

# Online CCA Registration

## USER GUIDE for STUDENTS

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## LOGIN

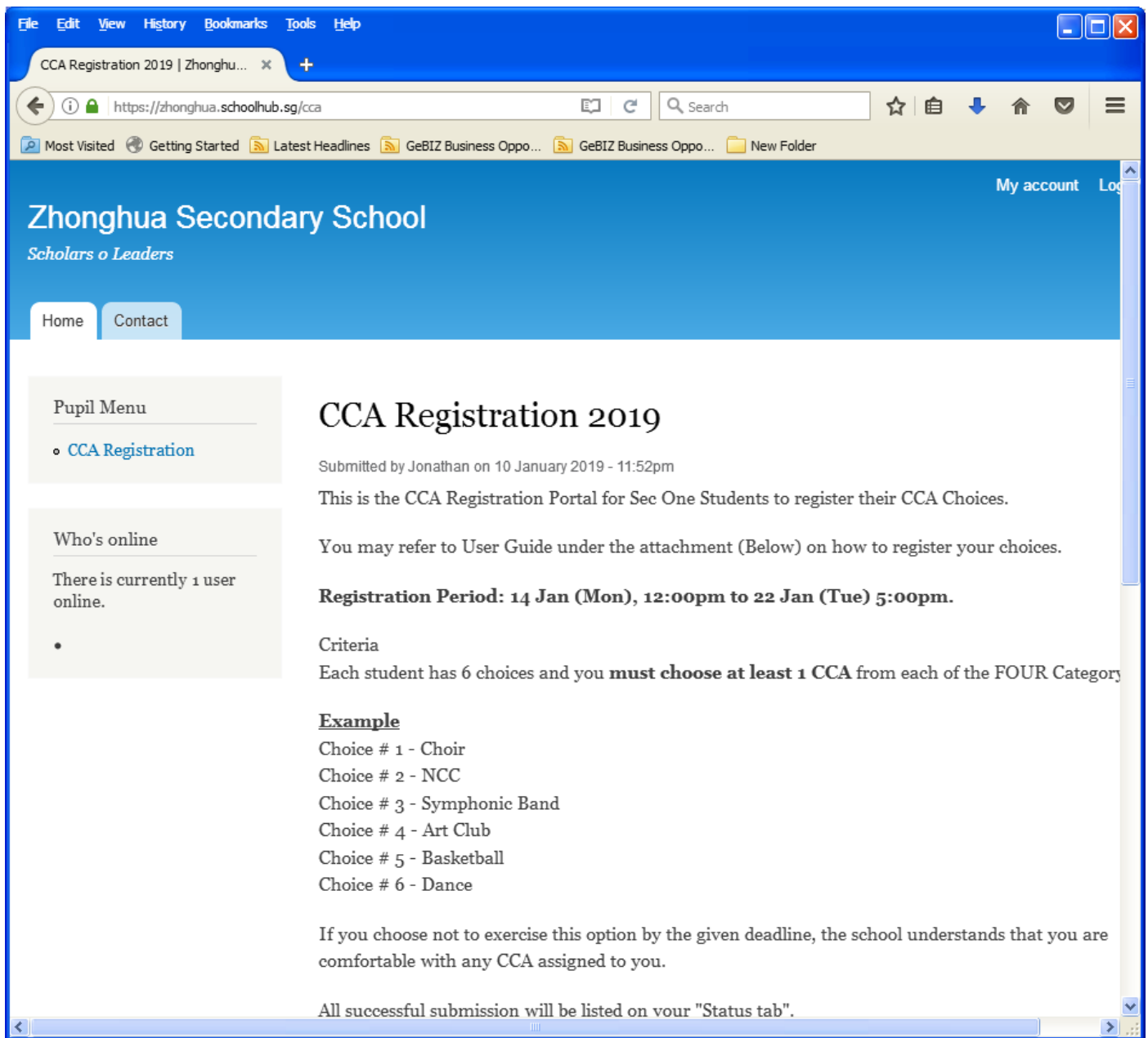
URL: <https://zhonghua.schoolhub.sg>

The screenshot shows a web browser window displaying the CCA Registration 2019 portal. The browser's address bar shows the URL <https://zhonghua.schoolhub.sg>. The page header includes the school name "Zhonghua Secondary School" and the motto "Scholars o Leaders". Navigation tabs for "Home" and "Contact" are visible. On the left, there is a "User login" section with input fields for "Username" and "Password", a "Request new password" link, and a "Log in" button. Below this is a "Who's online" section indicating that there are currently 0 users online. The main content area is titled "CCA Registration 2019" and includes the following text: "Submitted by Jonathan on 10 January 2019 - 11:52pm", "This is the CCA Registration Portal for Sec One Students to register their CCA Choices.", "You may refer to User Guide under the attachment (Below) on how to register your choices.", "Registration Period: 14 Jan (Mon), 12:00pm to 22 Jan (Tue) 5:00pm.", "Criteria: Each student has 6 choices and you must choose at least 1 CCA from each of the FOUR Category", "Example: Choice # 1 - Choir, Choice # 2 - NCC, Choice # 3 - Symphonic Band, Choice # 4 - Art Club, Choice # 5 - Basketball, Choice # 6 - Dance", "If you choose not to exercise this option by the given deadline, the school understands that you are comfortable with any CCA assigned to you.", and "All successful submission will be listed on your 'Status tab'".

### Steps

- Enter Username
- Enter Password
- Click Log in button

Upon successful login, you will be able to see the CCA Registration link under Pupil Menu.

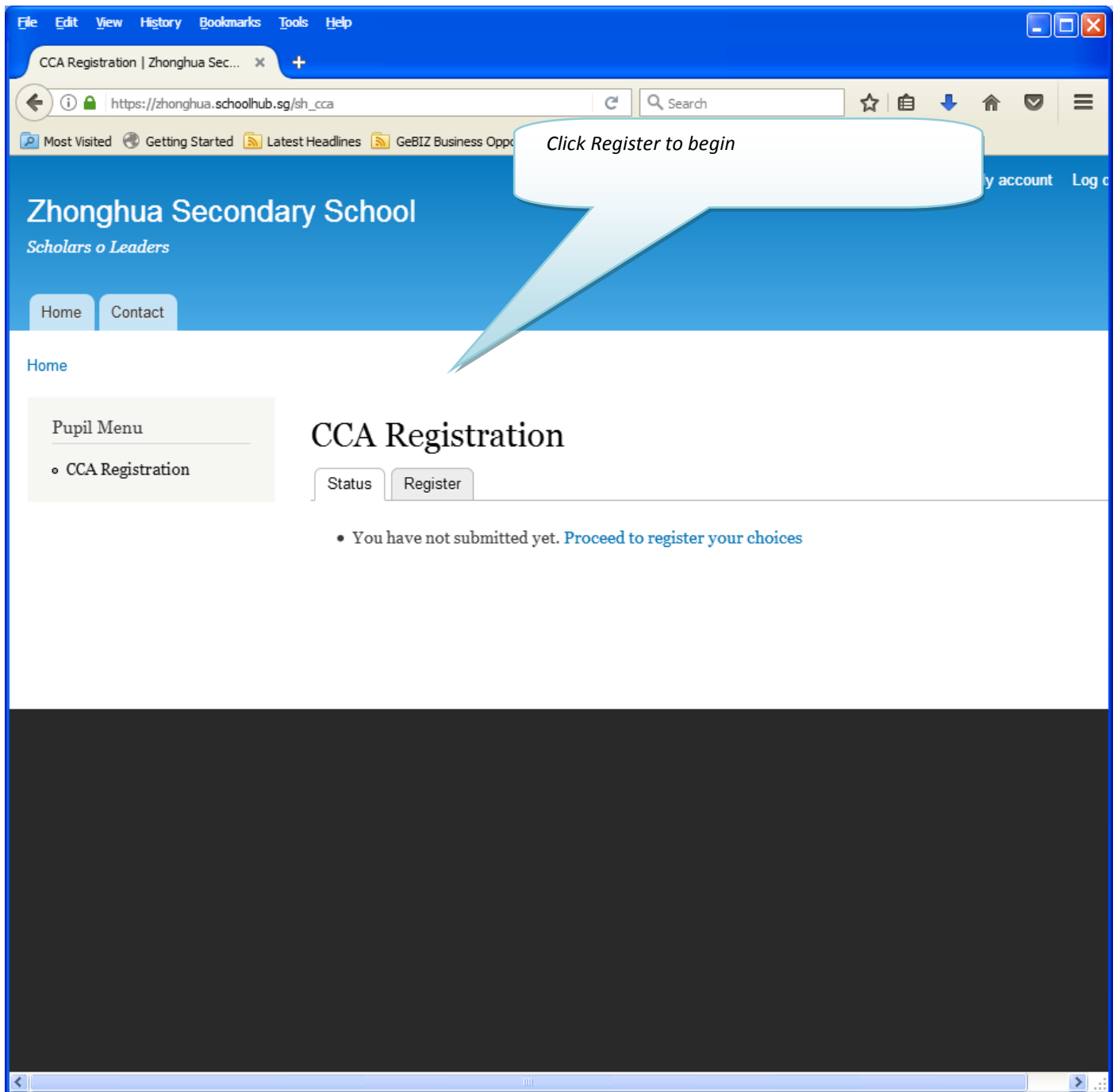


**Steps**

- Click on CCA Registration button to begin

## CCA REGISTRATION

If you have not registered, you will see this message: “You have not submitted yet”.



### Steps

- Click on Register tab to begin

## Information

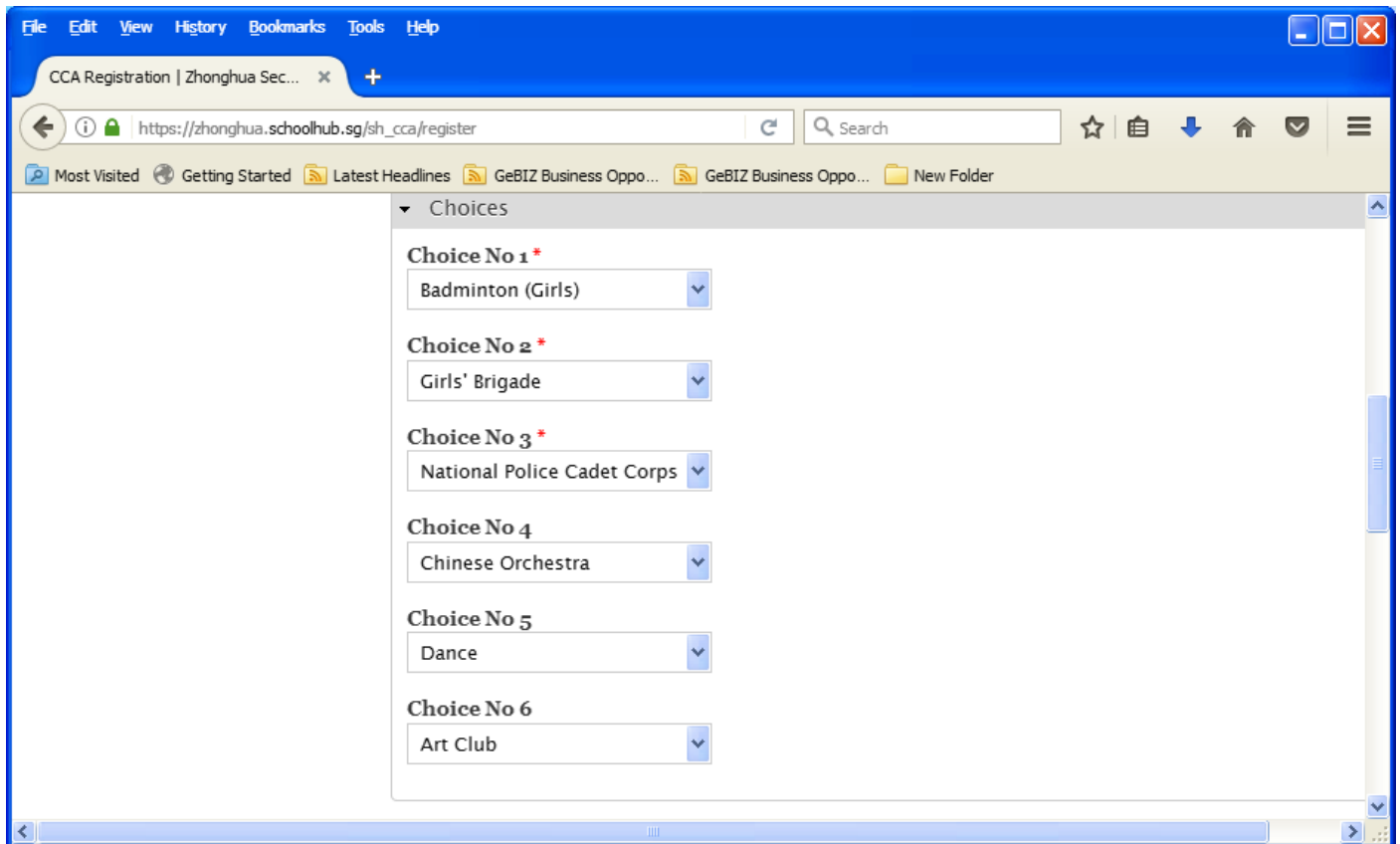
There are 3 sets of information required:

- \*Choices (Your choice of preference)
  - You must enter all the choices (depend on your school requirement)
  - Each choice must be different
- Background (Primary School Background)
  - Previous School, if applicable
  - Previous School CCA
  - Participation Level
  - Special Talent
  - Any Other Remarks
- NAPFA and Medical
  - Height
  - Weight
  - Award (Gold, Silver, Bronze, MC or NIL)
  - Blood Type
  - Medical Problem, if any
  - Drug Allergy, if any

*Fields with \* are compulsory.*

## Choices

You shall indicate your choice of preference with Choice No 1 as your most preferred choice, follow by Choice No 2, Choice No 3 etc



The screenshot shows a web browser window with the following content:

- Browser title: CCA Registration | Zhonghua Sec...
- Address bar: [https://zhonghua.schoolhub.sg/sh\\_cca/register](https://zhonghua.schoolhub.sg/sh_cca/register)
- Page content: A section titled "Choices" containing six rows of dropdown menus:
  - Choice No 1 \***: Badminton (Girls)
  - Choice No 2 \***: Girls' Brigade
  - Choice No 3 \***: National Police Cadet Corps
  - Choice No 4**: Chinese Orchestra
  - Choice No 5**: Dance
  - Choice No 6**: Art Club

## Steps

- Fill in all your choices

## Background

The screenshot shows a web browser window with the URL [https://zhonghua.schoolhub.sg/sh\\_cca/register](https://zhonghua.schoolhub.sg/sh_cca/register). The page content is as follows:

- Background**
  - Previous CCA if any:
  - Special Talent (Sports events, music/instrumental/ballet grade, awards, etc):
  - Remarks:
- NAPFA**
  - Height (m):
  - Weight (kg):
  - Napfa Award:

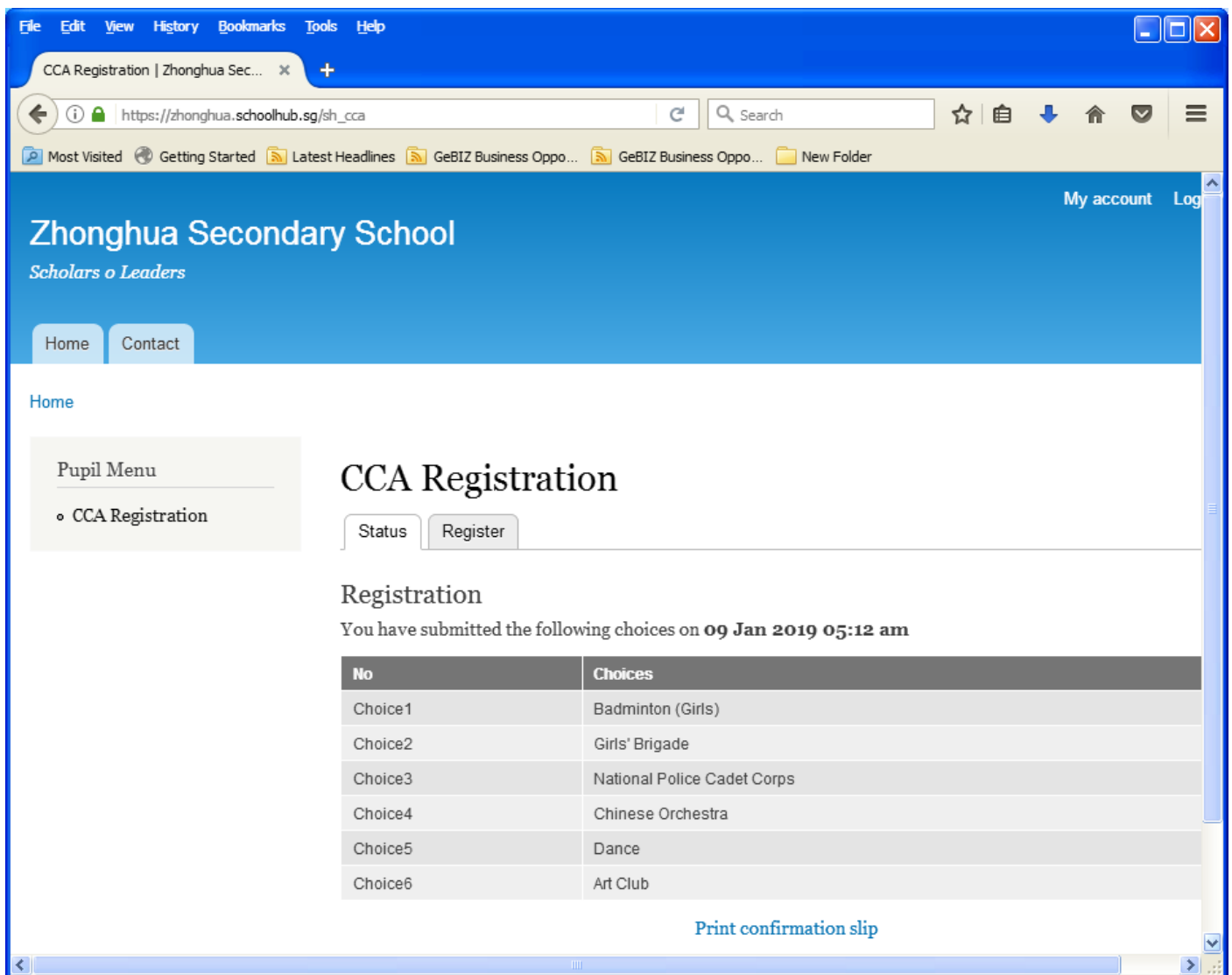
Submit

### Steps

- Fill in all the information
- Click Submit button (Scroll down to the bottom of the screen)

## PRINT CONFIRMATION SLIP

Once you have clicked Submit, you will be redirected to the Status Tab where your choices will be displayed.



### Steps

- Click Print Confirmation Slip button (to save a PDF copy of your submission)



## Sample Confirmation Slip

*Printed On : 11-Jan-2019 01:42 am*

### Zhonghua Secondary School

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#### CCA REGISTRATION 2019

The PE Department acknowledged your online CCA registration on 09 Jan 2019 05:12 am.

#### PARTICULARS

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Name:

Class:

Reg No:

#### BACKGROUND

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Previous CCA:

Remarks:

NAPFA Award: Select One

Height: m

Weight: kg

#### CCA CHOICES

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Choice #1 : Badminton (Girls)

Choice #2 : Girls' Brigade

Choice #3 : National Police Cadet Corps

Choice #4 : Chinese Orchestra

Choice #5 : Dance

Choice #6 : Art Club

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Name & Signature of Parent/Guardian

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Contact Number