

Create Activity on Gateway

It requires users have the [Activity Management](#) or [Activity Creator](#) Gateway Role to create new activities. If you can see the “[New Activity](#)” link on the screen below. If you don’t see the link, please contact your school Gateway Manager to assign the required role to your Gateway user account.

Login Gateway → Activities

Click on the category tab you are going to work on. E.g “School Activity”
You will see the follow screen,

Click “[New Activity](#)” to open the create activity screen:

- **Activity Name:** fill out the name of the activity.
- **Description:** detailed description about the activity.
- **CAS Type:** For Secondary Schools only. Selection of C, A, S, and Other types. The selected type will be presented in the main list of a student’s activity main list. See below for reference:

Activity Name	Term	CAS	Day	Payment (HK\$)	Max.	Registered
*Athletic Conditioning	1	A	W	-	20	20
*Chess	1	O	Th	-	12	17
*Language Creation	3	C,O	M, F	-	20	1

- **Term:** If the **Category Settings > Activity Date** is Term Specific. The three terms will be shown here, select the term it belongs to, it will auto fill in the default Activities Start and End date accordingly.
- **Activity Dates:** input the Activity Start Date and End Date.
- **Schedule and Location:** When select **Non-Scheduled Activity**, please input a **Location**, input e.g. "N/A" if location is not specific.

Schedule and Location *

Non-Scheduled Activity

Location *

Scheduled Activity

When select **Scheduled Activity**, you may add the weekly schedules, you may input multiple time slots. The **Time Slot** drop-down option is maintained in the **Category Settings > General Settings** screen.

Schedule and Location *

Non-Scheduled Activity

Scheduled Activity

Day of Week * Time Slot * Location *

Monday (03:04-00:45) After School School Hall ✕

[+ Add Schedule](#)

- **Fee:** Select one of the options to display on the school activity Guide.
- If the category **Student Flat Fee** requires pre-payment of general flat fee to enroll, there will be a check-box for registration control, if ticked, administrator will need to update the student payment status at the **Student Flat Fee** screen

Fee HKD

Requires update "Student Flat Fee" to allow registration

The following table describes the settings and the expected behavior:

Fee	The Student Flat Fee check-box	Behaviour if student not paid flat fee
Covered by activity registration flat fee	Ticked / unticked	Not allow register / Allows register
Extra fee per activity	Ticked / unticked	Not allow register / Allows register
Exempt activity from registration flat fee	N/A	No payment restriction on registration

Registration and Enrolment

Publish To School Activity Guide Yes No

Open Registration * Manual Automatic

Registration Dates * Please input accurate registration period settings for other school reference.
[\[Check other schools' schedule\]](#)

Start Date

End Date

Maximum Number of participants *

Enrolment Confirmation First come first served Select manually

Waiting List Yes No

Open to Groups* All Year Groups
 Y07 Y08 Y09 Y10 Y11 Y12 Y13
[+ Add Other Groups / Individuals](#)

Open to Gender * Boys Girls Both

Registered by Students
 Parents for students

People and Risk Assessment

Activity Leaders * **Activity Leaders**
[+ Add Activity Leaders](#)

External Coach

Online Risk Assessment * Yes No
 Are you taking the students off site or taking part in any other activities that may require risk assessment
 Select Yes will enable the Gateway risk assessment function. There will be online forms (to replace the existing hard copy forms) to be completed by the activity leader and approved by the approver

Fields with asterisk * are required.

- **Publish to School Activity Guide:** When **Yes**, the activity is visible from the list. When **No**, the activity is invisible from the list. You may change this setting at the activities list screen.
- **Open Registration:** When **Automatic** is selected, the registration will be open upon reaching the registration start date and time, and will be closed after the registration end date and time. When **Manual** is selected, the Registration Dates will become for reference only, you may open/close the activity for registration at the activities list screen.
- **Registration Dates:** Input the registration dates and times.
IMPORTANT: If you are handling a big batch First Come First Served activities, please do not open them for registration at the same time as other schools' events start time, so as to avoid server loading issue that induced by too many users login at the same time. When you decide the registration open date and time, please refer to other schools' activity/parent consultation opening schedules via the report link [\[Check other school schedule\]](#).
- **Maximum Number of participants:** the quota for sign up.
- **Enrolment Confirmation:** When **First come first served** is selected, user will be auto enrolled if quota is not yet full. When **Select Manually** is selected then users cannot initially enroll in an activity unless they are being manually set "Accepted" by the activity coordinator/activity leader under Activity Enrolment.

- **Waiting List:** This option is available for change if the **Enrolment Confirmation** is set to **First come first served**. When select **Yes**, applicants will be placed to waiting list when quota is full. When select **No**, it will not allow further registration when quota is full.
- **Open to Groups:** Open the activity to student/parent by year group or other groups. It is also possible to selective open to individual students/parents.
- **Open to Gender:** Open the activity to Boys, Girls or Both.
- **Register by:** To specify the activity can do registration.

People and Risk Assessment

Activity Leaders *

Activity Leaders

✗ LIM-000068s, LIM-000068p[12E]

✗ MARTIN, David

+ Add Activity Leaders

External Coach

Online Risk Assessment *

Are you taking the students off site or taking part in any other activities that may require risk assessment

Yes No

Select Yes will enable the Gateway risk assessment function. There will be online forms (to replace the existing hard copy forms) to be completed by the activity leader and approved by the approver

Fields with asterisk * are required.

Submit Reset Cancel

- **Activity Leaders:** Click Add Activity Leader to select at least one staff from the dropdown list. The selected activity leader can manage the settings as well as the enrolment of the assigned activities.
- **External Coach:** Input the name of the External Coach to be shown in the School Activities Guide for reference.
- **Risk Assessment setting:** If **Yes** is selected, it will required trip leaders and the risk assessment approver (staff who has this Gateway role) to work together to complete the risk assessment forms online, please refer to the **Risk Assessment User Guide** for details.

Click Submit button to create the activity, will you see a new entry on the Manage Activities list. You may make use of the buttons to update the selected activities' publish and registration status.

Manage Activities School Activities Guide Student Flat Fee

School Term : All Terms Year Group : Please Select

+ New Activity Copy Selected Delete Selected

Publish Unpublish Open Registration Close Registration

Activity Name	Open to Groups	Publish	Registration Status	Max	Reg	Enrol	
* Card Playing Club - Term 3	Y07, Y08		OPEN Manual	100	31	31	Manage Print Setting

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