

INTRODUCTION TO THE REGISTRATION PROCESS

e-Enrolment

The continuously growing needs of our school have made us look for a better way of organizing the basic structures of all the services APEEE provides to children, parents and office staff and especially the enrolment process. Before launching it, the system was tested successfully by a number of users. Our intention is to address any problem, as appropriate.

INTRODUCTION

The proposed solution is an internet based application (enrolment) which contains a number of smaller applications (transport, canteen, extracurricular activities) communicating with each other in order to update data and procedures instantly and make processes more organized, less time-consuming and minimize risk of losing data in the process by having high security standards at every level.

More specifically the proposed solution is a Microsoft Azure based solution. The main criteria that led to this option are the flexibility in scaling the required infrastructure, management simplicity and data security always, of course, in relation to the related costs.

Kindly read our privacy policy by clicking [at this link](#).

What is e-Enrolment and what are its functions

e-Enrolment is an online platform to be used both by parents and APEEE staff to make the communication between them more direct, easier and faster without the need for multiple, communications by emails, telephone and in person.

The main services it provides for parents currently are:

- **Canteen**
- **Transport**
- **Extracurricular activities**

Registration dates

The registration process will start from June 16 until June 30 and will require you to have activated your family account giving all your contact information including all children needing access to our services.

Remark: There are a limited number of places for extracurricular activities and in case of (overbooking), the selection for an activity will be done by random draw. There are a limited number of places for extracurricular activities and in case of (overbooking), the selection for an activity will be done by random draw. You can select more than one activity taking place on the same day and at the same time, but you will be allocated to attend only one of those activities

Who can register

Only families whose children already attend, or will attend, the European School of Brussels 3 – Ixelles for the 2017 - 2018 school year are eligible to register.

PREQUISITE

The annual APEEE membership fee for year 2017 - 2018 should be paid first, in order to have access to the APEEE services (Canteen, Extracurricular activities and transport).

Please note that you need to pay the membership fee of €45 via our e-Payment system at <http://tickets.apееeb3.be/> using any available payment method and by completing your family information and your 8 digit family number in the communication field (e.g.: 30112345, or 1 if you don't have a family number yet).

Those having difficulties using the online payment method can contact webmaster@apeeeb3.be for further assistance.

|| REGISTRATION PROCESS

Invitation

The first step of the process is reception of an invitation.

Remark: The invitation email might go to your spam folder. Kindly check your spam folder regularly and if you find our email there click it and set it as safe or not spam according to your email service provider.

Completing the form

When completing the registration form there will be a number of fields that should be completed with your information.

It is really important to provide your personal email and mobile phone number as these are the main communication channels we will use to contact you if for any reason we need to.

You should avoid using your work email of your work as it might spam or even completely block our email and thus make our communication via email Impossible.

Professional email accounts have strict rules and filters on incoming emails and might strip emails from their content or not deliver them at all, so you are encouraged to use your personal email for the e-Enrolment process and communication.

Awaiting approval

Your application will be checked and accepted or rejected and you will then receive a notification email accordingly.

APEEE staff will check your registration form and accept it as soon as possible. We need to check that your child/children is/are indeed registered at the EEB3 school. If your application is not accepted, then you need to contact the APEEE office for further instructions.

Registration approved

Inbox (1)

Check your inbox for the activation email which will contain your login e-mail and a temporary password.

□ ☆ Ixelles

Your account - 4school Ixelles Your account Dear Mr. T o, We would like to inform you that the school Ixelles has

Ixelles

Your account

Dear Mr.

We would like to inform you that the school **Ixelles** has created an account for you with the following login credentials:

Username: l_____@gmail.com

Password: **4cju7**

You can use the above information to gain access to our **application**.

You can now login to your enrolment account and continue the registration process and select services for Canteen, Transport or Extracurricular activities as per your needs.

Application process

Once you log in to the e-Enrolment platform you might see a notification message in red about the APEEE annual membership fee.

This fee should be paid in advance before applying for services for the school year 2017 – 2018. In case you have already paid your subscription fee but still see this notification, kindly contact us at webmaster@apeeeb3.be so that we can check it.

No active membership found for this year. Please note that the membership fee '€- to be sent via bank transfer to our account BE 55 310 - 1958679 - 44(BBRU BE BB - ING belgique) with communication your family number(ie 1 if you don't have a family number yet). This fee must be paid before applying for any of the services we provide.

Applying for services

You will now start applying for our 3 services.

1. Transportation
2. Canteen
3. Extracurricular activities

The screenshot displays the 'Applications' section of the e-Enrolment platform. At the top right, there is a 'Weekly program Q' button with a search icon and an 'All' dropdown menu. Below this, three service cards are listed:

- Transportation**: The registration form is here and should be filled for each child. Registration is required every school year. Registrations open after the Easter holiday. Parents of children already registered the previous year are automatically emailed a copy of a completed form to check and confirm the continued registration. The completed forms should be returned to the transport office before 8 May. The final deadline of 30 June for a guaranteed place is the 30 June. For new pupils, the transport office accepts registration from the moment the child gets confirmation of the registration at the school. Applications will not be processed until all the necessary documentation has been received (a photocopy of the official's staff card, an identity photo of the child) and subject to the condition that the previous year's bus registration has been paid in full. Below the text are 'Play Demo' and 'Register' buttons, with a red arrow pointing to the 'Register' button labeled '1'.
- Extracurricular activities**: The registration form is here and should be filled for each child. Registration is required every school year. Below the text are 'Play Demo' and 'Register' buttons, with a red arrow pointing to the 'Register' button labeled '3'.
- Canteen**: Below the text are 'Play Demo' and 'Register' buttons, with a red arrow pointing to the 'Register' button labeled '2'.

Once you have applied for all 3 services you will be able to click on the blue weekly program button on the right side above applications and see your child's weekly programme.

1. TRANSPORTATION


Start the registration process for **Transportation** by clicking the register button.

At this point we will start the registration process by choosing:

1. The person receiving the EU education allowance (department and badge number), either the father or the mother, or none if the person does not receive this allowance.
2. If your child is of young age, then we must choose the person that will pick up the child when getting off the bus. This person might be, the father, the mother, or another person whose name and contact phone number (mobile) we need to fill in on the right side
3. **Or you** can choose option number 3 to authorize us allow the child to get off the bus unaccompanied.

Applicant Teaching period 2016-2017

Receives the EU Education Allowance. The father The mother None 1

 Weekly program ▾

Get in stop (from home) Create ✎

No preferences found for student's itineraries.

Get off stop (to home) Create ✎

No preferences found for student's itineraries. 3

Pick up person The father The mother Other 2

I authorise my child to get off the school bus unaccompanied. x

Fullname

phone contact

The process for selecting the daily schedule should be done both, (1) for the morning schedule (from home to school) and (2) for the return home (from school to home).

Get in stop (from home) Create ✎

No preferences found for student's itineraries. 1

Get off stop (to home) Create ✎

No preferences found for student's itineraries. 2

By clicking the create button (1) in “Get in stop (from home)”

1) You can choose the **shift** (only one in the morning)

2) Click the **gathering point button** (a pop up window will appear) to write your address so that we can assign you a bus stop later OR click on the **Bus Stop button** and choose a bus and bus stop you already use from the list.

3) Choose the date you wish this schedule should start from (let’s say the beginning of school year)

4) Click the **OK button** to save your choice.

The screenshot shows a form titled "Get in stop (from home)" with a "Create" button in the top right. The form contains the following elements:

- 1**: A blue circle with the number 1 and a red arrow pointing to the "Shift" dropdown menu, which is currently set to "Matin".
- 2**: A blue circle with the number 2 and a red arrow pointing to the "Gathering point" button (with a location pin icon) and another blue circle with the number 2 and a red arrow pointing to the "Bus Stop" button (with a flag icon).
- 3**: A blue circle with the number 3 and a red arrow pointing to the "Date From" input field, which contains "19/05/2017" and a calendar icon.
- 4**: A blue circle with the number 4 and a red arrow pointing to the "OK" button (with a checkmark icon) and a "Close" button (with an 'x' icon).

By clicking ok the selected option will be saved for the everyday schedule.

If you would like to use this service for the selected days, you can simply click the delete button at the bottom right corner of each day.

The screenshot shows a daily schedule entry for "Wednesday". The entry is enclosed in a dashed border and contains the following information:

- Matin**: The time slot.
- MA53/87 - [0 / 0] -**: The bus route and status.
- CHAUSSEE DE WATERLOO /VIVIER D'OIE [07:00]**: The location and start time.
- Pending**: The status of the entry.
- From: 19/05/2017**: The start date.
- To be saved**: A button with a save icon.
- Delete**: A button with a trash can icon, highlighted with a red box and a red arrow pointing to it.

If you would like to use a different bus/bus stop then delete the option that was automatically set for the day and follow the same procedure to choose your option for that specific day.

Click the save button on the top right corner of the page (below school year) and your transportation application will be sent automatically to the APEEE.

If you have not paid your annual fee, then you only have the option to save the current application. The save (and confirm your schedule) will be activated once you pay your fee. Once the fee is paid, you need to come to this form and save your schedule so that it can be reviewed by APEEE staff and be accepted or rejected accordingly.

You also have the option to save the current selected schedule temporarily to review and send it at a later point.

Once your application has been reviewed, you will receive a notification email stating if your application has been completely or partially accepted or rejected.

If at least one of your day option has been rejected, then you need to reconnect to e-Enrolment and choose another option to the rejected day transportation choice.

2. CANTEEN

The application for canteen is easy and straightforward. You only need to create a schedule and choose the day on which you wish your child to eat at the canteen.



Here you can choose canteen schedule and apply for one or more children simultaneously. In case there is more than one child, then the entry for the first child be at number 1 in the picture and the next one(s) would follow at number 4.

You can check the prices for numbers of days by clicking the “Price List” button at number 3

In order to create a weekly canteen schedule you need to click on **(2) Create button** and then click on the check boxes for each day as per your needs.



The screenshot shows a horizontal bar with five days: Monday, Tuesday, Wednesday, Thursday, and Friday. Each day has a small square checkbox below it. To the right of the days is a 'Date From' field containing '01/10/2016' and a calendar icon.

Click the save button on the top right corner of the page (below school year) and your canteen application will be sent automatically to the APEEE and be accepted or rejected, again, **if your annual APEEE membership fee has is paid.**

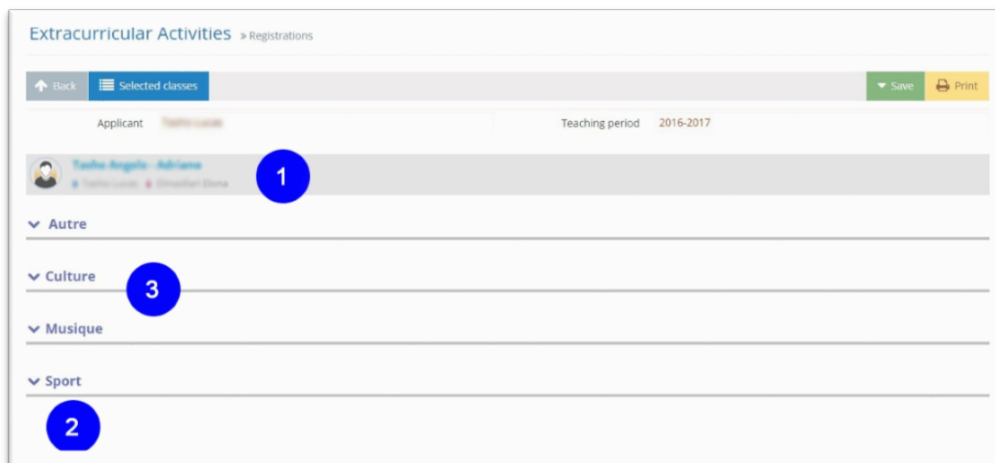
3. EXTRACURRICULAR ACTIVITIES

The extracurricular activities are categorized in 4 different categories which are **Culture, Musique, Sport and Autre**. By clicking on each category all the activities in that category will appear so that you can choose the one(s) you need.

Again, all your children will appear here so that you can choose their activities.

Your first child's entry will appear on number 1 and the activities categories below, while the next child's entry will appear on number 2.

You can see the different categories at number 3 and if you click on each category the window will slide and the activities will appear there.

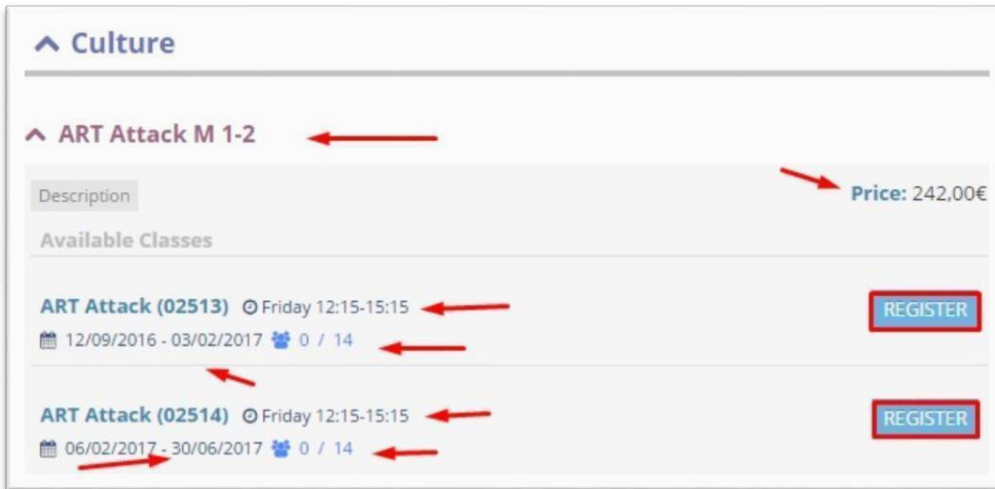


The screenshot shows a web interface for 'Extracurricular Activities > Registrations'. At the top, there is a navigation bar with 'Back', 'Selected classes', 'Save', and 'Print' buttons. Below this, the 'Applicant' field shows 'Thelma Lopez' and the 'Teaching period' is '2016-2017'. A list of activities is displayed, with a blue circle containing the number '1' next to the first entry. Below the list, there are four expandable categories: 'Autre', 'Culture', 'Musique', and 'Sport'. A blue circle containing the number '3' is next to the 'Culture' category, and a blue circle containing the number '2' is next to the 'Sport' category.

Activities may be on a semester basis, therefore split **in 2 parts (a) from September 12 to February 3 and (b) from February 6 to June 30.**

In the picture above you can see an activity as it is on the e-Enrolment system and you can see activity's title, day and time, date, students participating / total posts, and price on the upper right corner.

All you have to do is to click the register button (one or both) in order to register.



Click the save button on the top right corner of the page and your activity application will be sent automatically to the APEEE and be accepted or rejected.

If you have not paid your annual fee, then you only have the option to save the current application. The save (and confirm your application) will be activated once you have paid your fee. Once the fee is paid, you need to come back to this form and save your schedule so that it can be reviewed and processed by APEEE.

You also have the option to temporarily save the current selected schedule to review and send at a later point.

Once your application has been reviewed, you will receive a notification email stating if your application has been completely or partially accepted or rejected.

If at least one of your selected applications has been rejected, then you need to reconnect to e-Enrolment and choose another option cover the non-accepted activity.

ENROLMENT DATES

The enrolment process for canteen and transport will start on June 16 at 9 AM and for extracurricular activities on June 19 at 9 AM according to our current planning. In case anything changes you will be notified in advance.

Before the official start of the enrolment process you will receive another email with videos and other tips that might be useful to you and facilitate this process.

Kindly check your emails (and your spam folder) regularly, and spend some minutes to read it in order to acquire some familiarity with the process.

If our emails have arrived to your spam folder, then kindly select our email and set it as not spam.

Description	Start Date	End Date	Duration
Send e-Enrolment into e-mail	May 29		
APEEE subscription fee paid by	June 15		
Invitation to register	June 10		
Registration process (Canteen - Transport)	June 16 at 9 AM	June 30 at 11:59 PM	14 Days
Registration process (Extracurricular activities)	June 19 at 9 AM	June 27 at 11:59 PM	11 Days
Registration process completed	June 30		

CONCLUSION

To sum up, the registration process via the e-Enrolment platform has been designed, developed and organized to address the need to simplify and make the enrolment process faster and simpler for everyone, staff and parents alike.

If you have questions or concerns you may email your questions to webmaster@apeeeb3.be and we will do our best to reply you fully and as soon as possible.

Thank you for your time.

Kind regards,
Your APEEE

