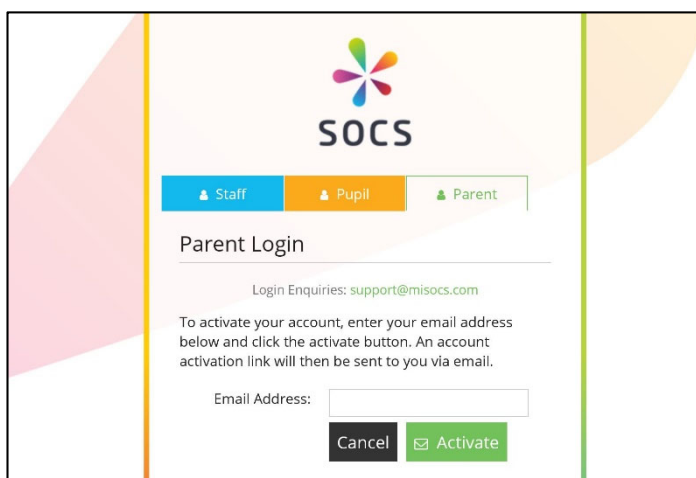


SOCS Co-Curricular Parent Login

First Use: Activate your SOCS User Account

Visit your school's SOCS login page by clicking this link: <https://www.socscms.com/login/25746>

1. Click the "Parent" tab.
2. Click the "Activate Account" link above the "Login" button.
3. Enter your email address. **This must be the same email address you have registered with WHS.**



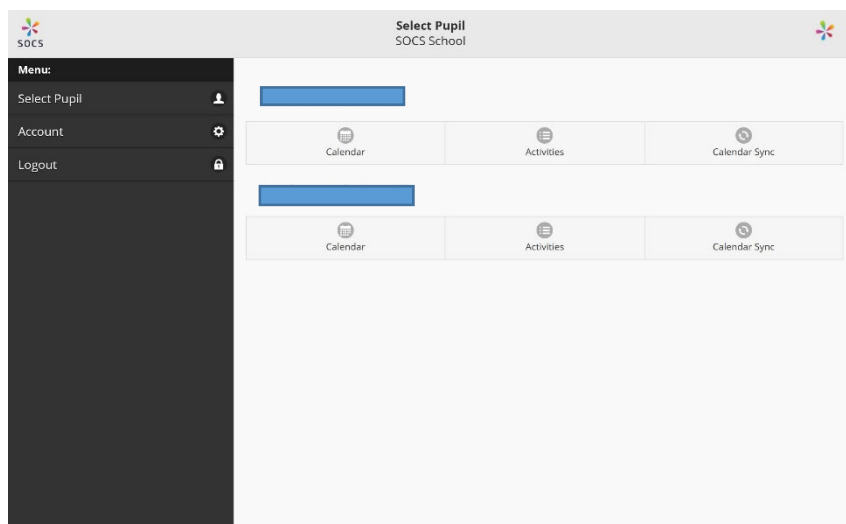
The screenshot shows the SOCS Parent Login page. At the top, there is a SOCS logo and three tabs: Staff, Pupil, and Parent. The Parent tab is selected. Below the tabs, the text reads "Parent Login" and "Login Enquiries: support@misocs.com". A message states: "To activate your account, enter your email address below and click the activate button. An account activation link will then be sent to you via email." There is an input field for "Email Address:" and two buttons: "Cancel" and "Activate".

4. Click the "Activate" button. This will send you an email containing an account activation link. If you do not receive the email check your junk/spam email. You may need to add "noreply@misocs.com" to your safe senders list.

5. Click the Activation link in your email and set your password. Once you have set your password you will be able to login to SOCS.

Using SOCS

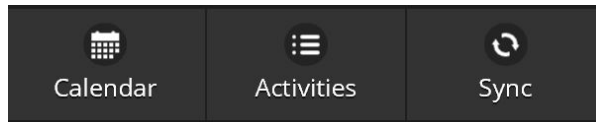
Once your SOCS account is active you can login to SOCS. If you only have access to a single pupil you will be taken straight to the pupil's calendar. If you have access to more than one pupil, you will be able to choose from your available pupils:



You can switch between pupils by using the "Switch Pupil" link in the main menu.

There are 3 main sections for each of your pupils:

- Calendar
- Activities
- Sync



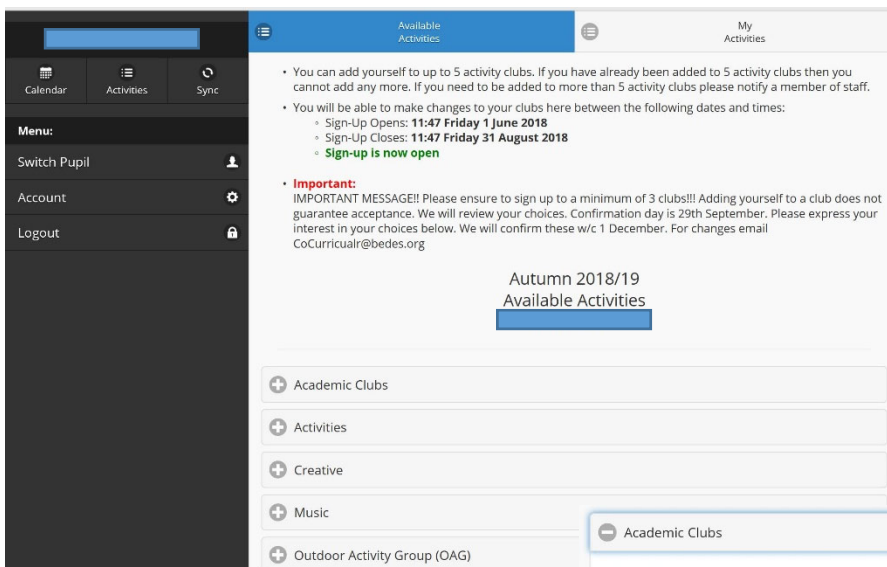
1. **Calendar:** Here you can view the pupil's calendar. At the start of the school year this may be blank; it will populate as the pupil is added to activities. You can also add any other events which the pupil is due to attend outside of school (e.g. out of school clubs)
2. **Activities:** Here you can see what activities are available to your pupil and see which activities they have already been added to. This is also where you will add them to new activities during an activity sign-up window (see below).
3. **Calendar Sync:** Here you can add the pupil's calendar to your own personal calendar application (e.g. Outlook, Google Calendar). This creates a live feed of the pupils activities in your personal calendar.

Activity Sign-up

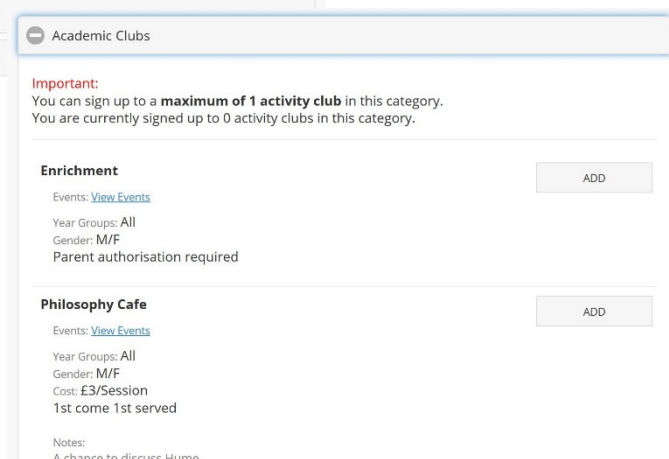
During an activity sign-up window you can add your pupils to their preferred activity clubs depending on the rules setup by your school.

When you login, click the "Activities" link for a pupil.

You will see the Activity Sign-Up rules at the top of the page, along with the sign-up window open and close dates. It is important that you read the rules carefully.



Below the rules you will see the list of Activity Categories. You can click on a category to expand it and view the category sign-up rules (if there are any) and the activities in the category. If a club is available you will see an "Add" button on the right hand side. Click the "Add" button if you would like to add the pupil to the club.



You will be presented with the schedule of events for the club so that you can check for clashes, along with an "Add Activity" button at the top. To add the pupil click the "Add Activity" button.

Adding Activity
Flute Ensemble

Review your co-curricular programme below. **Flute Ensemble** events are highlighted in green. To continue and sign up for **Flute Ensemble** click the "Add" button below. If you do not want to sign up to **Flute Ensemble** click the "Back" button below.

[← Back](#) [+ Add Activity](#)

Selected Co-Curricular Programme

Mon 3 Sep
16:00-17:00 Flute Ensemble (Hogwarts)
Tue 4 Sep
16:00-17:00 Flute Ensemble (Hogwarts)
Thu 6 Sep
16:00-17:00 Flute Ensemble (Hogwarts)
Fri 7 Sep

Depending on the type of Activity Club you are adding, some clubs allow you to sign up for individual events. For these clubs you will see the add button next to each event in the event list.

Updating your password

To change your password click on the "Account" link in the menu. There you will be able to update your password.

You can also reset your password via the SOCS login page by using the "Forgot Password" link above the login button. You can then enter your email address and a password reset link will be sent to you via email.