How to Make Your Choices in Schoolsbuddy for the Excellence Programme



This will either take you to a login page for your school login or, if you are already logged in, it will take you straight to the Schoolsbuddy page.

Now you are logged into the Schoolsbuddy system	Carrington 🕋 🗟 🖧 Dashboard			
Click View All (1) on Excellence Programme Spring 2023	Welcome to Schools Buddy @ Carrington Please click on the Clubs and Activities option and select three subjects from the list.			
	Available signups		Messages	
	Excellence Programme Autumn 2021 Sign up closes 20/09/21	9	UNREAD 0	starred 0
			No Mess	ages
	View all (1)		Viewa	bill.

Now click Choose	Carrington School	
	Available signups	
	Available to book Sign up closes Mon 20 Sep 21 Excellence Programme Autumn 2021 Excellence Programme sign up CE 0 CE 0 CE 0 Review / Send	
Click the arrow next to Wednesday at the bottom of the page (don't worry about reading all the text!)	Excellence Programme Autumn 2021 Excellence Programme sign up Period From 29-Sep-21 To 15-Dec-21 Activities	
	1. How signup works	2. Make ch
This will give you a list of all of the available sessions	This signup requires you to make choices and submit these choices to the school for your activities for this period. The school full then allocate activities based upon your selections and the groups size. There may be options for each day. Only select options for a day if you want to take part in an activity for that day. Once you have selected your choices, please click REVIEW & CONFIGM to see an overview of your conferences before	Prefence s DAILY: Selo week you 'preferenc may only s etc for eac the same o P1 choice.
Click next to 1 on your first choice 2 on your second choice 3 on your third choice and	clicking the COMPLETE AND SEND ALL TO SCHOOL button. After you have sent your choices to the school you will not be able to edit them.	WEEKLY: S your first o 'preferenc will not let choice firs When com
4 on your fourth choice	Search group name	
	Wednesday - 16 Available	

Finally click REVIEW AND CONFIRM

Check your choices and then click COMPLETE AND SEND ALL TO SCHOOL

If you have any problems then please see you tutor in the first instance.

If you are unsure of the choices to make, please also wait until next week when Excellence Programme will be discussed in assemblies.