Accessing SOCS for Co-Curricular Clubs and Activities

1. **How to login**

   The link to the SOCS Co-Curricular Platform is situated on the Parent Dashboard (on the School website) under 'Co-Curricular Activities'; and here is a direct link [here](#) for your convenience.

   Once clicked please select **'Parent'** as the login type, you will then be redirected to the iSAMS Single Sign-On page, where you can log in using the same credentials you use to access the Parent Portal.

2. **What to do if you've forgotten your iSAMS login**

   On the iSAMS Single Sign-On login screen, if you have forgotten your login credentials, please click the **'Forgotten your details?'** link at the bottom of the page. From there, enter your username and select **'Reset Password'** to receive a password reset link via email.

3. **How to view/find options**

   After logging into **SOCS**, navigate to the **"Activities"** section to browse available options. By default, you will be directed to the **"Available Activities"** page, and the correct term should be pre-selected. If necessary, you can adjust the term using the dropdown menu at the centre of the page.

   Once a term is selected, all activity categories will be displayed. Clicking on a category will reveal the activities within it. To view scheduled events for a specific activity, select **"View Events."**

4. **How to book / make a preference / cancel**

   When selecting a preference-based category, you will find a **"Set Preferences"** option at the centre of the page. Click this button to rank your preferred activities by selecting a number from the dropdown menu next to each activity, with **1** representing your top choice. Once the sign-up period closes, your child will be assigned to an activity based on their preferences.

   Prior to the sign-up deadline, you may modify your selections at any time. If you wish to remove an activity from your preference list, simply choose **"Not Set."**

   For first come, first served categories, you can browse available activities as usual. To book an activity, click **"Add."** This will display the available scheduled events. To finalize your selection, click **"Add Activity"** in blue at the top left of the page. If you need to cancel a booking, navigate to the category page and click **"Remove"** next to the activity title.

5. **How to view the calendar of combined sports, academic timetable and Co-curricular activities**

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To view this calendar please click on the below URL or use the Combined Calendar link situated on the Parent Dashboard.

Video Guide to help you log on and utilise the system: SOCS Parents.mp4