
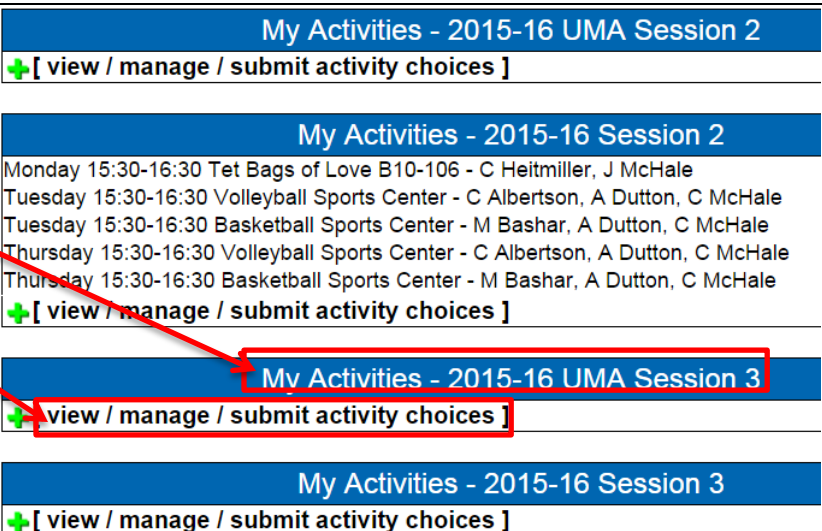


Registering UMA Choices

Follow the instructions below to register your child/ren's UMA choices:

Go to the **CHQ Log-in page** – click [HERE](#)

Instructions	Illustrations
<p>1. Log-in using User Name and Password</p>	
<p>2. Select the child you want to register</p>	
<p>3. Click view/manage/submit activity choices under the session tab you want to sign up to</p>	

4. Details of the UMAs will be given (instrument, teacher, day, time, cost)

CLARINET/ BASS CLARINET (Mr. Quang Tran) Mon 4pm / UMA [16:00-16:30] G12, B10 Cost: \$15.00/session
Q Tran
 Capacity: 1 places

5. Select maximum 03 activities in the **“Requested”** boxes (unlike ASAs, no preference order is required for UMA choices)

Once your choices are complete, click **“Save”**

Monday	
CLARINET/ BASS CLARINET (Mr. Quang Tran) Mon 4pm / UMA [16:00-16:30] G12, B10 Cost: \$15.00/session <i>Q Tran</i> Capacity: 1 places	Requested 1
Tuesday	
CLARINET/ BASS CLARINET (Mr. Quang Tran) Tue 3.30pm / UMA [15:30-16:00] G05B, B10 Cost: \$15.00/session <i>Q Tran</i> Capacity: 1 places	Requested 2
Wednesday	
CELLO (Ms. Anh Nguyen) Wed 2.30pm / UMA [14:30-15:00] G30, B10 Cost: \$15.00/session <i>A Nguyen</i> Capacity: 1 places	Requested 3

Save

6. Click **“Submit”** to submit your requested choices.

HOME MY PROFILE ACTIVITY CHOICES: 2015-16 UMA SESSION 3

Instructions
 The table below shows the activities that are open to you in the selected block. Please make your selections by entering a preference number against each activity you would like to do (1 is your first choice, 2 is your second choice, etc.) To delete a choice, simply enter a preference number of zero.
 Once you have entered and saved your choices, you will be prompted to submit them - this validates your requests and makes them visible to your school activities administrators.

Please note that you have chosen one or more activities that incur a cost. If you are allocated a place you will be charged for them.

Submit

Monday

7. You will then receive a message prompting you to indicate your acceptance of [UMA fees and regulations](#). Copy and paste the phrase **“I agree with UMA Fees and regulations”** into the blank tab.

Click **“submit”**

Submit

You have activity preferences which have not yet been submitted for approval. If you are ready to do so, you may submit your preferences using the button below.

Please note that you have chosen one or more activities that incur a cost. If you are allocated a place you will be charged for them. Please enter the following word/phrase into the box below to indicate your acceptance of any charges: **I agree with UMA Fees and regulations**

Submit Cancel

8.
You can see immediately whether the selected choice is approved or not.

The screenshot shows a web page with a blue header containing 'HOME' and 'CONFIRMATION'. Below the header, the title 'Activity Choices Submitted' is followed by a thank-you message and a note that the receipt is not a guarantee of a spot. A list of activities for '2015-16 UMA Session 3' is shown, with the first item 'Monday 16:00-16:30 CLARINET/ BASS CLARINET (Mr. Quang Tran) Mon 4pm G12, B10 (Start on 14/03) - Q Tran' highlighted. A red box highlights the word 'Approved' next to this item. Two red arrows point from the text on the left to the 'Approved' status and the activity name.

9.
It is possible that more than one person tries to book the same spot at the same time.

If the selected choice is **waitlist**, it means the spot has been taken by someone else. Go back to the activity choices page to select another spot.

The screenshot shows the same web page as above, but the status for the first activity choice is 'Waitlist'. A red box highlights the word 'Waitlist'. Two red arrows point from the text on the left to the 'Waitlist' status and the activity name.

Confirmation email will be sent out by UMA office approximately 02 days after registration.

Warm wishes,

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