

CCA registration guide

- 1) Kindly go to www.mconline.sg
- 2) Login to the LMS using your child's account
- 3) Once logged in, kindly go to **"School Admin"** - **"Co-curricular Activities: CCA Registration"**

The screenshot displays the MCO Online LMS interface. The top navigation bar includes: Home, My Subjects, Collaboration, My Enrichment, **School Admin**, and My Account. A dropdown menu is open under 'School Admin', listing various options. A red arrow points from the 'View My Current Assignments' button in the left sidebar to the 'Co-Curricular Activities: CCA Registration' option in the dropdown menu. Below the dropdown, there are sections for 'My Subjects' (with a 'View all' link), 'You have no new assignments' (with a 'View My Current Assignments' link), and 'Google Apps' (with links for Email, Drive, Sites, and Calendar). The main content area shows a list of subjects and activities, including 'Grammar (Listen and Read)', 'Grammar Quiz', 'English Oral Buddy', 'English (Level 05 to 08)', 'Tamil P2', and 'Tamil P2'.

Home My Subjects Collaboration My Enrichment **School Admin** My Account

Co-Curricular Activities: CCA Registration

- Curriculum Map
- Disciplinary Record
- Holistic Assessment: Student Holistic Report
- National Youth Achievement Award: My NYAA
- Parent-Teacher Meeting: View Form
- Results Management: View My Results
- 21CC Assessment: Student 21CC Report
- School Matters
- Travel Plan: Travel Plan

Announcement

For Students, please complete all assignments by 23:59hrs (SGT) 22 Dec 2015.

If you have any enquiries, please contact our Helpdesk:

Phone: (65) 6777 5198

Email: [View all](#)

You have no new assignments

[View My Current Assignments](#)

Google Apps

- Email
- Drive
- Sites
- Calendar

Click on "School Admin" - "Co-curricular Activities: CCA Registration"

Grammar (Listen and Read)

Grammar Quiz

English Oral Buddy

English (Level 05 to 08)

Tamil

P2 தமிழ் வாய்மொழி வழிகாட்டி
தமிழ் நூல்கள்

4) You can view all the CCAs available for your child, kindly choose a max of 3 CCA

CCA LIST								
<input type="checkbox"/>	TYPE	NAME	ELIGIBILITY	DAY/TIME & VENUE	MAX QUOTA	END DATE	TEACHER-IN-CHARGE	STATUS
<input checked="" type="checkbox"/>	TEAM SPORTS	RUGBY TRYOUTS ?	ALL	Sat : 06:00am - 10:00am SJ Track and Field Oval	25	30/12/2015	Howard Maxwell	Open
<input type="checkbox"/>	uniform group	Brownies ?	ALL	Thu : 03:15pm - 05:15pm T & L Room 1 Level 3	40	12/01/2016	Indra Ang	Open
<input checked="" type="checkbox"/>	uniform group	Red Cross ?	ALL	Thu : 03:15pm - 05:15pm Classroom 5D, Level 5	40	12/01/2016	Honor Moorman	Open
<input checked="" type="checkbox"/>	uniform group	Scouts ?	ALL	Thu : 03:15pm - 05:15pm Classroom 1F	40	12/01/2016	Ronnie	Open

* You may add up to 6 CCAs for registration.

Register

Kindly click on "Register"
after selecting the CCAs.

Kindly check the CCAs you wish to register for
your child. Do note that a maximum of 3 CCAs
can be selected.

5) You will be located to the following page:

REGISTER CCA

Name: **Gender:** male female

Class: **Date of Birth:**

Contact (H):

Talent/Skill:

Current CCA (if any):

Parent/Guardian Name: **Parent/Guardian Contact:**

Parent/Guardian Email:

TYPE	NAME	DAY/TIME	VENUE	END DATE	TEACHER-IN-CHARGE	DATE REGISTERED	CHOICE / PREFERENCE
TEAM SPORTS	RUGBY TRYOUTS	Sat : 06:00am - 10:00am	SJ Track and Field Oval	30/12/2015	Howard Maxwell	22/12/2015	1st <input type="radio"/> 2nd <input type="radio"/> 3rd <input type="radio"/>
uniform group	Scouts	Thu : 03:15pm - 05:15pm	Classroom 1F	12/01/2016	Ronnie	22/12/2015	1st <input type="radio"/> 2nd <input type="radio"/> 3rd <input type="radio"/>
uniform group	Red Cross	Thu : 03:15pm - 05:15pm	Classroom 5D, Level 5	12/01/2016	Honor Moorman	22/12/2015	1st <input type="radio"/> 2nd <input type="radio"/> 3rd <input type="radio"/>

As a parent / guardian, I have consented to the above selection of the CCA options.

6) Kindly fill in all fields on the page

REGISTER CCA

Name: **Gender:** male female

Class: **Date of Birth:**

Contact (H):

Talent/Skill:

Current CCA (if any):

Parent/Guardian Name: **Parent/Guardian Contact:**

Parent/Guardian Email:

Kindly fill in all fields.

Kindly select your choices here.

TYPE	NAME	DAY/TIME	VENUE	END DATE	TEACHER-IN-CHARGE	DATE REGISTERED	CHOICE / PREFERENCE
TEAM SPORTS	RUGBY TRYOUTS	Sat : 06:00am - 10:00am	SJ Track and Field Oval	30/12/2015	Howard Maxwell	22/12/2015	1st <input type="radio"/> 2nd <input type="radio"/> 3rd <input checked="" type="radio"/>
uniform group	Scouts	Thu : 03:15pm - 05:15pm	Classroom 1F	12/01/2016	Ronnie	22/12/2015	1st <input checked="" type="radio"/> 2nd <input type="radio"/> 3rd <input type="radio"/>
uniform group	Red Cross	Thu : 03:15pm - 05:15pm	Classroom 5D, Level 5	12/01/2016	Honor Moorman	22/12/2015	1st <input type="radio"/> 2nd <input checked="" type="radio"/> 3rd <input type="radio"/>

As a parent / guardian, I have consented to the above selection of the CCA options.

7) After submitting the form, you will see a confirmation pop-up.



8) Kindly click on “ok” and you will see your selection and details as follows:

MY CCA

Name: Henry Powell Gender: male female

Class: C2A Date of Birth: 23/08/1997

Contact (H): 91716121

Talent/Skill: I am good at outdoor skills, like starting a fire, climbing the outdoor tracks and carrying my own bag. I have learnt some first aid from my dad too.

Current CCA (if any): Nil

Parent/Guardian Name: Jason Tan Parent/Guardian Contact: 91817511

Parent/Guardian Email: J_tan@mce.com

TYPE	NAME	DAY/TIME	VENUE	END DATE	TEACHER-IN-CHARGE	DATE REGISTERED	CHOICE / PREFERENCE
uniform group	Scouts	Thu : 03:15pm - 05:15pm	Classroom 1F	12/01/2016	Ronnie	22/12/2015	1st <input checked="" type="radio"/> 2nd <input type="radio"/> 3rd <input type="radio"/>
uniform group	Red Cross	Thu : 03:15pm - 05:15pm	Classroom 5D, Level 5	12/01/2016	Honor Moorman	22/12/2015	1st <input type="radio"/> 2nd <input checked="" type="radio"/> 3rd <input type="radio"/>
TEAM SPORTS	RUGBY TRYOUTS	Sat : 06:00am - 10:00am	SJ Track and Field Oval	30/12/2015	Howard Maxwell	22/12/2015	1st <input type="radio"/> 2nd <input type="radio"/> 3rd <input checked="" type="radio"/>

[Edit My Choice](#)

9) If any changes is needed, kindly click on “*Edit my Choices*” at the bottom left of the page. After editing, do repeat from step 6.

~The end~