

# Online CCA Registration

## USER GUIDE for STUDENTS

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## LOGIN

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

**Cedar Girls' Secondary School**

Home Contact

**User login**

**Username \***  
1X1\_01\_00

**Password \***  
●●●●●●

• [Request new password](#)

**CAPTCHA**

*This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.*

**Math question \***  
18 + 2 =   
Solve this simple math problem and enter the result. E.g. for 1+3, enter 4.

**Announcement**

Submitted by root on 17 January 2017 - 8:41pm

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: 22 Jan (Mon), 12:00pm to 23 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".

Physical Sports	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	
Netball		Modern Dance	
		Symphonic Band	
		Malay Cultural Society*	
		Indian Cultural Society*	

*\*Offered as 2<sup>nd</sup> CCA only; Students are required to opt for 1 main CCA first before choosing a 2<sup>nd</sup> CCA.*

### 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.

**Cedar Girls' Secondary School**

Home Contact

Pupil Menu

- CCA Registration

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**Registration Period: 22 Jan (Mon) 12:00pm to 23 Jan (Tue) 11:59pm.**

**CCA Registration**

at 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

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Basketball		Handbell Ensemble	
Netball		Modern Dance	
		Symphonic Band	
		Malay Cultural Society*	
		Indian Cultural Society*	

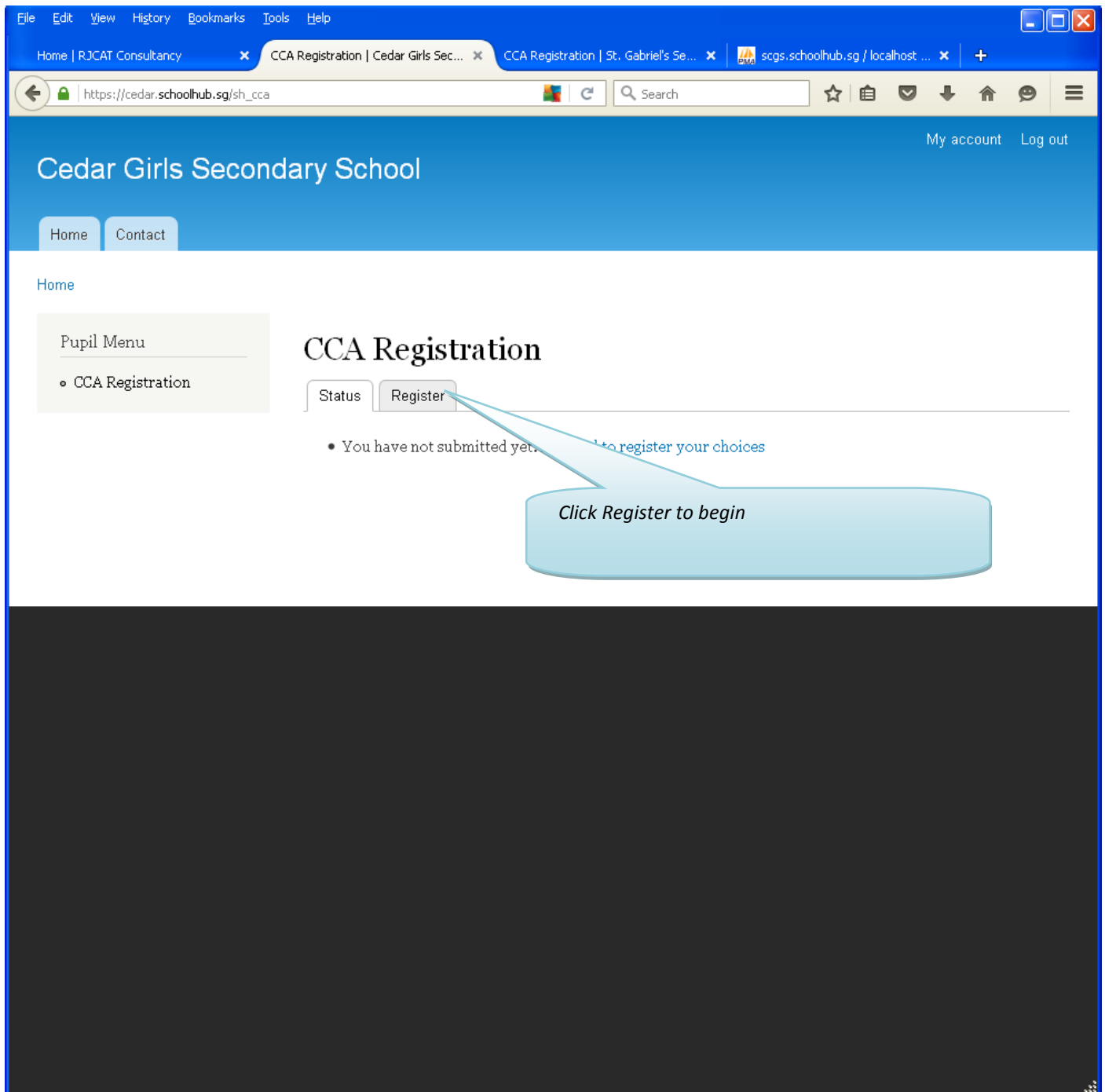
*\*Offered as 2<sup>nd</sup> CCA only. Students are required to opt for 1 main CCA first before choosing a 2<sup>nd</sup> CCA*

**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)

*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://cedar.schoolhub.sg/sh\\_cca/register](https://cedar.schoolhub.sg/sh_cca/register). The page has a blue header with navigation tabs: "Status" and "Register". Below the header is a "Particulars" section with a table:

Mric 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 \* : Netball
- Choice No 2 \* : Badminton
- Choice No 3 \* : National Police Cadet Corps
- Choice No 4 \* : Handbell
- Choice No 5 \* : Environmental Club

### Steps

- Fill in all your choices

## Background

These are your Primary School Background.

The screenshot shows a web browser window with the URL [https://cedar.schoolhub.sg/sh\\_cca/register](https://cedar.schoolhub.sg/sh_cca/register). The page title is "CCA Registration | Cedar Girls' Se...". The form is titled "Background" and contains the following sections:

- Previous CCA if any**: A text input field.
- Special Talent (Sports events, music/instrumental/ballet grade, awards, etc)**: A large text area.
- Remarks**: A large text area.
- NAPFA**: A section with three input fields:
  - Height (m)**: 1.65
  - Weight (kg)**: 50
  - Napfa Award**: Gold (dropdown menu)

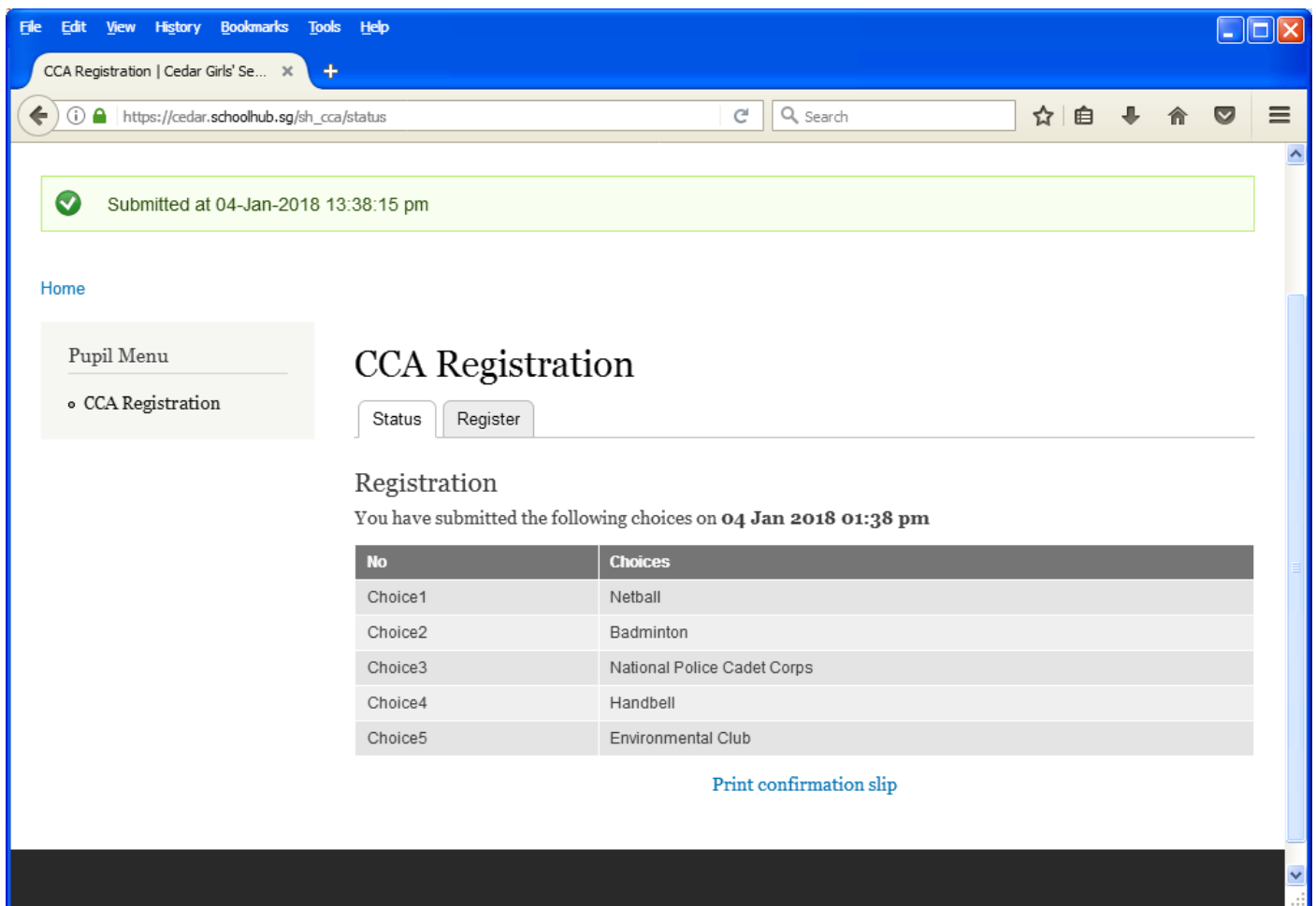
A "Submit" button is located at the bottom of the form.

### Steps

- Fill in all the information, if available
- 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

cca\_registration\_pdf(20).pdf - Adobe Acrobat Pro

File Edit View Document Comments Forms Tools Advanced Window Help

Create Combine Secure Sign Forms Multimedia Comment

Create forms and manage form data

1 / 1 72.8%

Printed On : 4-Jan-2018 13:50 pm

### Cedar Girls' Secondary School

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#### CCA REGISTRATION 2018

The PE Department acknowledged your online CCA registration on 04 Jan 2018 13:38 pm.

#### 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:

Remarks:

NAPFA Award: Gold      Height: 1.65 m      Weight: 50 kg

#### CCA CHOICES

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Choice #1 : Netball  
Choice #2 : Badminton  
Choice #3 : National Police Cadet Corps  
Choice #4 : Handbell  
Choice #5 : Environmental Club

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Name & Signature of Parent/Guardian      Contact Number