

# Activities Parent and Student Guide

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# Understanding Activity Registration Stages

## Overview

Activity registrations in the Sentral Parent Portal and Student Portal follow three clear stages. These stages help you know when you can preview activities, when you can register, and when registrations have closed.

### Stage 1: View Only

During this stage, you can see activities but cannot register yet.

What you can do in this stage:

- Preview upcoming activities available to your child.
- View the number of available places and whether a waitlist exists.
- See the date when registrations will open.

The Start button will appear greyed out, meaning registration is not yet available.



**Note:** You can only see activities the student qualifies for (eligibility may depend on age, gender, or class).

### Stage 2: Registration Open

This is the period when you can register for activities.

What you can do in this stage:

- Select and register for one or multiple activities (depending on limits set by the school).
- Join a waitlist if activities are full (where available).
- Update or change your selections while registration remains open.



**Note:** Registrations are first come, first served. If you change your mind later, you may lose a spot and need to join a waitlist instead.

Your Start button will now be blue, indicating you can begin registering.

### Stage 3: Registration Closed

Once registrations close:

- You can still view activities but can no longer register or make changes.
- Students are allocated to activities based on:
  - First come, first served, and
  - School approval requirements, if applicable.

# How to register for an activity



**Note:** Make sure the registration window for the activity is open.

## Steps

1. Log in and open Activities.
  - **Parents:** Sign in to the **Sentral Parent Portal** or **Sentral for Parents app**, select your child and open **Activities**.
  - **Students:** Sign in to the **Student Portal**, select the **Activities** tile.
2. One or multiple Activity Groups will display. Select **Start** to start selecting activities.



**Note:** Some schools may set a minimum or maximum number of activities you can choose.

3. Provide travel documents (if required).

If an activity requires travel information, you'll be asked to review or update:

    - Passport details
    - Visa information
    - ID documents

You can't continue until these are completed.
  4. If an activity is full and a waitlist exists, you'll have the option to join it.
  5. Select the activities you wish to register for. Then choose **Submit Details** or, if there is a waitlist, **Save and Next**.
  6. You can change your selections while the Registration stage remains open by selecting **Change Details**.
- Once Registration closes, the system automatically allocates students based on availability and registration time.



**Note:** For some activities, the school may manually approve students.