

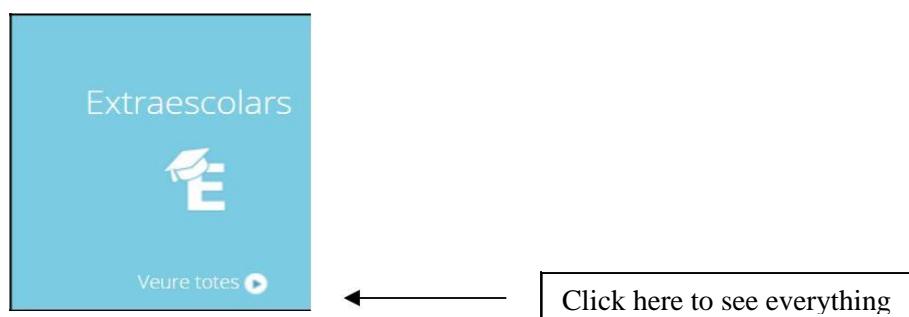
## INSTRUCTIONS OF HOW TO ENROL IN EXTRACURRICULAR ACTIVITIES FOR THE 2023/2024 COURSE.

- Inscriptions online are available before Friday 25<sup>th</sup> July.

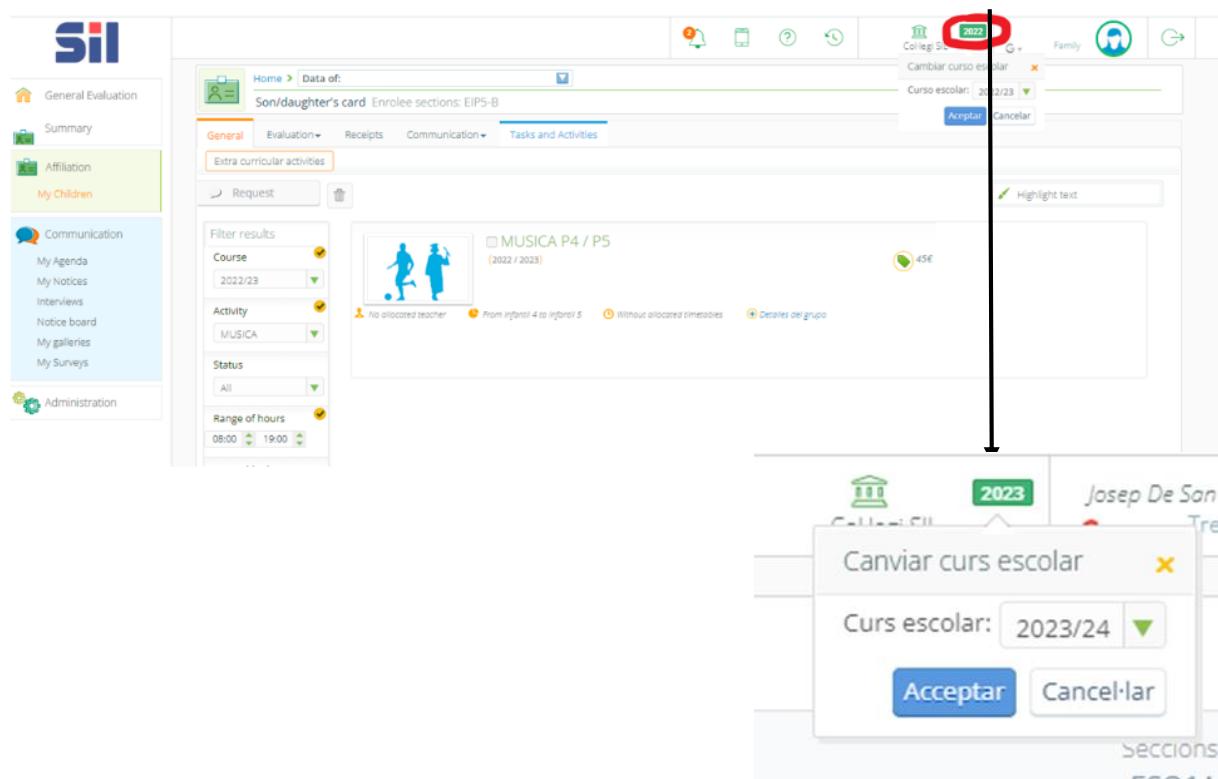
### Enrol extracurricular

Online extracurricular activities

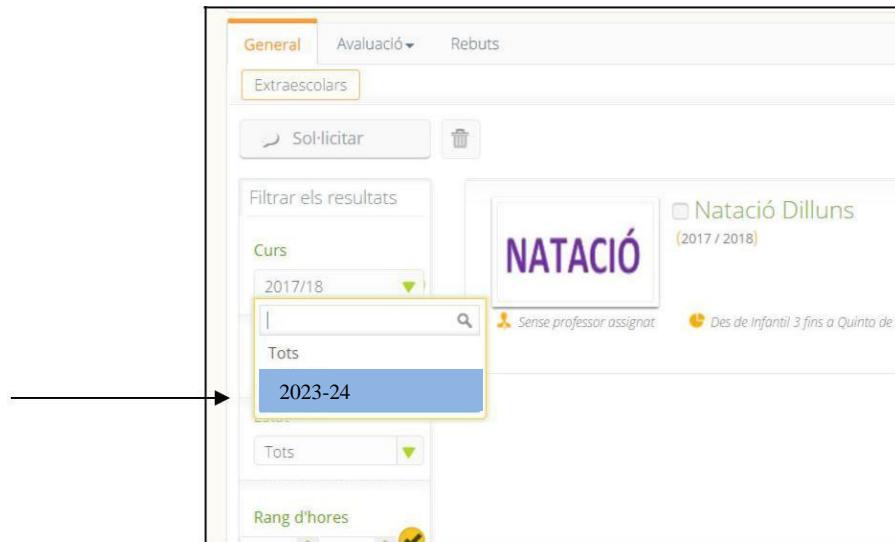
Go to the “Alexia” platform once you have entered on the left hand lateral side there appears the following icon :



To ease your search, select the 2023/2024 course here you will only see the programmed activities for the next course



The screenshot shows the Alexia platform interface. On the left, there is a sidebar with various menu items: General Evaluation, Summary, Affiliation (highlighted in green), My Children (highlighted in orange), Communication, and Administration. The main area shows a search interface for 'Extra curricular activities'. The search filters are set to 'Course: 2023/24', 'Activity: MUSICA', and 'Status: All'. A result for 'MUSICA P4 / P5' is listed. At the top right, there is a modal window titled 'Cambiar curso escolar' (Change school year) with a '2023' button. A large black arrow points from the 'My Children' menu item to the '2023' button in the modal. Another black arrow points from the '2023' button in the modal to the '2023' button in the search filters.



Automatically all the possible activities will appear according with your child's age and school year.

To apply for an activity first mark the box as to which they are interested then click on the request button.



**Attention you cannot mark more than one activity at one time, you have to repeat the process for each activity.**

Once you have marked the activity requested a message will appear informing you of your prescription, click accept, then the date will appear as to when the request was made.



If you want to cancel your request select the wastepaper basket icon and click, once you have done this it will ask your motive for cancellation of request answer then click on accept and your request will be cancelled.

