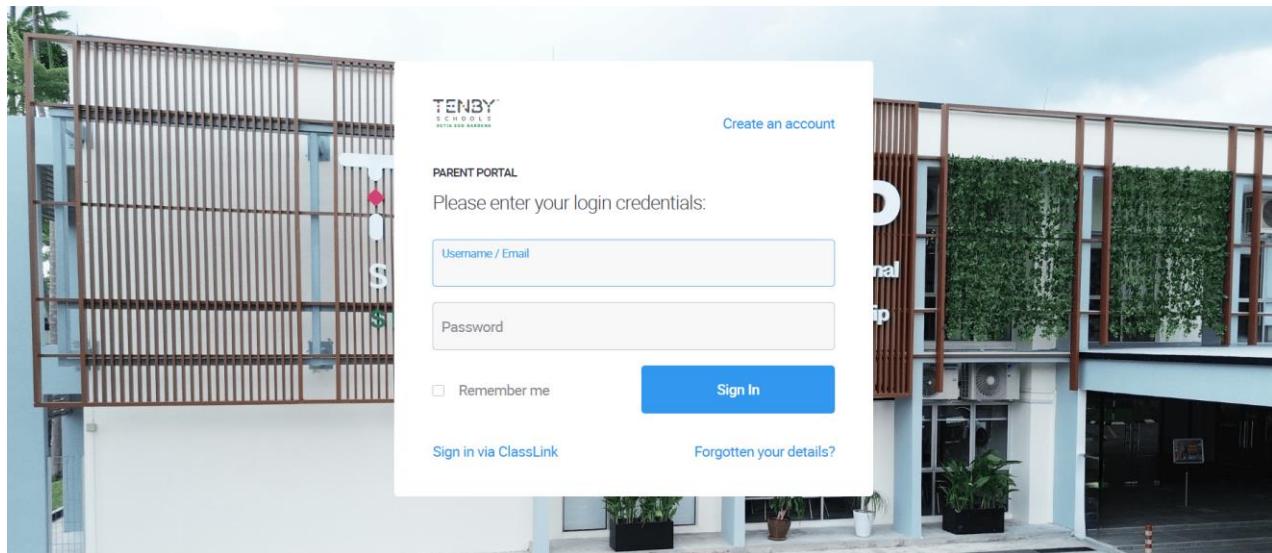


**Guideline to access School Buddy**

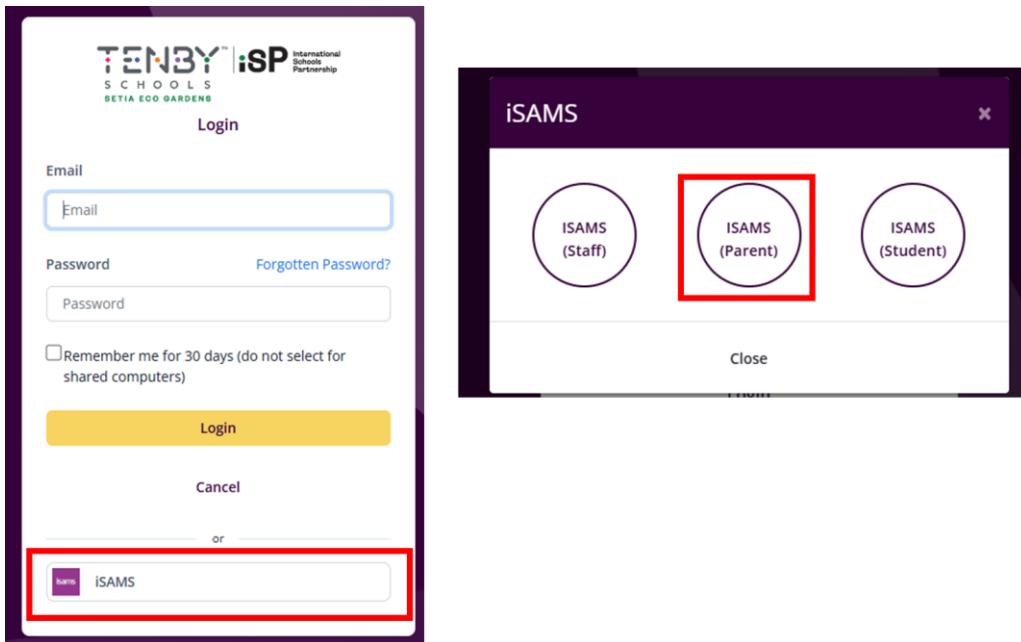
**Step 1:** Visit the iSAMS Cloud Parent Portal and enter your username and password.



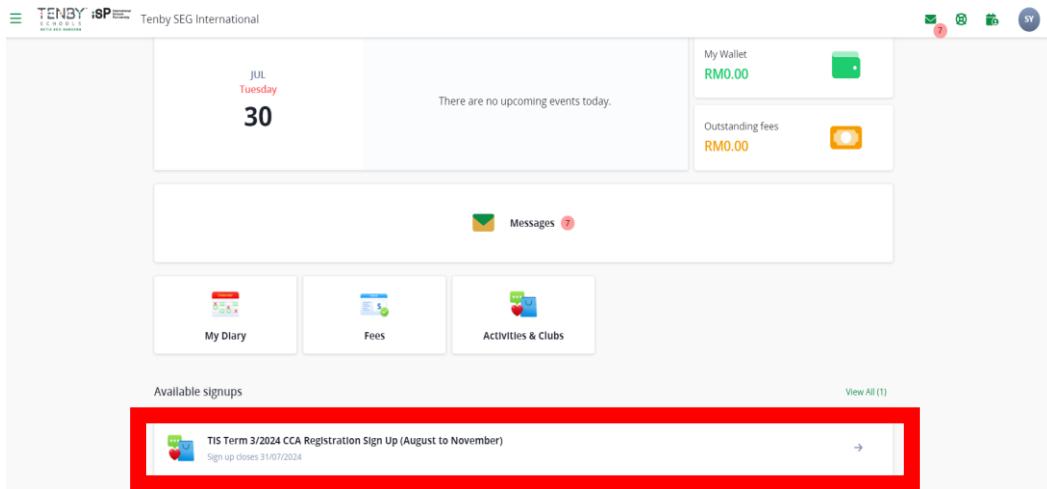
**Step 2:** Click on the Schools Buddy tab

**Step 3:** Select the iSAMS tab and choose iSAMS Parent.

There is no need to enter any login details.



**Step 4:** Click on the CCA Registration container that is available for sign-up.



**Step 5:** The available bookings will be listed. To make a booking, click the toggle box next to your child's name. If you have more than one child, you may continue to make bookings for each of them.

26 Aug 2024 - 04 Nov 2024 Mon - Mon (10)

15:00 - 16:00 Monday - Archery (Secondary) Archery (Secondary) RM500.00 17 places

15:00 - 16:00 Monday - Public Speaking (Secondary) Public Speaking (Secondary) RM500.00 18 places

15:00 - 16:00 Monday - Taekwondo (Secondary) Taekwondo (Secondary) RM200.00 17 places

15:00 - 16:00 Monday - Wushu (Secondary) Wushu (Secondary) RM380.00 17 places

27 Aug 2024 - 05 Nov 2024 Tue - Tue (10)

**Step 6:** Once you have selected a booking, a message will appear reading 'You have x amount of time to complete selections' next to the "Book" tab. After all the bookings have been selected, click on the Book tab. Please note that you only have 15 minutes to complete this process.

Selected event(s) have been reserved for you. You now have 14m 40s to complete your selections, continue to the confirmation screen and complete the process.

Book (3)

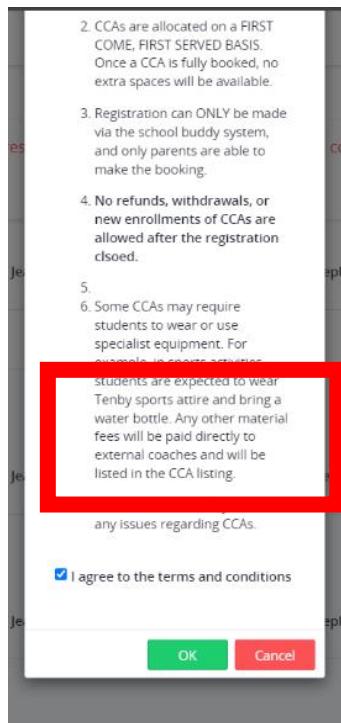
28 Aug 2024 - 06 Nov 2024 Wed - Wed (10)

15:00 - 16:00 Wednesday - 24 Festival Drum (Secondary) 24 Festival Drum (Secondary) RM300.00 18 places

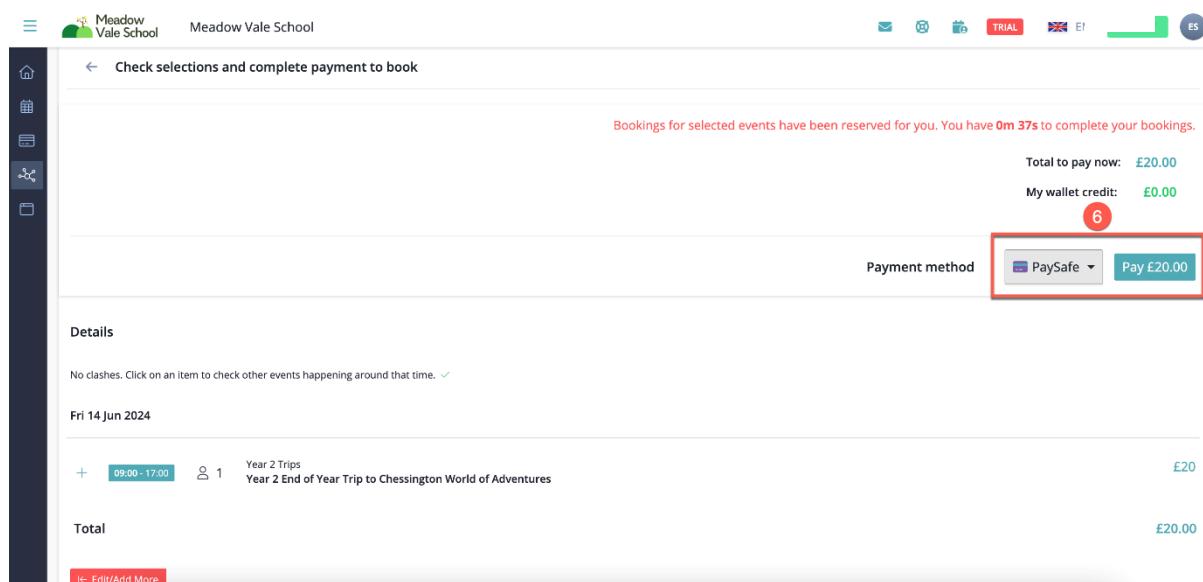
15:00 - 16:00 Wednesday - Basketball (Secondary) Basketball (Secondary) RM250.00 13 places

15:00 - 16:00 Wednesday - Swimming (Secondary) Wednesday - Swimming (Secondary) RM300.00 18 places

**Step 7:** A pop-up box will appear asking you to agree to the Terms & Conditions. After reading them, accept by clicking the toggle box and then the OK button.



**Step 8:** A summary of the selected bookings will be displayed along with the total payment amount. If you wish to make changes to your bookings, click the Edit/Add More button. If you are satisfied with your selections, click the Pay button to proceed. Please note that once payment is made, there are no refunds or changes allowed.



Meadow Vale School Meadow Vale School

Check selections and complete payment to book

Bookings for selected events have been reserved for you. You have 0m 37s to complete your bookings.

Total to pay now: £20.00  
My wallet credit: £0.00

6

Payment method **PaySafe** **Pay £20.00**

**Details**  
No clashes. Click on an item to check other events happening around that time. ✓

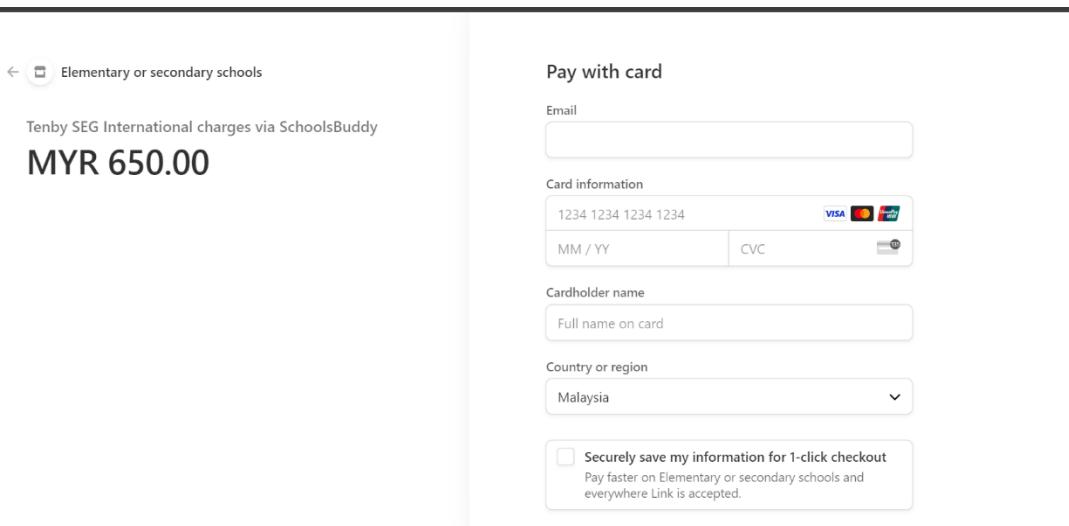
Fri 14 Jun 2024

+ 09:00 - 17:00 1 Year 2 Trips  
Year 2 End of Year Trip to Chessington World of Adventures

**Total** £20.00

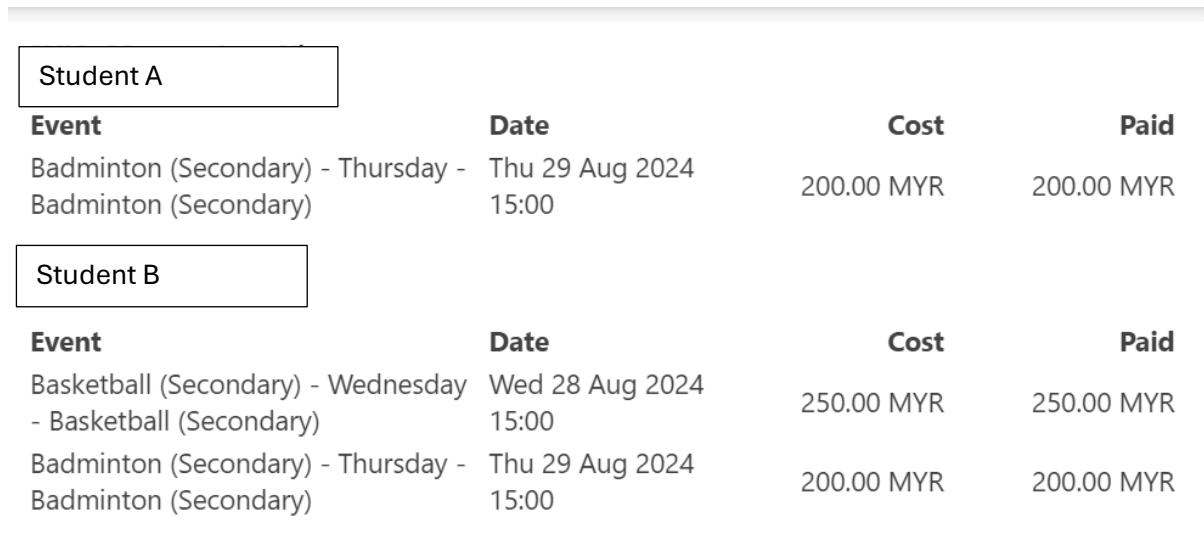
**Edit/Add More**

**Step 9:** You may need a valid payment card to complete your payment. A pop-up box will appear asking you to enter your card details.



The screenshot shows a payment card input form. At the top left, there is a back arrow and the text "Elementary or secondary schools". Below this, it says "Tenby SEG International charges via SchoolsBuddy" and "MYR 650.00". The main form area is titled "Pay with card" and contains fields for "Email" (with a placeholder "Email"), "Card information" (with a placeholder "1234 1234 1234 1234" and icons for VISA, MasterCard, and American Express), "Cardholder name" (with a placeholder "Full name on card"), "Country or region" (with a dropdown menu showing "Malaysia"), and a checkbox for "Securely save my information for 1-click checkout" (with a subtext: "Pay faster on Elementary or secondary schools and everywhere Link is accepted").

**Step 10:** A confirmation message will appear on the screen, and you will receive an email with a summary of your booking(s).



The screenshot shows a booking summary table for two students. The table has two sections: "Student A" and "Student B". Each section has columns for "Event", "Date", "Cost", and "Paid".

**Student A**

Event	Date	Cost	Paid
Badminton (Secondary) - Thursday - Badminton (Secondary)	Thu 29 Aug 2024 15:00	200.00 MYR	200.00 MYR

**Student B**

Event	Date	Cost	Paid
Basketball (Secondary) - Wednesday - Basketball (Secondary)	Wed 28 Aug 2024 15:00	250.00 MYR	250.00 MYR
Badminton (Secondary) - Thursday - Badminton (Secondary)	Thu 29 Aug 2024 15:00	200.00 MYR	200.00 MYR