

# CLIPBOARD CO-CURRICULAR



NEWCASTLE  
GRAMMAR  
SCHOOL

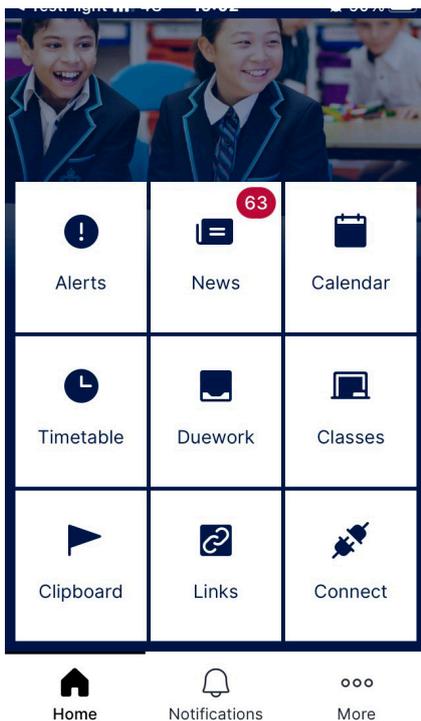
# ACTIVITY SELECTION



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## How to make an activity selection:

1. Login to Schoolbox or the NGS app.
2. Using the registration email sent via Clipboard, set up your user name and password (this is a one-off requirement)
3. Click on the "Clipboard" button on the Schoolbox ribbon, or via the NGS app, enter your Clipboard credentials, and select "Activity Selection".



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4. Once you are on your Clipborad landing page, ensure “Activity Selection” on the left sidebar is clicked. The provided information presents a detailed overview of selection groups, offering insights into the activities available for each group, specifying whether a group is currently ‘open’ or ‘closed’ for activity selection. It also includes information on whether an activity has been chosen within a group, the closing time for selection, any associated costs for activities, the designated student for selection, and whether there is a requirement to choose an activity within a particular group.

Activity Selection

Search activities...

**Instrumental and Vocal Tutoring** Open Until 4 Feb 2024, 11:00pm

Learning a musical instrument plays a pivotal role in enhancing the musical journey of our students, providing opportunity ensembles for concerts and events as well as participate in Eisteddfods, AMEB exams, competitions, festivals and commr a musical instrument is not just about music. Studies in neuroscience have found music engages and stimulates a persc improvements in memory, coordination, creativity, comprehension, tactile learning, social skills and perseverance. Instrumental lessons are one-on-one and tailored to all ages and skill levels allowing students to master specific instrum Instrumental tuition acts as a solid foundation, empowering students to contribute effectively within ensembles.

If using the App, click “Registrations”.

< Clipboard

- Teams >
- Schedule >
- Co-Curricular Absence ↗
- Registrations** ↗

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5. Click on the activity you want to select. The details of the activity will appear on the next screen.

*Note: If a student is ineligible for an activity, it will not be displayed as an option to be selected.*

6. Next, click the Select button if you wish to register a student for the activity. A pop-up window will then ask you to choose an option (if any are offered) and to confirm the place. You may also be asked to answer a required question to select that activity, relating to the student's position, grade, or instrument they play.

Activity Selection

### Co-curricular Activity List, Term 1 2025 Not Yet Open

The NGS Co-curricular program is designed to nurture outstanding opportunities and pave the way for exceptional futures. Our unparalleled Co-curricular offerings provide students with the freedom and support they need to explore their passions, develop essential skills, and unlock their full potential.

Through a diverse range of experiences, students benefit from a vast network of industry connections. We believe in delivering a holistic education that goes beyond traditional classroom learning, empowering young people to craft their own futures.

By fostering creativity, critical thinking, and resilience, our program equips students with the tools they need to thrive in an ever-changing world, ensuring they are well-prepared to embrace the challenges and opportunities of the future.

In registering for experiences, caregivers acknowledge that first aid may be provided to their child in the event of an accident or emergency, and that their child should not attend Co-curricular if they are unwell or showing symptoms of infectious disease.

Upon registration, students and caregivers will be assigned to the relevant Schoolbox page and here will receive all details pertaining to their selected Co-curricular experience.

Please note the Rowing will automatically 'Roll over' from Term 4, 2024 unless you OPT out by filling in the Withdraw from Co-curricular form below.

Withdraw from a Co-Curricular link - ([https://forms.office.com/Pages/ResponsePage.aspx?id=BM0retAuQUC3e9\\_6k-W-Q7zLWrpXURNFhsW70ePgtUN09WVl5KMDBOWFpUWIBPSzVNMIdFMjNSi4U](https://forms.office.com/Pages/ResponsePage.aspx?id=BM0retAuQUC3e9_6k-W-Q7zLWrpXURNFhsW70ePgtUN09WVl5KMDBOWFpUWIBPSzVNMIdFMjNSi4U))

Alternative Music Performance and Development (AMPD) No limit on places \$175	Artist in Residence 25 places remaining \$210	Concert, Jazz and Big Bands No limit on places From \$130	Debating No limit on places \$150	E-Sports 20 places remaining \$50	Mountain Biking No limit on places \$200	Orchestral Ensembles No limit on places From \$130	Sailing 16 places remaining \$475
Triathlon No limit on places \$100	Vocal Ensembles No limit on places \$130						

Cello\*

2025 Instrumental and Vocal Tutoring  
No limit on places

[Open for Selection](#)

Cellos are made from wood with the inside hollow to allow sound to vibrate. The strings make the sound and are made of nylon or steel and are played by drawing a bow across them or plucking the strings. The bow is made from wood and horsehair. The cello is much larger than the violin and viola and is played sitting down with the cello's body between your knees and the neck on your left shoulder.

Please download and read the terms and conditions for Instrumental and Vocal Tutoring.

**Features**

- Please note – Lesson fees will be invoiced directly by the respective tutor, with pricing commencing from \$45.00 for a 30-minute lesson, and the total cost will be determined by each individual tutor.
- More information, including teacher biographies, can be found in the Music Handbook on Schoolbox
- Last week of Terms 1, 2, 3 and second last week of Term 4 scheduled for catch-up lessons
- Instrumental lessons commence in Week 2 of Term 1 and Week 1 of Terms 2, 3 and 4

Options
30 minute lesson (fee will be invoiced directly by tutor) no limit on places
60 minute lesson (fee will be invoiced directly by tutor) no limit on places
45 minute lesson (fee will be invoiced directly by tutor) no limit on places

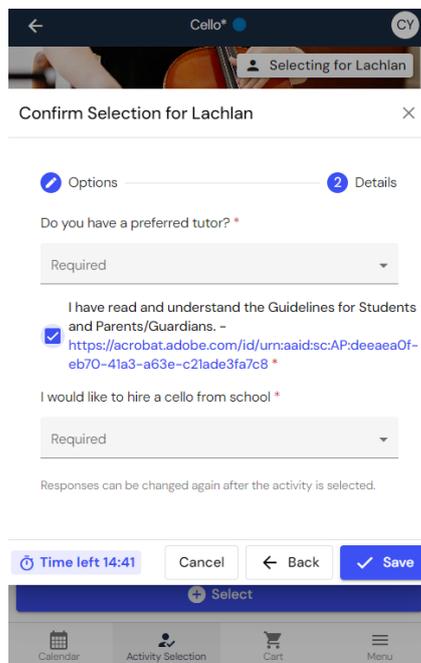
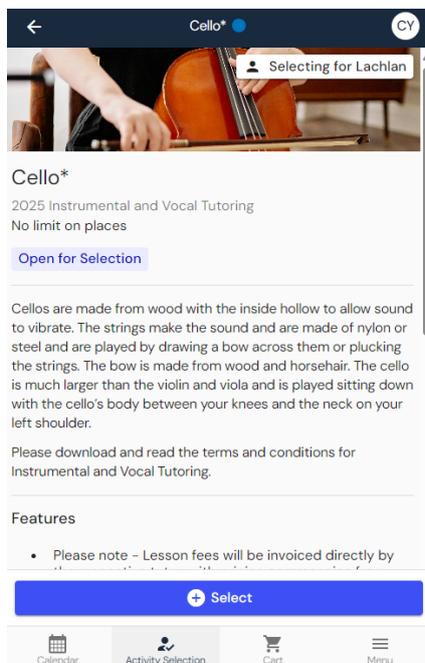
[Select](#)

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If using the App it will look like the below image on your screen.



7. Once an activity has been selected, it will show as 'Selected' on the activity's page and on the group's page.

8. Once selections are finalised, school staff place students into relevant teams or groups.

## How much time do Students and Parents/Guardians have after selecting?

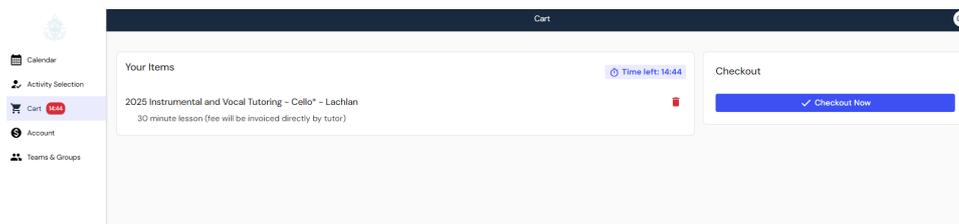
Once a selection has been made, a prompt will show asking whether they want to Continue Browsing or Go to Cart. You will have 15 minutes to check out selections from the Cart. If more than one selection is made, students, parents/Guardians can continue browsing.

On the left-hand side, there is a timer next to the Cart showing how much time is remaining to register. If the time expires before you can check out, the Selections will be removed from the Cart and a Cart Expired message will appear.



## What does Cart look like?

Cart functionality looks very similar to shopping online, where you have your selected Activities on the one screen. Parents/Guardians will be prompted that registration fees will not be taken at the time of registration and will appear on upcoming account statements.



## Waitlist

When making selections, you may find that the activity or options within it have reached full capacity and you cannot select the activity. Some activities, however, may offer a waitlist, which you can join.

1. Click on the activity or option within an activity you want to select.
2. Then click on Join Waitlist and confirm to join the waitlist for this activity or option.
3. If a student drops out of the activity or their preferred option, you will be notified by email that they have been moved into the activity. If the activity requires payment to be taken, the email will contain a link to pay the invoice. Also included in the email is a link to unselect the activity if there is a change of mind.

## Frequently Asked Questions (FAQ's)

Can I change my activity selection?

Yes you can, at any time during the registration window. If you change your mind and want to change the activity you selected, you can deselect the activity before going to select the correct one. To deselect, go to the activity's page and click on 'Remove Selection' and then choose 'Remove Selection'. This will remove the entire activity from being selected.

Changes outside booking windows will need to be made by contacting [Passport@ngs.nsw.edu.au](mailto:Passport@ngs.nsw.edu.au).

If you wish to change your Activity after you have registered and want to select an entirely different Activity, you will need to select Remove Selection.

**Cello\***  
2025 Instrumental and Vocal Tutoring  
No limit on places  
[Open for Selection](#) ✓ Selected

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**Options**

- 30 minute lesson (fee will be invoiced directly by tutor) Selected ✓
- 60 minute lesson (fee will be invoiced directly by tutor) no limit on places
- 45 minute lesson (fee will be invoiced directly by tutor) no limit on places

[View or Change Options](#)

[Remove All Above Selections](#)

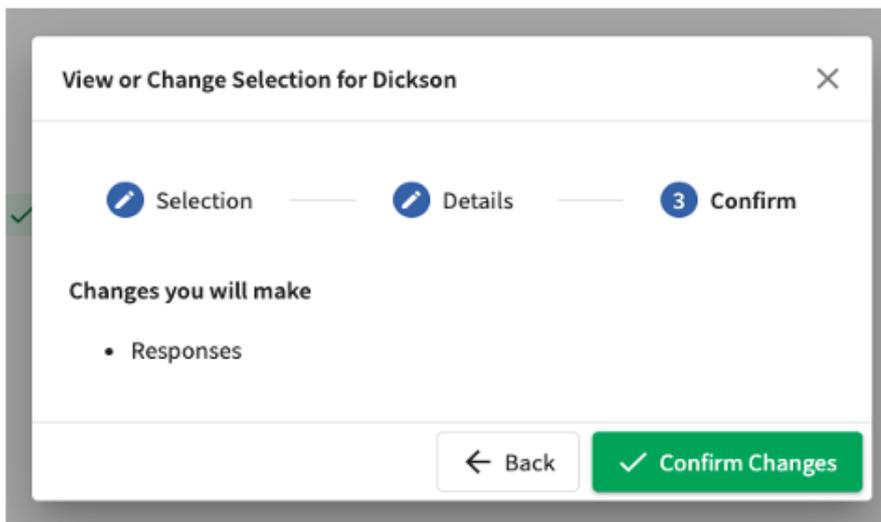
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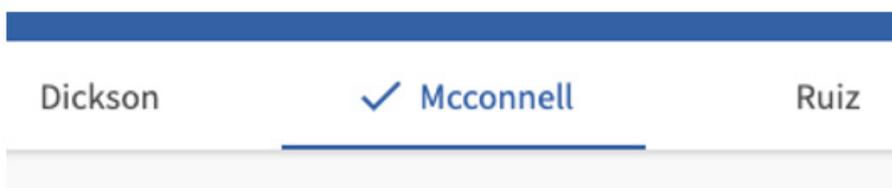
Can I change my answer to a required question?

Yes you can. Click on the View Selection button and then click Next to go to the Details page. Then change your answer to the question. Then click Confirm Changes. See the image below:



What if I am a parent with more than one child?

To swap between students, click on the name of the student and select another student from the tabs on the right-hand side. The tick will indicate which student you are selecting on behalf of.



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How do I know if my selection has been completed or processed?  
Selection will only be completed after Students or Parents/Guardians have checked out of the cart and received the message through the confirmation window.

You will also receive a confirmation email with your selections from Clipboard.

