

# Online CCA Registration

## USER GUIDE for STUDENTS

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## LOGIN

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

The screenshot shows a web browser window displaying the Cedar Girls' Secondary School CCA Registration Portal. The page has a blue header with the school 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, a CAPTCHA section with a math question '5 + 1 =', and a 'Log in' button. The main content area features an 'Announcement' section with the following text:

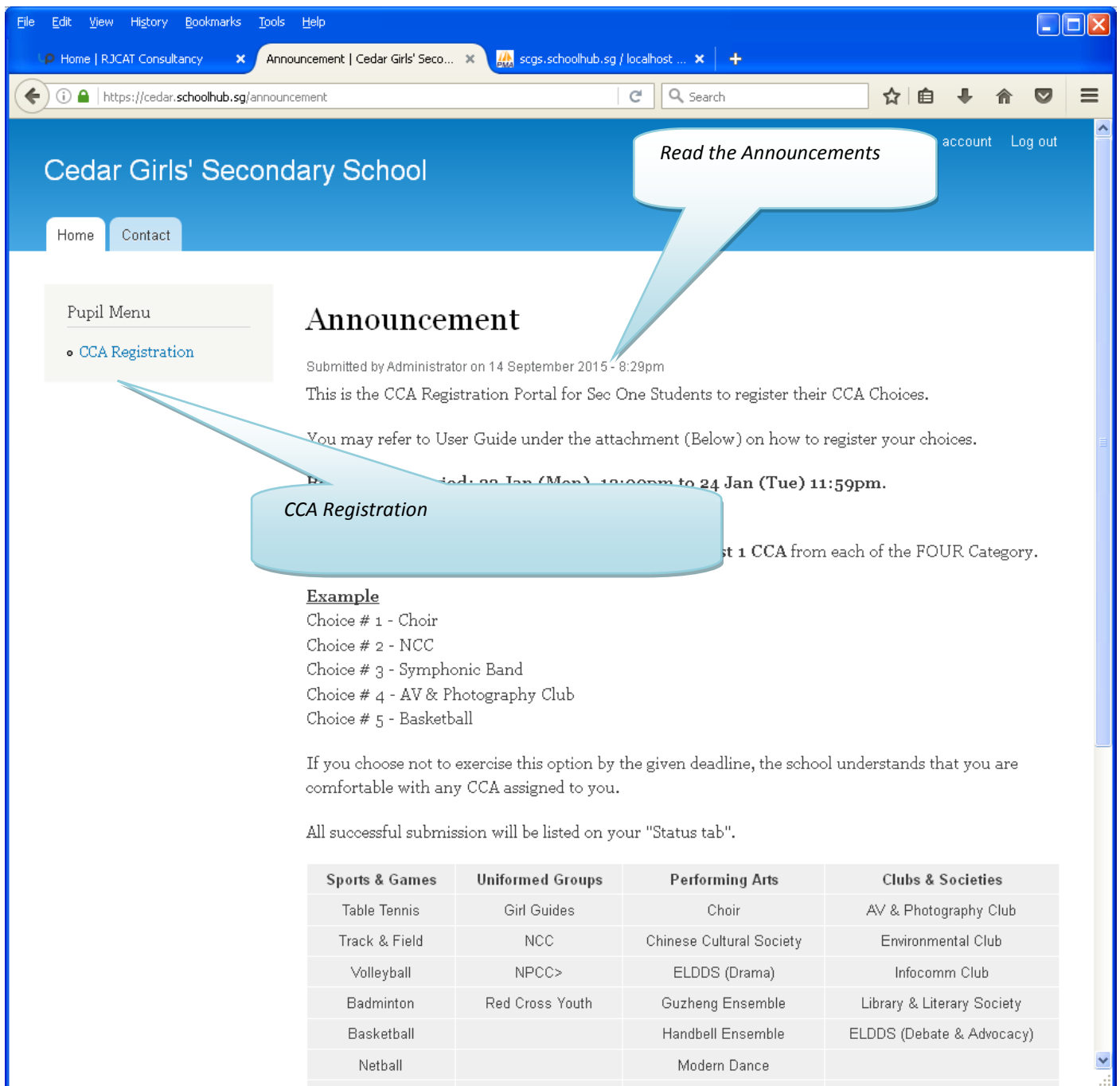
Submitted by Administrator on 14 September 2015 - 8:29pm  
This is the CCA Registration Portal for Sec One Students to register their CCA Choices.  
You may refer to User Guide under the attachment (Below) on how to register your choices.  
**Registration Period: 23 Jan (Mon), 12:00pm to 24 Jan (Tue) 11:59pm.**  
Criteria  
Each student has 5 choices and you **must choose at least 1 CCA** from each of the FOUR Category.  
**Example**  
Choice # 1 - Choir  
Choice # 2 - NCC  
Choice # 3 - Symphonic Band  
Choice # 4 - AV & Photography Club  
Choice # 5 - Basketball  
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	Uniformed Groups	Performing Arts	Clubs & Societies
Table Tennis	Girl Guides	Choir	AV & Photography Club
Track & Field	NCC	Chinese Cultural Society	Environmental Club
Volleyball	NPCC>	ELDDS (Drama)	Infocomm Club
Badminton	Red Cross Youth	Guzheng Ensemble	Library & Literary Society
Basketball		Handbell Ensemble	ELDDS (Debate & Advocacy)
Netball		Modern Dance	

### 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.

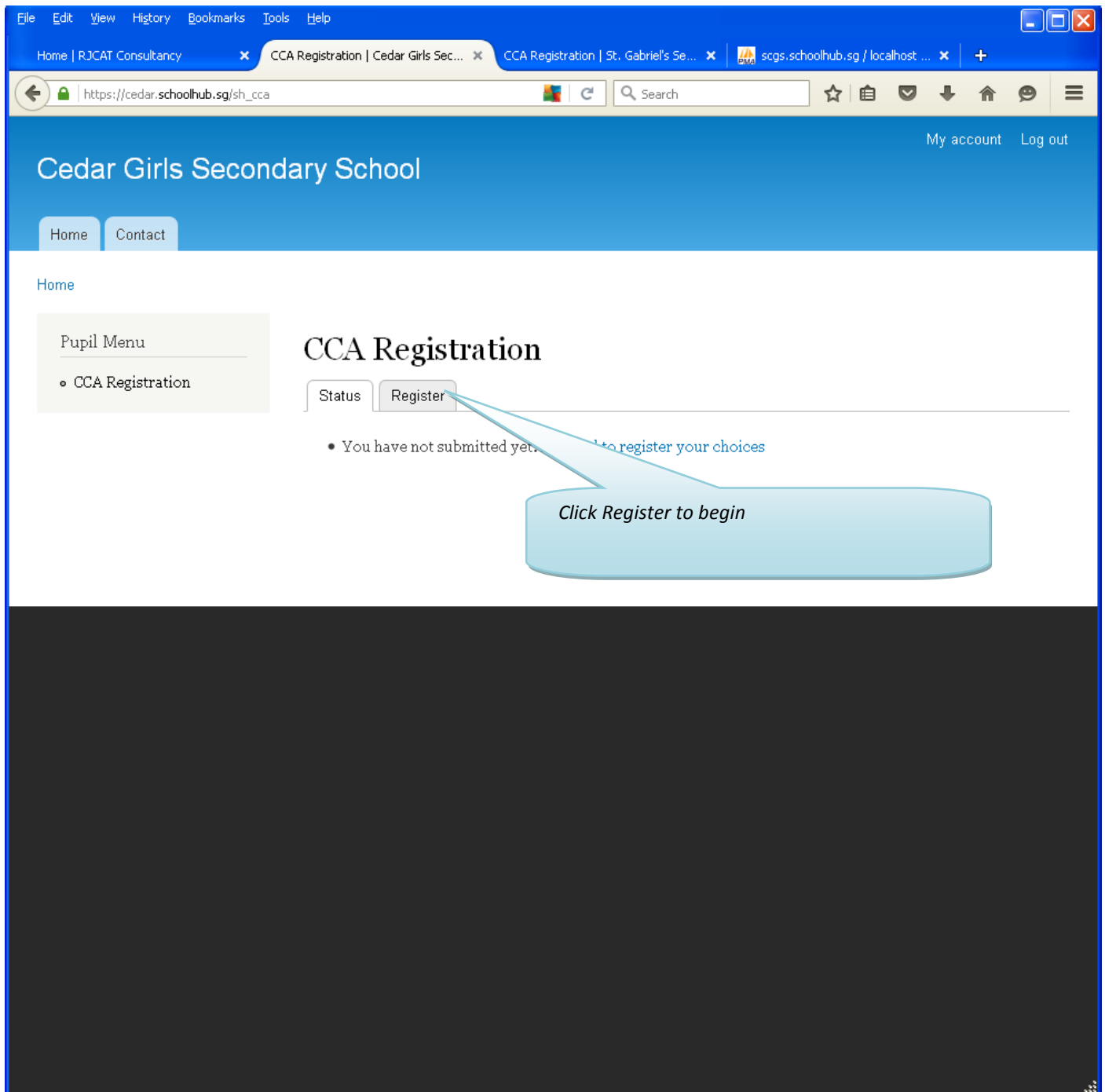


**Steps**

- Click on CCA Registration button to begin

## 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

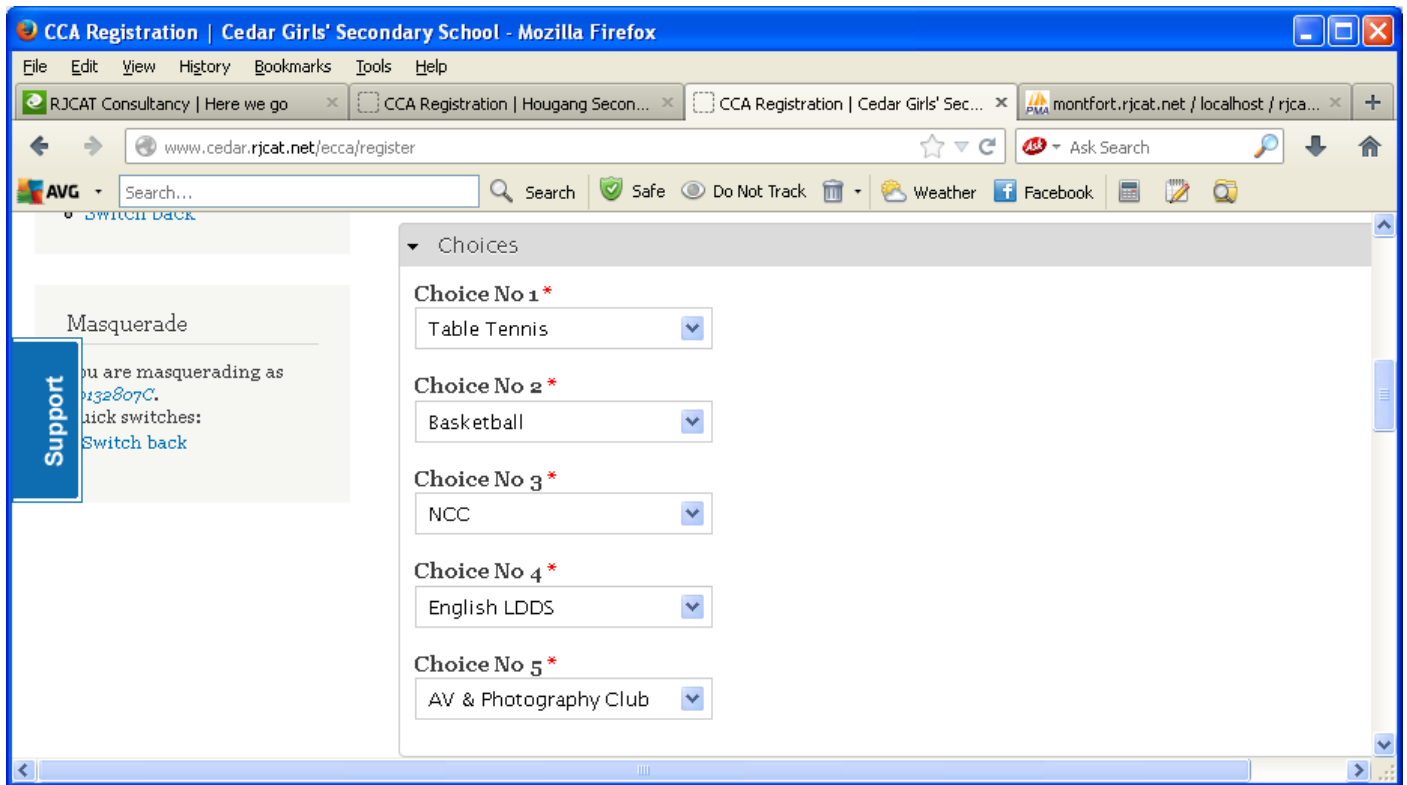
There are 3 sets of information required:

- \*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



## Steps

- Fill in all your choices

## Background

These are your Primary School Background.

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

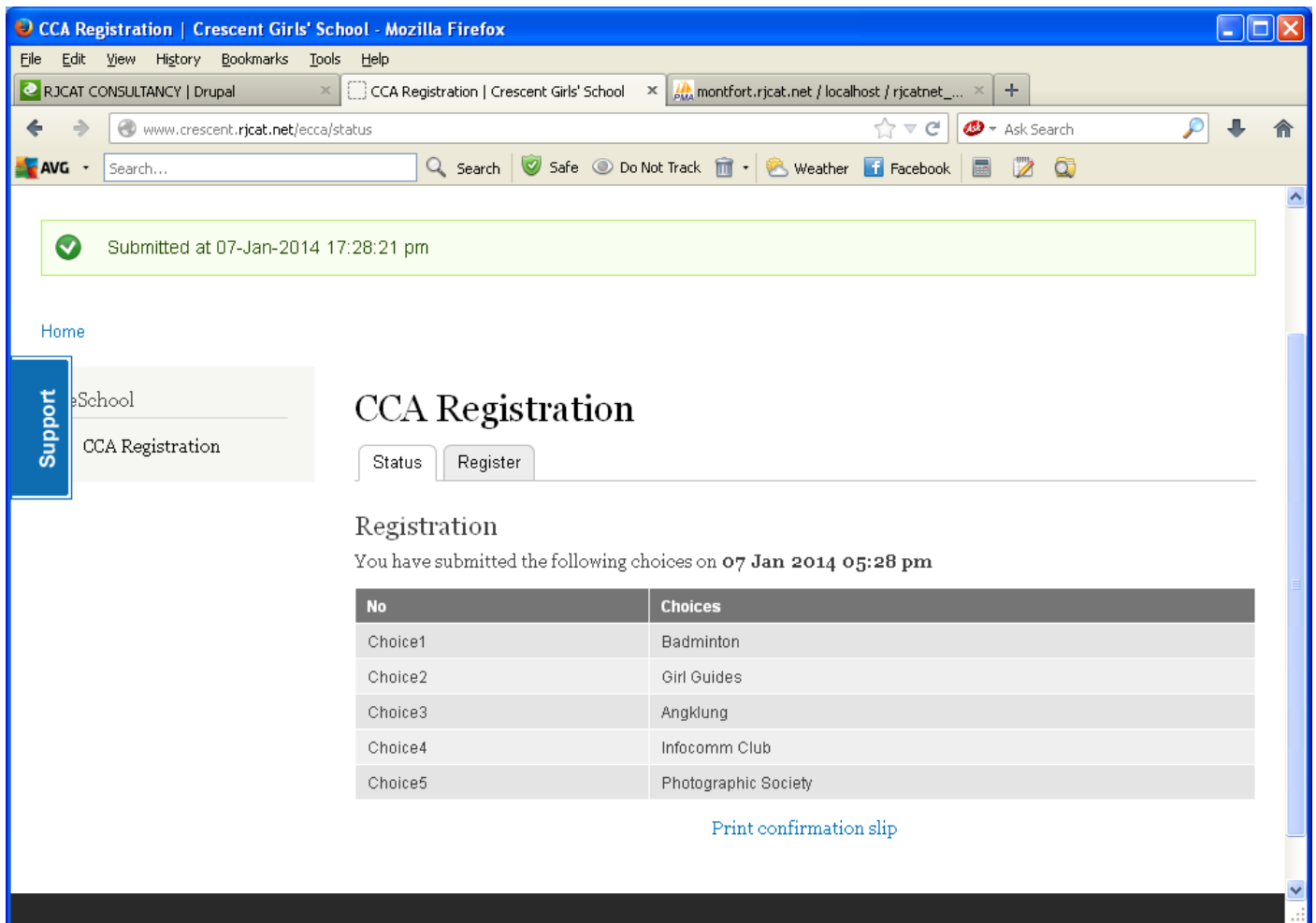
### Steps

- 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

**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.

**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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