



[Forgot Password](#)

[Dashboard](#)[Students](#)

- Application record
- New Students
- School Year Master
- Classes
- Student Information

[News & Events](#)[Circulars](#)

- Reply log

[Photo Album](#)[School Calendar](#)[Attendance](#)

- Leave record

[Interest Classes](#)[Order School Uniform record](#)[Message Board](#)[System User Management](#)

System User Management

View

Create

Edit

Students

☐☐☐

News & Events

☐☐☐

Circulars

☐☐☐

Photo Album

☐☐☐

School Calendar

☐☐☐

Attendance

☐☐☐

Interest Classes

☐☐☐

Order School Uniform record

☐☐☐

Message Board

☐☐☐

System User Management

☐☐☐



School Calendar

Campus: TK01

May 2015						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 2015 Joyful Support Week (Newcomer Program) Day 1		2 2015 International Day Competition (Newcomer Session)	3 2015 International Day Competition (Newcomer Session)			
4 2015 International Day Competition (Newcomer Session)	5 2015 International Day Competition (Newcomer Session)	6 2015 International Day Competition (Newcomer Session)	7 2015 International Day Competition (Newcomer Session)	8 2015 International Day Competition (Newcomer Session)	9 2015 International Day Competition (Newcomer Session)	
10 2015 International Day Competition (Newcomer Session)	11 2015 International Day Competition (Newcomer Session)	12 2015 International Day Competition (Newcomer Session)	13 2015 International Day Competition (Newcomer Session)	14 2015 International Day Competition (Newcomer Session)	15 2015 International Day Competition (Newcomer Session)	16 2015 International Day Competition (Newcomer Session)
17 2015 International Day Competition (Newcomer Session)	18 2015 International Day Competition (Newcomer Session)	19 2015 International Day Competition (Newcomer Session)	20 2015 International Day Competition (Newcomer Session)	21 2015 International Day Competition (Newcomer Session)	22 2015 International Day Competition (Newcomer Session)	23 2015 International Day Competition (Newcomer Session)
24 2015 International Day Competition (Newcomer Session)	25 2015 International Day Competition (Newcomer Session)	26 2015 International Day Competition (Newcomer Session)	27 2015 International Day Competition (Newcomer Session)	28 2015 International Day Competition (Newcomer Session)	29 2015 International Day Competition (Newcomer Session)	30 2015 International Day Competition (Newcomer Session)
31 2015 International Day Competition (Newcomer Session)						

19 - 29/8 Staff Preparation Days 教師預備日

30/8 Orientation Day 迎新日

1/9 First Day of Term 1 第一學期開始

1 - 3/9 PN Transition Period 學前班適應日

9/9 The day following Mid-Autumn Festival

中秋節翌日

Students Leave Record

Date	Campus	Classes	Student Name	Reason	Status
DD/MM/YYYY	TK-01	PN-1A	Student A	Sick Leave	Approved
DD/MM/YYYY	TK-01	PN-1A	Student B	Personal Leave	Rejected
DD/MM/YYYY	TK-01	PN-1A	Student C	Sick Leave	Approved

...

Application record

Status	Parents	Child Name	Submission
NEW	Parent Name 3	Child 3	DD/MM/YY HH:SS
NEW	Parent Name 2	Child 2	DD/MM/YY HH:SS
NEW	Parent Name 1	Child 1	DD/MM/YY HH:SS

...

Application record

Campus: TK01 ▼

Date From

To

Status: All / New ▼

Campus	Status	Parents	Child Name	Submission Date	Actions
TK01	NEW	Parent Name 1	Child 1	DD/MM/YY HH:SS	Edit
TK01	Process	Parent Name 33	Child 33	DD/MM/YY HH:SS	Edit
TK01	Completed	Parent Name 38	Child 38	DD/MM/YY HH:SS	Edit
TK01	Rejected	Parent Name 22	Child 22	DD/MM/YY HH:SS	Edit
TK01	Completed	Parent Name 37	Child 37	DD/MM/YY HH:SS	Edit
TK01	Completed	Parent Name 36	Child 36	DD/MM/YY HH:SS	Edit
TK01	Completed	Parent Name 35	Child 35	DD/MM/YY HH:SS	Edit
TK01	Completed	Parent Name 34	Child 34	DD/MM/YY HH:SS	Edit

....

Application record - Edit

Interview Date: DD/MM/YYYY

InterviewTime: HH:SS

Status: NEW

Process
Completed
Rejected

Submission Date: DD/MM/YYYY

Campus: Tsuen Wan Tsuen King Campus 荃灣荃景校園

Class: Pre-Nursery (PN) 學前班

Personal Details of Child 幼兒個人資料

English Name:

Chinese Name

Gender:

....

Father's Information 父親資料

...

Mother's Information 母親資料

...

Sibling's Information 兄弟姊妹資料

...

Education Details 教育背景

...

Health Condition 健康情況

...

Parental Expectations 父母期望

...

Emergency Contact 緊急聯絡

...

Remarks 備註

New Students

Select All	Student Name	Parents	Tel	Email
☐	Student Name 1	Parent Name 1		
☐	Student Name 2	Parent Name 2		
☐	Student Name 3	Parent Name 3		
☐	Student Name 4	Parent Name 4		

Campus: TK01



School Year: 2016



Classes: PN-1A



Class Entry Date:

DD/MM/YYYY

School Year Master

Campus	School Year	Status	Actions
TK01	2016 (1/8/2016 to 31/7/2017)	Active	Edit
TK01	2015 (1/8/2015 to 31/7/2016)	Active	Edit
TK02	2015 (1/8/2015 to 31/7/2016)	Active	Edit
ST	2015 (1/8/2015 to 31/7/2016)	Active	Edit
TK01	2014 (1/8/2014 to 31/7/2015)	Disable	Edit
TK02	2014 (1/8/2014 to 31/7/2015)	Disable	Edit
ST	2014 (1/8/2014 to 31/7/2015)	Disable	Edit

Classes

Campus: All ▼

School Year: 2014 ▼

Campus	School Year	Classes	Actions
TK01	2015 (1/8/2015 to 31/7/2016)	PN-1A	Edit Edit Student List
TK01	2015 (1/8/2015 to 31/7/2016)	PN-2A	Edit Edit Student List
TK01	2015 (1/8/2015 to 31/7/2016)	K1-1A	Edit Edit Student List
TK01	2015 (1/8/2015 to 31/7/2016)	K2-2A	Edit Edit Student List
TK01	2014 (1/8/2014 to 31/7/2015)	PN-1A	Edit Edit Student List
TK01	2014 (1/8/2014 to 31/7/2015)	PN-2A	Edit Edit Student List
TK01	2014 (1/8/2014 to 31/7/2015)	K1-1A	Edit Edit Student List
TK01	2014 (1/8/2014 to 31/7/2015)	K2-2A	Edit Edit Student List



Student List - Edit

School Year: 2014 ▼

Classes: K1-1A ▼

Keywords

Select All	Student Name	Parents	Tel	Email
Add to list	Student Name 66	Parent Name 66		
Add to list	Student Name 77	Parent Name 77		
Add to list	Student Name 88	Parent Name 88		
Add to list	Student Name 99	Parent Name 99		

Campus: TK01

School Year: 2016

Classes: K1-1A

Select All	Student Name	Parents	Tel	Email
X remove	Student Name 1	Parent Name 1		
X remove	Student Name 2	Parent Name 2		
X remove	Student Name 3	Parent Name 3		
X remove	Student Name 4	Parent Name 4		

....

Students Information

School Year: 2015 ▼

Campus: TK01 ▼

Classes: All ▼

Student Name	Parents	Tel	Email	Actions
Student Name 1	Parent Name 1			Edit
Student Name 2	Parent Name 2			Edit
Student Name 3	Parent Name 3			Edit
Student Name 4	Parent Name 4			Edit
Student Name 5	Parent Name 5			Edit
Student Name 6	Parent Name 6			Edit
Student Name 7	Parent Name 7			Edit
Student Name 8	Parent Name 8			Edit
Student Name 9	Parent Name 9			Edit
Student Name 10	Parent Name 10			Edit

....

Students Information - Add

Submission Date: DD/MM/YYYY

Status:

Active ▼

Inactive

Personal Details of Child 幼兒個人資料

English Name:

Chinese Name

Gender:

....

Father's Information 父親資料

...

Mother's Information 母親資料

...

Sibling's Information 兄弟姊妹資料

...

Education Details 教育背景

...

Health Condition 健康情況

...

Parental Expectations 父母期望

...

Emergency Contact 緊急聯絡

...

Campus: TK01 ▼

School Year: 2016 ▼

Classes: PN-1A ▼

Class Entry Date:

DD/MM/YYYY

Submit

Students Information - Edit

Submission Date: DD/MM/YYYY

Status:

Active ▼

Inactive

Personal Details of Child 幼兒個人資料

English Name:

Chinese Name

Gender:

....

Father's Information 父親資料

...

Mother's Information 母親資料

...

Sibling's Information 兄弟姊妹資料

...

Education Details 教育背景

...

Health Condition 健康情況

...

Parental Expectations 父母期望

...

Emergency Contact 緊急聯絡

...

Campus: TK01

School Year: 2015

Classes: PN-1A ▼

Submit

Campus: TK01

School Year: 2015

Classes: K1-1B (Edit)

Campus: TK01

School Year: 2014

Classes: PN-1A (Edit)

News & Events

Add

School Year: 2015 ▼

Campus: TK01 ▼

Classes: All ▼

Keywords

Campus	Title	Classes	Posted Date	Actions
TK01	XXXX	PN-1A	DD/MM/YYYY	Edit
TK01	XXXX	PN-1A,PN-1B,K1-B1	DD/MM/YYYY	Edit
TK01	XXXX	PN-1A,PN-1B,K1-A1,K1-B1	DD/MM/YYYY	Edit
TK01	XXXX	PN-1A	DD/MM/YYYY	Edit
TK01	XXXX	PN-1A	DD/MM/YYYY	Edit
TK01	XXXX	PN-1A	DD/MM/YYYY	Edit

....

News & Events - Details[←back](#)

School Year: 2015

Campus: TK01

Classes: PN-1A,PN-1B,K1-B1

Posted Date: DD/MM/YYYY

Title: XXXXXXXXXXXXXXXxx

Desc.:
.....
.....
.....

Circulars

Add

School Year: 2015 ▼

Campus: TK01 ▼

Classes: All ▼

Keywords

Campus	Title	Classes	Posted Date	Actions
TK01	XXXX	<u>PN-1A</u>	DD/MM/YYYY	Edit
TK01	XXXX	<u>PN-1A,PN-1B,K1-B1</u>	DD/MM/YYYY	Edit
TK01	XXXX	<u>PN-1A,PN-1B,K1-A1,K1-B1</u>	DD/MM/YYYY	Edit
TK01	XXXX	<u>PN-1A</u>	DD/MM/YYYY	Edit
TK01	XXXX	<u>PN-1A</u>	DD/MM/YYYY	Edit
TK01	XXXX	<u>PN-1A</u>	DD/MM/YYYY	Edit

....

Circulars - Details[←back](#)

School Year: 2015

Campus: TK01

Classes: PN-1A,PN-1B,K1-B1

Posted Date: DD/MM/YYYY

Title: XXXXXXXXXXXXXXXxx

Desc.:

.....

.....

.....

Circulars - Reply Log

School Year: 2015 ▼	Campus: TK01 ▼	Classes: All ▼	Date From	To	Keywords
---------------------	----------------	----------------	-----------	----	----------

Posted Date	Title	Classes	Total nop	Replied	Actions
DD/MM/YYYY	XXXXXXXXXXXXXXXXXXxx	PN-1A	20	9	View Detail
		PN-1B	10	2	View Detail
		K1-1B	15	15	View Detail
DD/MM/YYYY	XXXXXXXXXXXXXXXXXXxx	PN-1A	20	9	View Detail
		PN-1B	10	2	View Detail

....

Photo Album

Add

School Year: 2015 ▼

Campus: TK01 ▼

Classes: All ▼

Keywords

Campus	Title	Classes	Posted Date	Actions
TK01	XXXX	<u>PN-1A</u>	DD/MM/YYYY	Edit
TK01	XXXX	<u>PN-1A,PN-1B,K1-B1</u>	DD/MM/YYYY	Edit
TK01	XXXX	<u>PN-1A,PN-1B,K1-A1,K1-B1</u>	DD/MM/YYYY	Edit
TK01	XXXX	<u>PN-1A</u>	DD/MM/YYYY	Edit
TK01	XXXX	<u>PN-1A</u>	DD/MM/YYYY	Edit
TK01	XXXX	<u>PN-1A</u>	DD/MM/YYYY	Edit

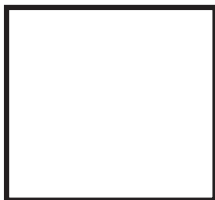
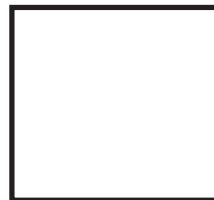
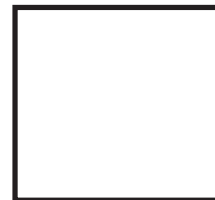
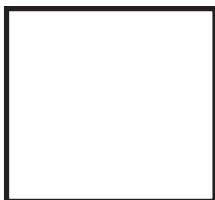
....

Photo Album - Detail[Add](#)

Campus: TK01 Classes: PN-1A,PN-1B,K1-B1

Posted Date: DD/MM/YYYY

Title: XXXXXXXXXXXXXXXxx

[Edit](#) | [Delete](#)[Edit](#) | [Delete](#)[Edit](#) | [Delete](#)[Edit](#) | [Delete](#)[Edit](#) | [Delete](#)[Edit](#) | [Delete](#)[Edit](#) | [Delete](#)[Edit](#) | [Delete](#)[Edit](#) | [Delete](#)[Edit](#) | [Delete](#)



School Calendar

Add

Campus: TK01

School Year: 2015

< >		today		May 2015							month week day		
Sun	26	Mon	27	Tue	28	Wed	29	Thu	30	Fri	1	Sat	2
12:30p JCI Sha Tin V Support-Mock Interview Program II 26/4				7p 2015 Inter-LOM JCI Quiz Competition Briefing Session		7:30p 〔獅子山青年商會〕國際視對青年發展新機遇(Shelley 區區主管分享)							
1p 海港青年商會 - 關愛同行「踏」出精彩人生 單車導賞團	3		4		5		6		7				
										7:30p 海洋培訓發展委員會 呈獻 < 當線禮可 摩過上六時姐 >		2p 第40屆全港青年鋼琴比賽(2015)	9
11a 第二屆同心圓義彰計劃	10		11		12		13		14		15		16
		7:30p 〔溝通360之明日領袖〕培訓第三講：溝通技巧								7:30p JCI EK Keys to Success		12a 海港青年商會 - 觀星營	
JCI EK Keys to Success	17		18		19		20		21		22	8a < 海洋青年商會 > 通宵 BBQ 宵夜烤鵝暨五月節月會	
1p 海港青年商會 - 關愛同行「踏」出精彩人生 單車導賞團	24		25		26		27		28		29	11a 樂知議會分享 - 邀請聖樂書中選	23
1p 海港青年商會 - 關愛同行「踏」出精彩人生 單車導賞團	31		1		2		3		4		5		6
1p 2015 Inter-LOM JCI Quiz Competition													

Campus	Date	Title	Actions
TK01	DD/MM/YYYY	Staff Preparation Days 教師預備日	Edit
TK01	DD/MM/YYYY to DD/MM/YYYY	Orientation Day 迎新日	Edit
TK01	DD/MM/YYYY	First Day of Term 1 第一學期開始	Edit
TK01	DD/MM/YYYY	PN Transition Period 學前班適應日	Edit
TK01	DD/MM/YYYY	The day following Mid-Autumn Festival 中秋節翌日	Edit

....

Attendance

Campus: TK01 ▼

School Year: 2015 ▼

Classes: K1-1A ▼

Date From

To

Date	Classes	Student Name (ID)	In	InLate	Absent	Notice
DD/MM/YYYY	K1-1A	Student 1	☐	☐	☐	
DD/MM/YYYY	K1-1A	Student 2	☐	☐	☐	
DD/MM/YYYY	K1-1A	Student 3	☐	☐	☐	
DD/MM/YYYY	K1-1A	Student 4	☐	☐	☐	
DD/MM/YYYY	K1-1A	Student 5	☐	☐	☐	

....

Leave record

Campus: TK01

School Year: 2015

Classes: K1-1A

Date From

To

Date	Classes	Student Name (ID)	Reason	Apply Date
DD/MM/YYYY	K1-1A	Student 1	Sick Leave	DD/MM/YYYY HH:SS
DD/MM/YYYY	K1-1A	Student 2	Personal Leave	DD/MM/YYYY HH:SS
DD/MM/YYYY	K1-1A	Student 3		
DD/MM/YYYY	K1-1A	Student 4		
DD/MM/YYYY	K1-1A	Student 5		

....

Leave record - Add

Campus: TK01 ▼

School Year: 2015 ▼

Classes: K1-1A ▼

Student Name ▼

Date From

To

Reason

Status:

Waiting Approval ▼

Approved
Rejected

Interest Classes

Campus: TK01

School Year: 2015

Classes: K1-1A

Date From

To

Start date	Courses	Campus
14/7/2015	Interest Classes 1 (Code: IC-01-A) Courses detail: July 14 - July 18 Summer Time \$1,235 Discounted (\$1,300 Original)	TK01
17/7/2015	Interest Classes 2 (Code: IC-02-A) Courses detail: July 17, 24 & 31 Aug 7, 14, 21 & 28 Thu星期四 1:00-2:30pm (7 lessons) \$1,596 Discounted (\$1,680 Original)	TK01
14/7/2015	Interest Classes 1 (Code: IC-01-A) Courses detail: July 14 - July 18 Summer Time \$1,300 Original, \$1,235 Discounted	TK02
14/7/2015	Interest Classes 1 (Code: IC-01-A) Courses detail: July 14 - July 18 Summer Time \$1,300 Original, \$1,235 Discounted	TK02

Order School Uniform record

<u>Order Date</u>	<u>Student Name</u>	<u>Parent Name</u>	<u>Style</u>	<u>Size</u>	<u>Qty.</u>	<u>total amount</u>	<u>Status</u>
DD/MM/YYYY	Student Name 1	Parnet Name 1	Summer	XS	2	\$1500	NEW
				S	1		
DD/MM/YYYY	Student Name 5	Parnet Name 5	Summer	M	2	\$1800	Completed
				S	1		

Message Board

Campus: TK01



School Year: 2015



Classes: K1-1A

NEW Message

Parent Name 1
DD/MM/YYYY HH:SS
→click view

Parent Name 33
DD/MM/YYYY HH:SS
→click view

Parent Name 6
DD/MM/YYYY HH:SS
→click view

Student Name	Parents	Tel	Email	Actions
Student Name 1	Parent Name 1			Message
Student Name 2	Parent Name 2			Message
Student Name 3	Parent Name 3			Message
Student Name 4	Parent Name 4			Message
Student Name 5	Parent Name 5			Message
Student Name 6	Parent Name 6			Message
...				

Parent Name 1 (DD/MM/YYYY HH:SS)
Hi
Staff A (DD/MM/YYYY HH:SS)
Hi XXX
.....