



**The Manor**  
Preparatory School

## To All Parents

Friday 22 November 2019

Dear Parents

### SOCS Extra-Curricular Activities

We are delighted to be launching our new online system for Extra-Curricular Activities. Using this system, you will be able to sign up your child for activities, view their weekly extra-curricular calendar and sync these events straight to your smartphone.

Please follow the instructions below carefully to log into SOCS Extra-Curricular. Once you have logged in you will be able to see your child's current activity choices for the Autumn Term.

You will be able to log in and familiarise yourselves with the new system, from today. We will be opening the sign-up window for Spring Term clubs on **Monday 25 November at 6:00pm**. This will be open until **Friday 6 December at 6:00pm**, during which time you can add and remove your child from activities. Club allocations will be released on **Thursday 12 December** - please log onto your SOCS account on this day to find out what clubs your child has been allocated for the Spring Term. Please remember clubs will begin in the second week of term (w/c Monday 13 January).

Please note we will be operating a 'First Come, First Serve' policy for Before School and Lunchtime Clubs. For our After School provision, you will be asked to give activity preferences; **you must give at least two preferences**. Homework Club for Y3-4 and Y5-6 will be an activity choice so can be selected as a club preference.

You will notice there is an option: **'If unsuccessful with club preferences, my child will go home'**. This can be put down as your final preference so that we know you would rather your child go home at the normal end of day time, instead of being allocated to a club which was not one of their preferences.

If your child attends an 'Invite Only' club, they will be automatically allocated this club during the sign-up window.

At The Manor we teach our children to make commitments and give their all to the choices they make. As such, from next term onward, if your child is signed up to a club, they are making a commitment to attend that club for the whole term. If this is a chargeable club, you will be invoiced for the whole term unless we are able to find a replacement to take their place.

If you have any problems logging into SOCS Extra-Curricular please do contact me:  
[jchitty@manorprep.org](mailto:jchitty@manorprep.org)

Kind regards

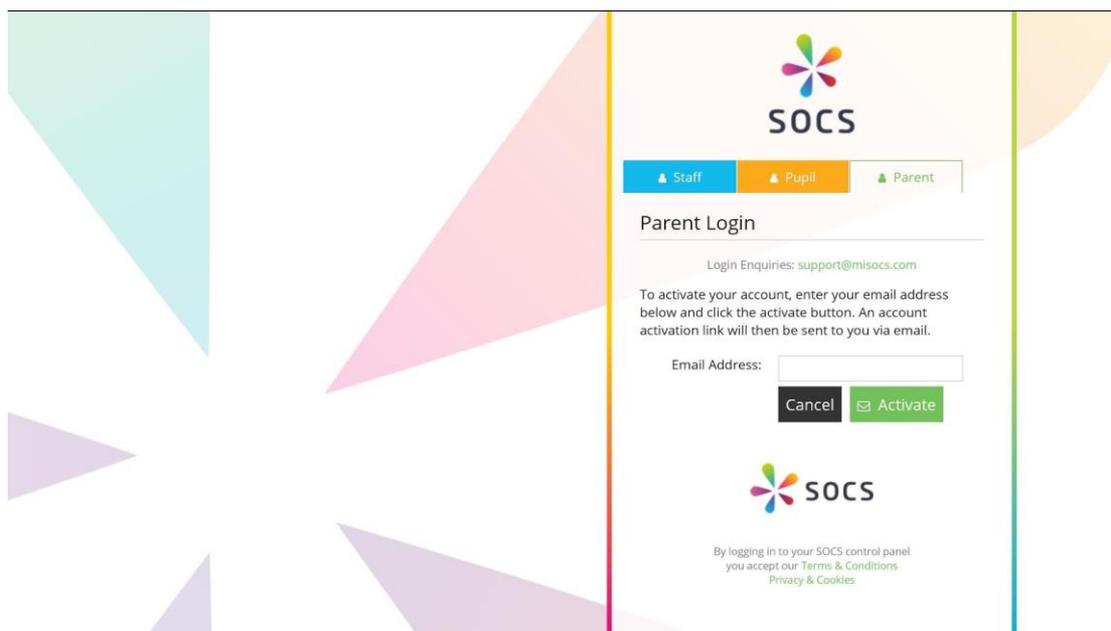
Jonathan Chitty  
Director of Extra-Curricular Activities

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# SOCS Extra-Curricular Parent Login: Parent Help

## First Use: Activate your SOCS User Account

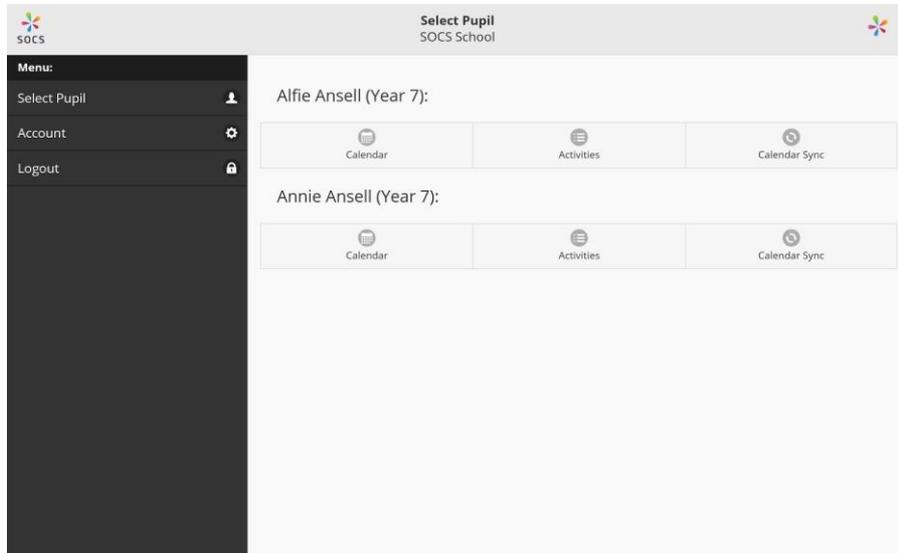
1. Visit this link: <https://www.socscms.com/login/25684/parent?activate=1>
2. Enter your email address. **This must be the same email address which you have registered with your school.**



3. Click the "Activate" button. This will send you an email containing an account activation link. If you do not receive the email check your junk/spam email. You may need to add "noreply@misocs.com" to your safe senders list.
4. Click the Activation link in your email and set your password. Once you have set your password you will be able to login to SOCS using this link: <https://www.socscms.com/login/25684/parent>
5. Please bookmark this link and/ or save it to your phone home screen - this is the link you will follow whenever you wish to access your child's co-curricular account: <https://www.socscms.com/login/25684/parent>

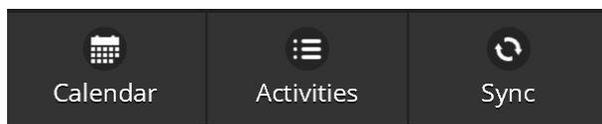
## Using SOCS

Once your SOCS account is active you can login to SOCS. If you only have access to a single pupil, you will be taken straight to the pupil's calendar. If you have access to more than one pupil, you will be able to choose from your available pupils:

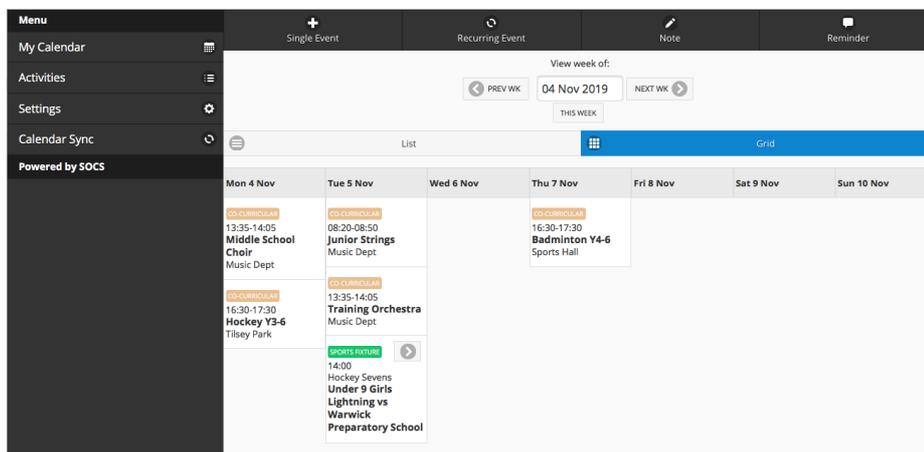


You can switch between pupils by using the "Switch Pupil" link in the main menu.

There are 3 main sections for each of your pupils:



1. **Calendar:** Here you can view the pupil's calendar. At the start of the school year this may be blank; it will populate as the pupil is added to activities and their academic timetable is added (this will be a feature from September 2020). You can also add any other events which the pupil is due to attend outside of school (e.g. out of school clubs)



2. **Activities:** Here you can see what activities are available to your pupil and see which activities they have already been added to. This is also where you will add them to new activities during an activity sign-up (see below).

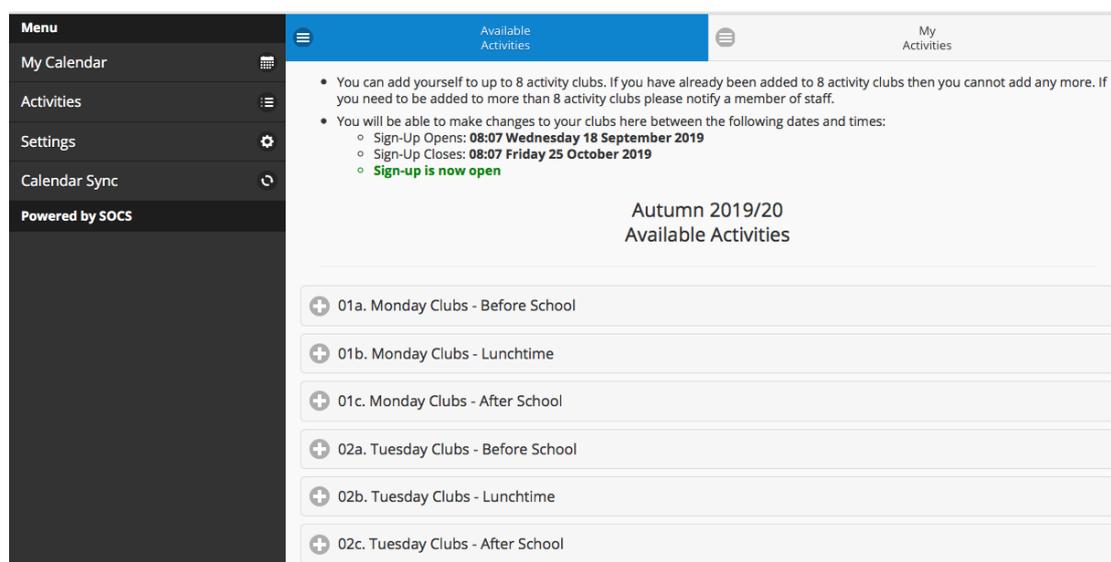
3. **Calendar Sync:** Here you can add the pupil's calendar to your own personal calendar application (e.g. Outlook, Google Calendar). This creates a live feed of the pupil's activities in your personal calendar.

## Activity Sign-up

During an activity sign-up you can add your child to their preferred activity clubs.

When you log in, click the "Activities" link for a pupil.

You will see the Activity Sign-Up rules at the top of the page, along with the sign-up window open and close dates. It is important that you read the rules carefully.



Below the rules you will see the list of Activity Categories. You can click on a category to expand it and view the category sign-up rules (if there are any) and the activities in the category. If a club is available, you will see an "Add" button on the right hand side. Click the "Add" button if you would like to add the pupil to the club.

03b. Wednesday Clubs - Lunchtime

**Important:**  
You can sign up to a **maximum of 1 activity club** in this category.  
You are currently signed up to 0 activity clubs in this category.

**03b. Flute Choir** Invite Only  
 Events: [View Events](#)  
 Year Groups: 3,4,5,6  
 Gender: M/F  
 Cost: £7/Session  
 Invite Only  
 Staff:  
 R. Thorne

**03b. German Y3-6** ADD  
 Events: [View Events](#)  
 Year Groups: 3,4,5,6  
 Gender: M/F  
 Cost: £7/Session  
 1st come 1st served  
 Staff:  
 J. Challenger

**03b. Jiu Jitsu Y3-6** ADD  
 Events: [View Events](#)  
 Year Groups: 3,4,5,6  
 Gender: M/F  
 Cost: £7.50/Session  
 1st come 1st served

You will first be presented with the schedule of events for the club so that you can check for clashes, along with an "Add Activity" button at the top. To add the pupil, click the "Add Activity" button.

Adding Activity  
**03b. German Y3-6**

Review your co-curricular programme below. **03b. German Y3-6** events are highlighted in green. To continue and sign up for **03b. German Y3-6** click the "Add" button below. If you do not want to sign up to **03b. German Y3-6** click the "Back" button below.

[← Back](#) [+ Add Activity](#)

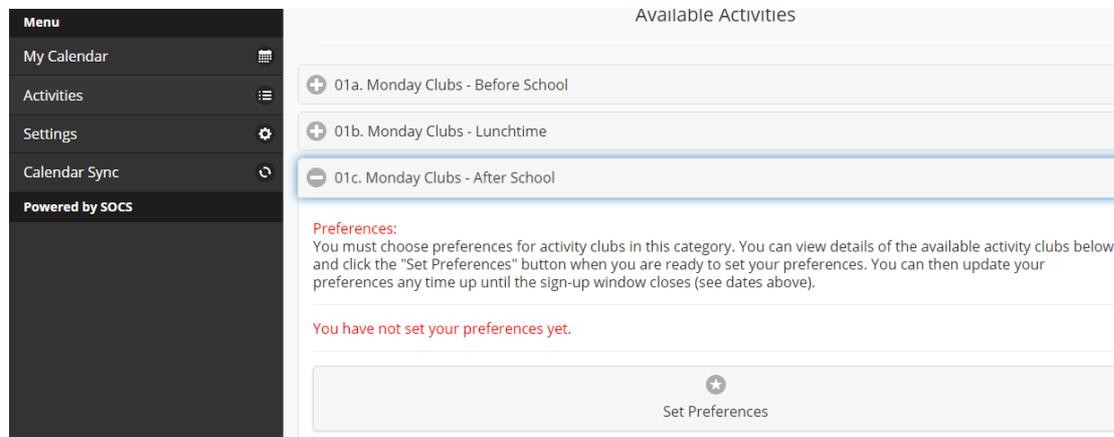
**Selected Co-Curricular Programme**

Date	Time	Activity
<b>Mon 9 Sep</b>	13:35-14:05	Middle School Choir (Music Dept)
<b>Wed 11 Sep</b>	13:35-14:05	German Y3-6 (FL Rm Y5 Block)
<b>Thu 12 Sep</b>	16:30-17:30	Design Projects Y3-4 (DT Room)

## After School preferences

Please see the instructions below to set your preferences:

### 1. Click 'Set Preferences'



### 2. Set your preferences for each activity by selecting the order in the drop-down box.

You can set as many preferences as you like. **You must give at least two preferences.** Homework Club for Y3-4 and Y5-6 will be an activity choice so can be selected as a club preference.

**'If unsuccessful with club preferences, my child will go home'**. This can be put down as your final preference so that we know you would rather your child go home at the normal end of day time, instead of being allocated to a club which was not one of their preferences.

Once you have selected your preferences, click '**Save**'.

Spring 2019/20  
Set Preferences: 02c. Tuesday Clubs - After School

Activity Club	Preference
02c. Gym Y3-4	2 ▼
02c. Homework Club Y3-4	3 ▼
02c. If unsuccessful with club preferences, my child will go home.	4 ▼
02c. Modern Dance Y3-6	1 ▼

Save Preferences

Cancel

3. Please note that you do not have to set preferences for every activity. As long as you make one choice (by setting one preference), then SOCS will randomise the rest of your preferences. In this case, your child will always be allocated into an activity.

### Information for pupils that do not want to attend activities other than those they have selected as their preferences:

- **'If unsuccessful with club preferences, my child will go home'.**
- **Ensure you select this activity as your final choice if you do not wish to be randomly allocated to an activity.** If you do not add this as your final preference selection and you are unsuccessful in getting any of the activities you selected, then SOCS will randomise the rest of your preferences and you will be allocated into an activity within that category.

Club allocations will be released on **Thursday 12 December** - please log onto your SOCS account on this day to find out what clubs your child has been allocated for the Spring Term.

### Updating your password

To change your password, click on the "Account" link in the menu. There you will be able to update your password.

You can also reset your password via the SOCS login page by using the "Forgot Password" link above the login button. You can then enter your email address and a password reset link will be sent to you via email.