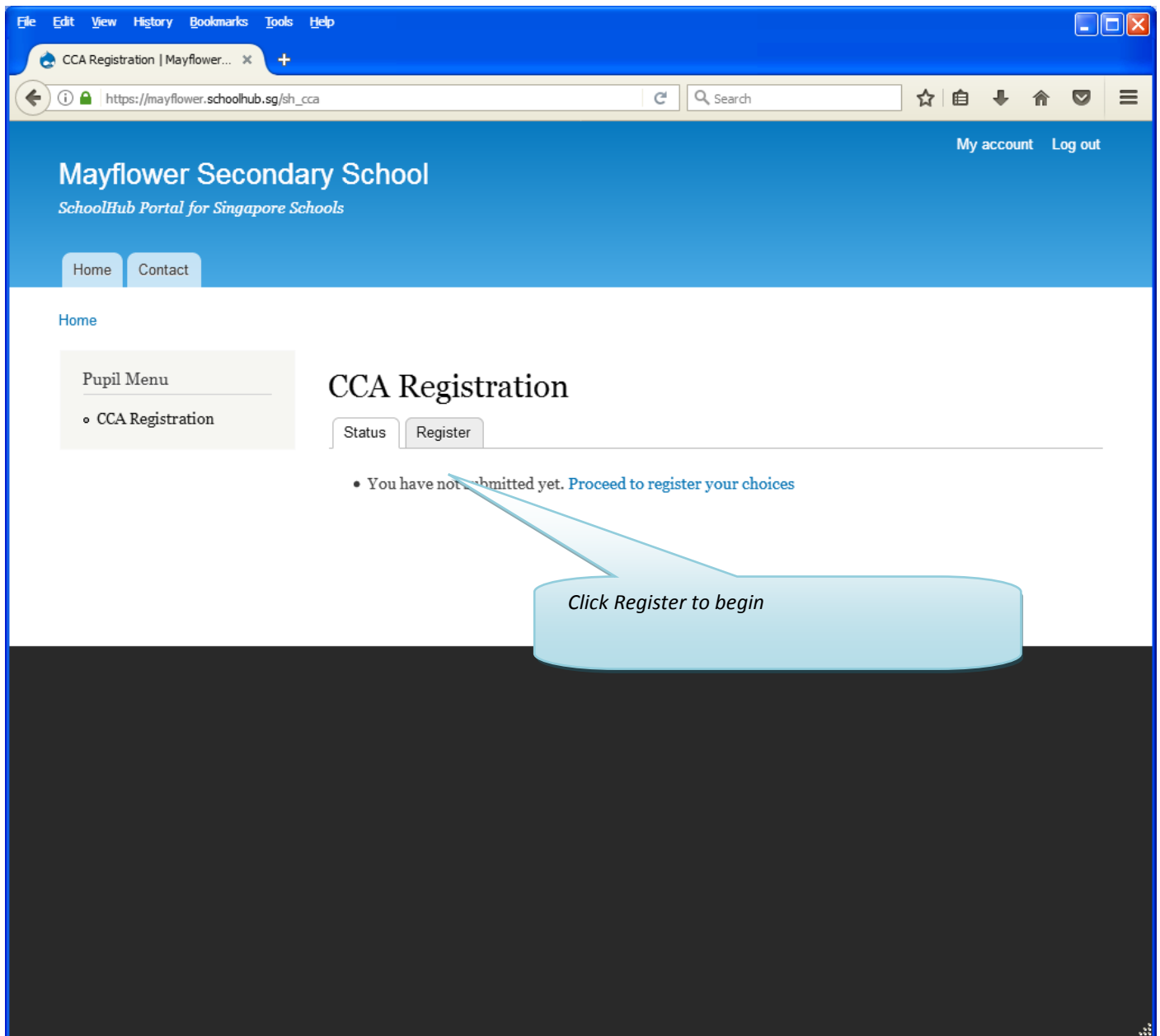
If you choose not to exercise this option by the given deadline, the school understands that you are comfortable with any CCA assigned to you.

All successful submission will be listed on your "Status tab".

Sports & Games (S)	Uniformed Group (U)	Performing Arts (P)	Clubs & Societies (C)
Basketball	Boys' Brigade	Band	Enterprise Club
Bowling	Girl Guide	Chinese Dance	Infocomm Club
Football	NCC (Land)	Choir	Literary and Oratory Club

## 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
  - Height
  - Weight
  - Award (Gold, Silver, Bronze, MC or NIL)

*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 web browser window with the URL [https://mayflower.schoolhub.sg/sh\\_cca/register](https://mayflower.schoolhub.sg/sh_cca/register). The page title is "CCA Registration". On the left, there is a "Pupil Menu" with a link to "CCA Registration". The main content area has two tabs: "Status" and "Register". Below the tabs is a section titled "Particulars" containing a table with the following data:

Nric No	Name	Class	Reg No
1X1_01_00	Demo Student 01	1X1	1

Below the "Particulars" section is a "Choices" section with five dropdown menus:

- Choice No 1 \***: Football
- Choice No 2 \***: Boys' Brigade
- Choice No 3 \***: National Police Cadet Corps
- Choice No 4 \***: Chinese Orchestra
- Choice No 5 \***: Infocomm Club

## Steps

- Fill in all your choices

## Background

These are your Primary School Background (Optional).

The screenshot shows a web browser window with the URL [https://mayflower.schoolhub.sg/sh\\_cca/register](https://mayflower.schoolhub.sg/sh_cca/register). The page contains a registration form with the following sections:

- Background**
  - Previous CCA if any**: A text input field containing "Track & Field".
  - Special Talent (Sports events, music/instrumental/ballet grade, awards, etc)**: A text input field containing "Piano Grade 6".
  - Remarks**: A large empty text area.
- NAPFA**
  - Height (m)**: A text input field containing "60".
  - Weight (kg)**: A text input field containing "1.8".
  - Napfa Award**: A dropdown menu with "Gold" selected.

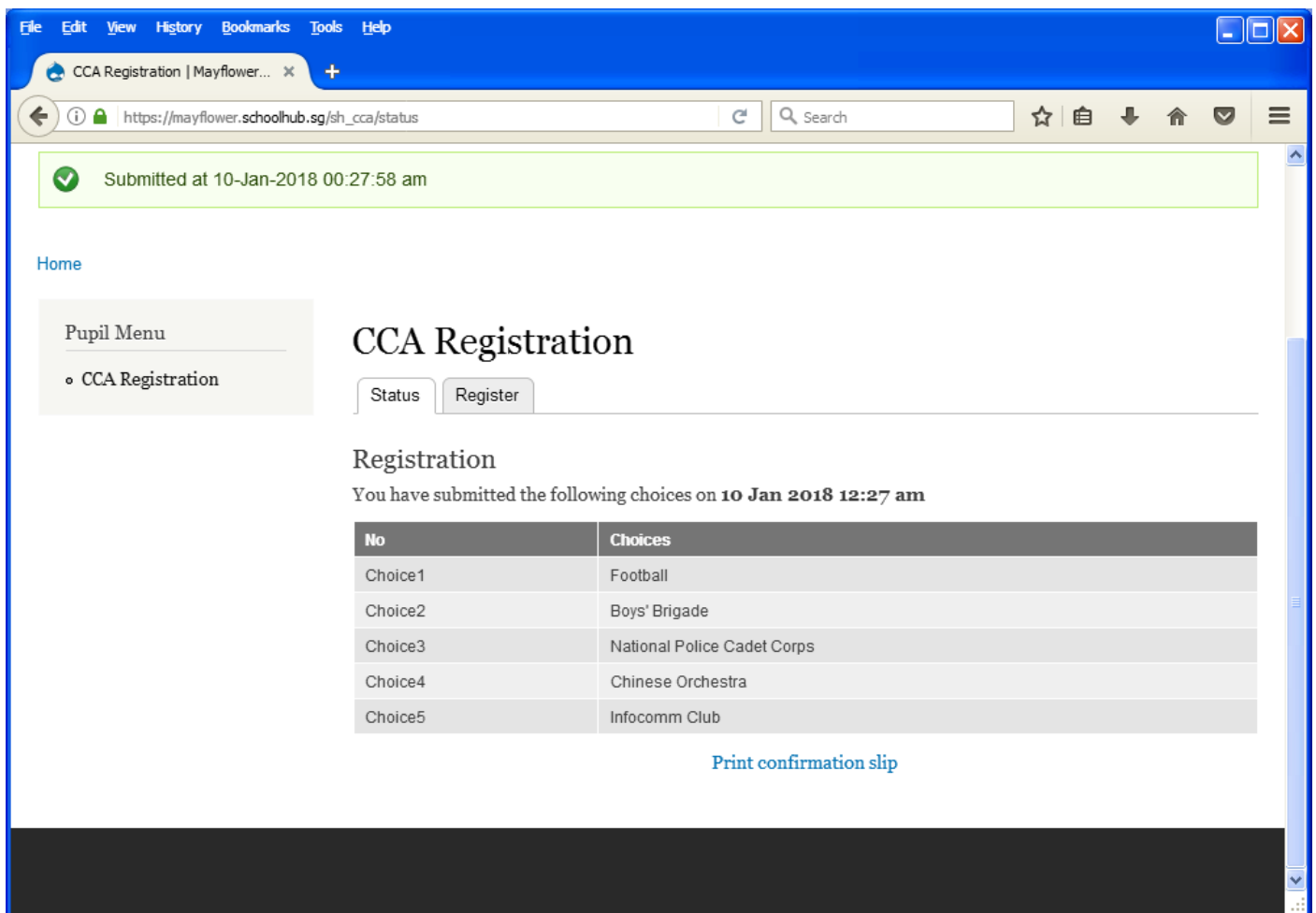
A "Submit" button is located at the bottom of the form.

### Steps

- Fill in all the information, if available
- Click Submit button

## 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

The screenshot shows a PDF document titled "cca\_registration\_pdf(26).pdf" in Adobe Acrobat Pro. The document is a confirmation slip for Mayflower Secondary School's CCA Registration 2018. It includes a header with the school name, a title "CCA REGISTRATION 2018", and a message from the PE Department. The slip is divided into sections: "PARTICULARS" with student details, "BACKGROUND" with previous CCA and remarks, and "CCA CHOICES" with a list of five options. At the bottom, there are fields for parent/guardian signature and contact number, and a page number "Page 1".

Printed On : 10-Jan-2018 00:13 am

### Mayflower Secondary School

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### CCA REGISTRATION 2018

The PE Department acknowledged your online CCA registration on 10 Jan 2018 00:27 am.

#### PARTICULARS

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Name: Demo Student 01	Class: 1X1	Reg No: 1
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#### BACKGROUND

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Previous CCA: Track & Field

Remarks: This is a remark

NAPFA Award: Gold      Height: 60 m      Weight: 1.8 kg

#### CCA CHOICES

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- Choice #1 : Football
- Choice #2 : Boys' Brigade
- Choice #3 : National Police Cadet Corps
- Choice #4 : Chinese Orchestra
- Choice #5 : Infocomm Club

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Name & Signature of Parent/Guardian	Contact Number
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