

Extra Curricular Activities Rules & manual for the AES online booking system LFKL

<http://LFKL.activishop.com>
English version



ECA informations & Rules

The ECA team offers outside normal school hours cultural, sports and artistic activities for students from grade CP to Terminale.

The main objective of these activities is to provide an introduction to new practices: silk painting, plastic arts, judo, theater in English, badminton, swimming, Pencak silat ... The description of the activities is available below .

An AES should not be considered as a day care for children but as an activity chosen by the child corresponding to his taste because it must bring him pleasure. For supervision and safety issues, we can only welcome a limited number of children per activity.

22 people conduct these activities:

- On Monday, Tuesday, Thursday and Friday : from **3pm to 4.15pm** for **primary** students, then from **4.45pm to 6.15pm** for **secondary** students
- On Wednesday: from **12.45pm to 2.15pm** for all levels and Saturday from **9:30am to 11:30am**

The AES annual program is divided into 2 terms:

- 1st term : from September to January (registration in September)
- 2nd term : from February to June (registration in January)

Students may choose up to **two activities per week** (homework and day car not included)

For football and swimming activities, it is possible to choose multiple sessions per week, up to a maximum of 4.

CAREFUL! Additional educational activities (homework help, APC) for primary classes and the weekly schedule for the secondary classes take precedence over extra-curricular activities. Please take it into account when you process for AES registration.

ECA informations & Rules

Rules :

- The first session is a trial session. At the end of this first session, if your child wants to continue and attends a second session, registration is considered final.
- The price of activities is specified in the term's program.
- Registration for a second (and third) session (Football or Swimming) of the same sport will be charged at 50 % (100% for the first session, 2nd and 3rd sessions 50%).
- The AES fees will be included in the next school fees invoice.
- If your child decide to join an activity already started ,the fees will be calculated accordingly.
- We will only refund an activity during the school year for the following reasons:
 - if your child has missed 3 consecutive sessions due to sickness or accident; a medical certificate is required to justify this absence.
- In case a coach is absent, we will do our best to replace him or propose another activity to your child; no refund will be made.

Transport: If you have already registered to the school transportation service, please inform them as soon as possible in order to keep a seat for the 4.30 pm or 6.30pm bus (Monday, Tuesday, Thursday and Friday) or 2.30pm (Wednesday). There is no transport organized on Saturdays.

Canteen: The children who are participating in any activity on Wednesdays have to eat at the school canteen (exception for the students from "Lycée" and the ones with a special program PAI); a bill will then be issued by our catering supplier SHF.

Summary

The ECA office created a new digital platform dedicated to the extra-curricular activities of the LFKL.

This new website will help you navigate simply through the activities organized by the LFKL during the year.

You will find a link in the here attached mail in order to access the online booking system for ECA of LFKL. This link shall be used for all you children.

While accessing to the list of activities, you will be able to select them according to the level (filter “class”) or interest (filter “category”) of your children.

The details (list of sessions, description...) of activities are available when clicking on activities thumbnails.

In order to select an activity, click on “Book”. Once you have selected all the activities you wish to enroll in for all your kids, verify your cart and finish your order through the check-out 4-steps process.

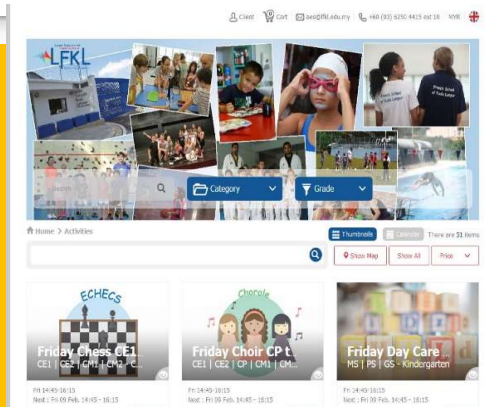
Once your booking request is registered in the system, you will receive an email. Then, ECA team reviews all the bookings and send the confirmation emails with further instructions.

Booking system overview

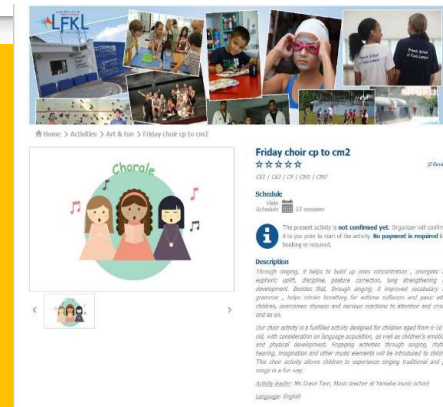
1/2



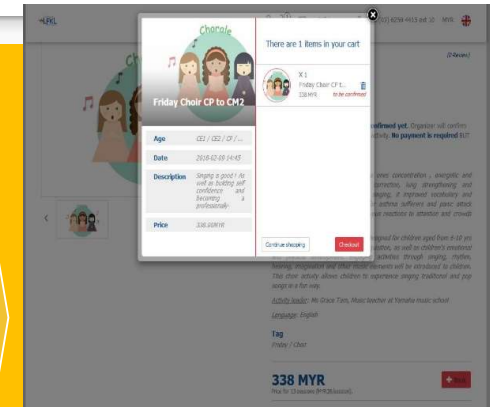
Incoming email from LFKL including a link in order to select ECA on a dedicated platform.



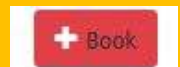
Selection of activity via filters on page :
<http://LFKL.activishop.com>.
(only accessible via the link provided in the email)



Verification of activity features and schedule.



Add of activities to the cart, with button “book”.
You can book for all your kids at the same time.



Booking system overview

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Shopping Cart Summary
Step 1 - Summary

Image	Name	Price/Unit (MYR)	Kids	Amount (MYR)
	Friday Chik-CP to CND Package 10 sessions URL - Non-Participant - Bureau (see 453) (click to confirm)	338	1	338
	Saturday Chikng CND-CP Package 10 sessions URL - Non-Participant - Bureau (see 453) (click to confirm)	451	1	451

Validation of selected activities list

Checkout
Step 2: Address

Contact

Firstname*
Lastname*
Email*
Phone number*

Invoice Address
Comments

Kids

KID 1*
KID 2*

Purchased items

Total to be confirmed 789 MYR
Total to pay now 0 MYR

Confirmation of kids to be assigned for each activity and billing information

Checkout
Step 3: Payment

Payment Method

Activities not confirmed yet shall not be paid in advance. You will get a confirmation email later, confirming amount due and payment method(s).

Total to be confirmed 789 MYR
Total to pay now 0 MYR

Purchased items

Total to be confirmed 789 MYR
Total to pay now 0 MYR

Contact

Client Virtual
url@lfl.edu.my
123456789

Final price validation and method of payment

Checkout
Step 4: Confirmation

THANK YOU for shopping in our store.

Your order #LFL-201801-00021 has been acknowledged. An email has been sent to you with the details of your order.

Our team will get back to you as soon as possible after processing your order.

Back to Shop

Purchased items

Total to be confirmed 789 MYR
Total to pay now 0 MYR

Contact

Client Virtual
url@lfl.edu.my
123456789

Confirmation of request record via email dispatch and display

Step 1 : Incoming mail from LFKL

You will received an email from LFKL in order to choose the ECA (Extra Curriculum Activities) for your children.

If it is not the case, **please first check your spam inbox** then please contact : aes@lfkl.edu.my

This email contains a link for the website: <http://LFKL.activishop.com>.

Please take note that the website is not accessible without the link supplied to you in the email. **The link supplied includes an identifier unique for each parent.**

Step 2: Activities list

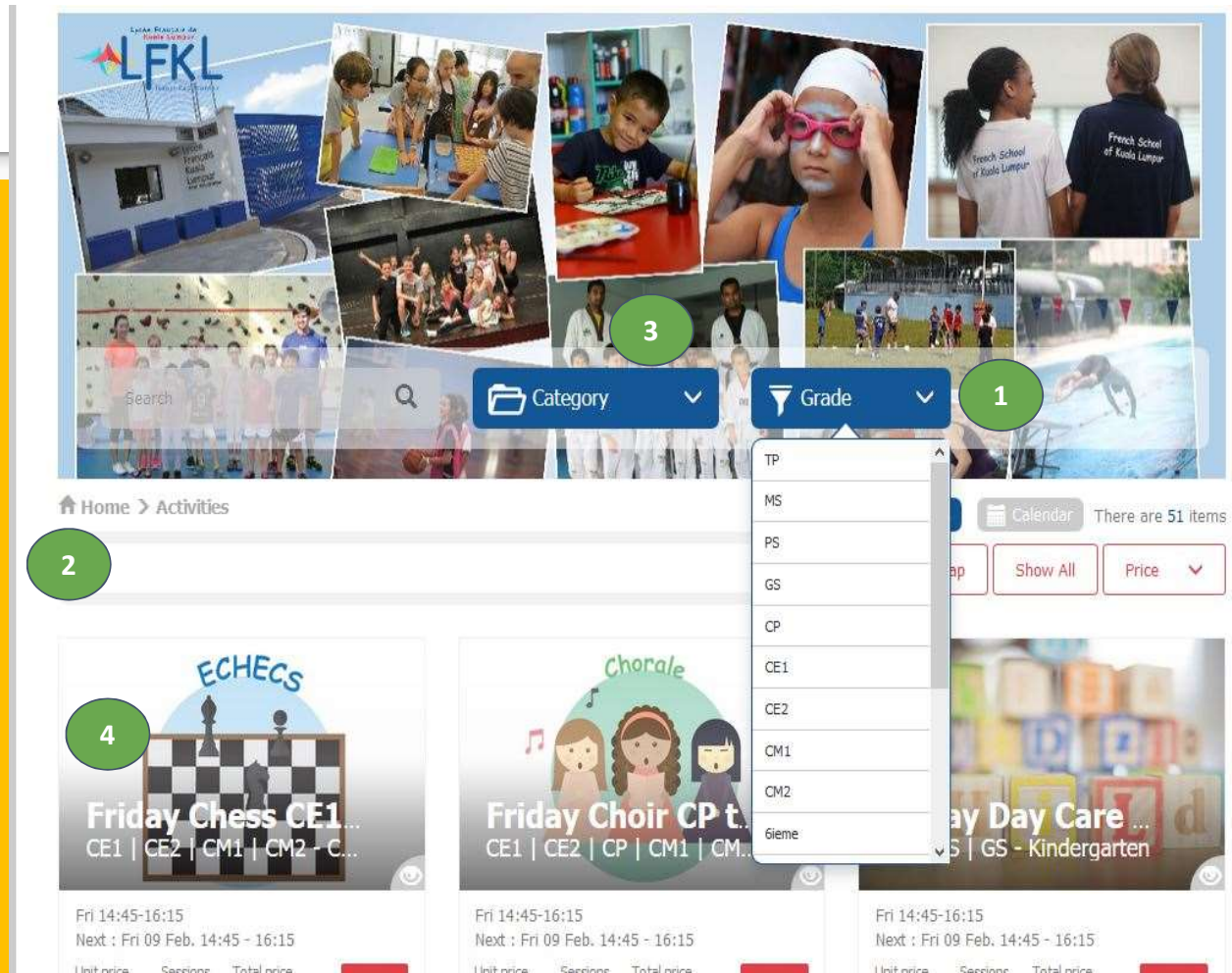
You can see here the activity selection page including all activities proposed by the LFKL. You can find on this page:

- 1 Your name
- 2 A filter menu
- 3 Activities list
- 4 2 filters : category et class
- 5 Calendar or thumbnail display
- 6 Your cart with your selection
- 7 Language choice (FR / TH / EN)

The screenshot shows the LFKL Activities selection page. At the top, there is a navigation bar with a shopping cart icon (1), email address 'aes@lfkl.edu.my', phone number '+60 (03) 6250 4415 ext 10', and the MYR currency symbol (7). Below the navigation bar is a large banner image showing various school activities. A search bar (2) and filter menus for 'Category' (4) and 'Grade' (4) are overlaid on the banner. Below the banner, there is a 'Home > Activities' breadcrumb trail. A search bar (3) is located below the breadcrumb. To the right of the search bar, there are buttons for 'Show Map', 'Show All', and 'Price'. Below the search bar, there are three activity cards: 'Friday Chess CE1...', 'Friday Choir CP t...', and 'Friday Day Care ...'. Each card displays the activity name, grade levels, time, date, unit price, sessions, total price, and a '+Book' button. The page also includes a 'Calendar' button and a 'There are 51 items' indicator.

Step 3: Activities selection

- 1 Please choose the class of your child.
Once the class selected it will appear in the keyword bar
- 2
- 3 You can as well select a specific category of AES through the filter "Category". The additional keyword will be add to the list of keywords.
- 4 Your activity selection will be available at the lower end of the window.



Step 4: Details of a specific activity

1 In case you need further information in order to selection your activity, you can do so by accessing dedicated pages for each activity or preview window..

2 To access preview window, click on the “eye” icon” Preview.

3 To access the full description of the activity, click on the picture of the thumbnail.



Step 5: Activity description page

Picture is showing an activity description page. You can find on the page:

- 1 Levels (classes) that can enroll
- 2 List des sessions
- 3 Description
- 4 One or more pictures
- 5 Unit and total price
- 6 Booking button

More information are available at the lower end of the page: list of things to bring, location map...

The screenshot shows a web page for a martial arts activity. It features a main title, a star rating, a list of levels, a schedule section with a calendar icon, an information icon with a confirmation notice, a description paragraph, a list of benefits, an activity coach name, a language setting, a tag, a price, and a booking button. Numbered callouts 1 through 6 point to specific elements: 1 points to the title, 2 to the schedule, 3 to the description, 4 to a picture, 5 to the price, and 6 to the booking button.

1 Tuesday mixed martial arts secondary
★★★★★ (0 Review)

6ieme / 5ieme / 4ieme / 3ieme / 2nde / 1iere / Terminale

Schedule
View Schedule 15 sessions **2**

i The present activity is **not confirmed yet**. Organizer will confirm it to you prior to start of the activity. **No payment is required** BUT booking is required.

Description **3**
Students learn to make the connection between the current practice of boxing such as kickboxing or Muay-Thai with techniques of wrestling, judo, pencak silat, aikido or jujitsu.
The wealth of activity lies in this combination of standing combat and combat on the ground.

Students improve their motor skills, their reflexes, their speed, their coordination, their balance, their flexibility, but also the self-confidence, the taste of the effort, the self-control, the respect of the rules and its partners.

Activity coach : Sebastien Lorient

Language : French


Tag
Tuesday / Mixed / Martial / Arts / Secondary

390 MYR **5**
Price for 15 sessions (MYR26/session).

6 **+ Book**

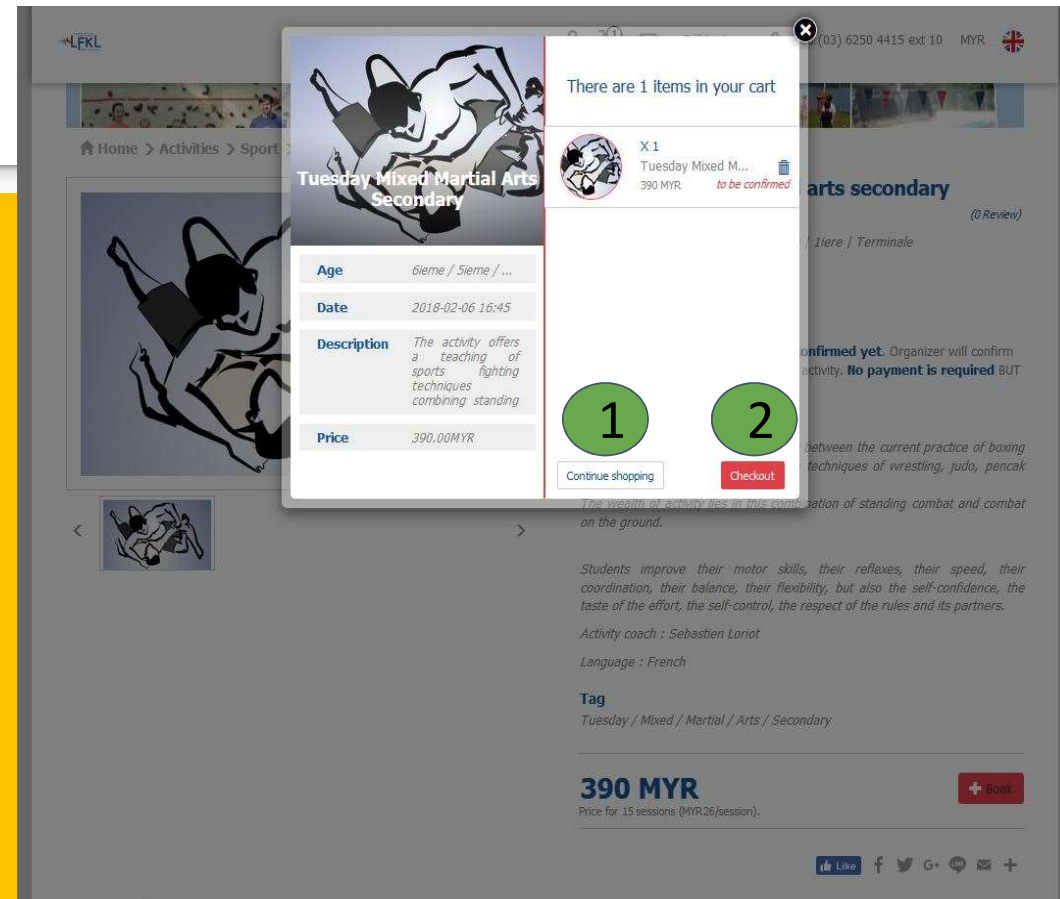
4

Step 6 : Booking

When clicking on “book”  your cart will appear with your selection.

Once that you have verified tha the content is in accordance to your choice, you can:

- 1 Continue your AES selection
- 2 Go through the check out process to validate your choices.





Step 7 : Choice & validation

On the picture you can check a last time the details of your choices before validation.

1 Your choices

2 "Validation" button

The screenshot shows a 'Shopping Cart Summary' page with a breadcrumb trail 'Home > Shopping Cart'. The page title is 'Shopping Cart Summary' with a subtitle 'Step 1 : Summary'. A progress indicator at the top right shows four steps: 1 (active), 2, 3, and 4. The main content area is titled 'Activities' and contains a table with two items. A green circle with the number '1' points to the first item. The table has columns for 'Image', 'Name', 'Price/Unit [MYR]', 'Kids', and 'Amount [MYR]'. The first item is 'Friday Choir CP to CM2' with a package of 13 sessions, priced at 338 MYR. The second item is 'Saturday Climbing CM1-CM2-6e' with a package of 11 sessions, priced at 451 MYR. Both items are from 'LFKL - Henri Fauconnier - Bureau des AES' and are marked 'to be confirmed'. At the bottom right, there are two summary rows: 'Total products' and 'Total amount', both showing '789 MYR'. A green circle with the number '2' points to the 'Proceed' button at the bottom right. A 'Back' button is located at the bottom left.

Image	Name	Price/Unit [MYR]	Kids	Amount [MYR]
	Friday Choir CP to CM2 Package: 13 sessions LFKL - Henri Fauconnier - Bureau des AES <i>to be confirmed</i>	338	<input type="text" value="1"/>	338
	Saturday Climbing CM1-CM2-6e Package: 11 sessions LFKL - Henri Fauconnier - Bureau des AES <i>to be confirmed</i>	451	<input type="text" value="1"/>	451

Total products: 789 MYR
Total amount: 789 MYR

Back Proceed

Step 8 : Name of your child confirmation

On the present page you shall confirm :

- 1 Your contact details
- 2 The name of the your child(ren) which will participate to the activities.

To validate, click on “Proceed” 3

Home > Checkout > Addresses

Checkout

Step 2 : Addresses

1 2 3 4

Contact

Firstname* Client

Lastname* Virtuel

Email* aes@fkd.edu.my

Phone number* 123456789

Invoice Address ☐ I need an invoice

Comments ☐ Add a comment

Kids

▼ Friday Choir CP to CM2 2018-02-09 14:45:00

Kid 1* Amélie

▼ Saturday Climbing CM1-CM2-6e 2018-02-10 09:30:00

Kid 1* Paul

Purchased items

- 1 x Friday choir cp to cm2 [Package: 13 ...
- 1 x Saturday climbing cm1-cm2-6e [Pac...

Total to be confirmed 789 MYR

Total to pay now 0 MYR

◀ Back

Proceed ▶

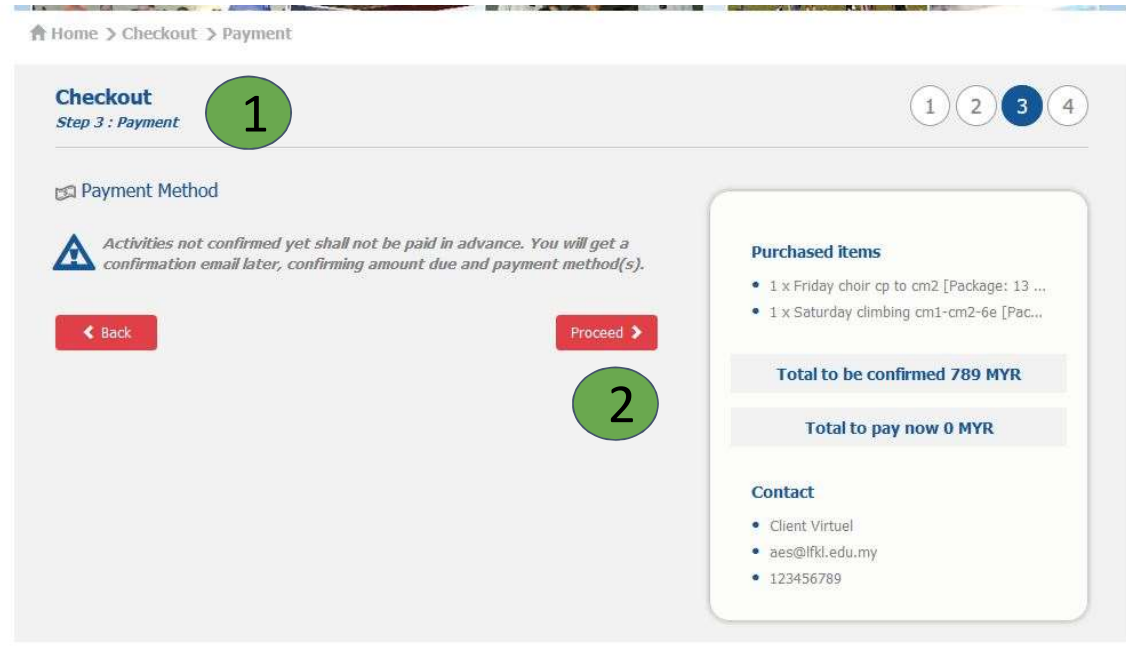
14

Step 9 : Payment method

This is the last validation step !

1 Activities fees will be reported on the next school fees invoicing.

2 Click on "Proceed"



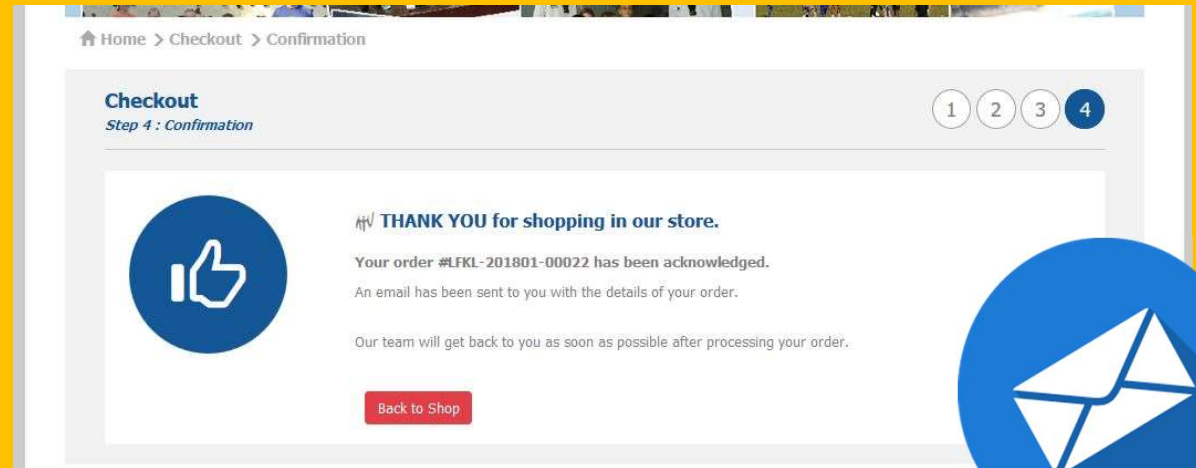
The screenshot shows a web interface for the checkout process. At the top, a breadcrumb trail reads 'Home > Checkout > Payment'. Below this, the 'Checkout' section is titled 'Step 3 : Payment' and is marked with a large green circle containing the number '1'. To the right of this section are four small circles numbered 1, 2, 3, and 4, with the third circle (3) being the active step. The main content area is titled 'Payment Method' and features a warning icon and text: 'Activities not confirmed yet shall not be paid in advance. You will get a confirmation email later, confirming amount due and payment method(s)'. Below this text are two buttons: a red 'Back' button and a red 'Proceed' button. A large green circle with the number '2' is positioned over the 'Proceed' button. On the right side of the page, there is a summary box containing 'Purchased items' (listing '1 x Friday choir cp to cm2 [Package: 13 ...' and '1 x Saturday climbing cm1-cm2-6e [Pac...'), 'Total to be confirmed 789 MYR', 'Total to pay now 0 MYR', and 'Contact' information (Client Virtuel, aes@lfdl.edu.my, 123456789).

Step 10 : Done!


Congratulations, it's done!

You will receive an email of your booking request.

ECA team will review all the books and send the confirmation emails with further instructions.




Step 11 : Modification

- 1 If you wish to modify your order, please click on the icon. 
- 2 It will be possible to modify an order BEFORE the cut off date (end of registration)

1

Client Cart aes@lfkl.edu.my +60 (03) 6250 4415 ext 10 MYR



Home > My Account > Track Order(s)

My Account
Client Virtuel

Orders

Order number:
LFKL-201801-00022

- 1 Requested on 10/01/2018
- 2 Ordered
- 3 Payment

Shop : LFKL - Henri Fauconnier -
Bureau des AES
Total : 789 MYR

Payment Method : The amount for
AES will be included in your next LFKL
bill

Cart

X 1 : Amélie
Friday Choir CP to CM2
338 MYR (Package: 13 sessions)
to be confirmed

X 1 : Paul 8years
Saturday Climbing CM1-CM2
451 MYR (Package: 11 sessions)
to be confirmed

Edit Cart

cancel

+60 (03) 6250 4415 ext 10

aes@lfkl.edu.my

2