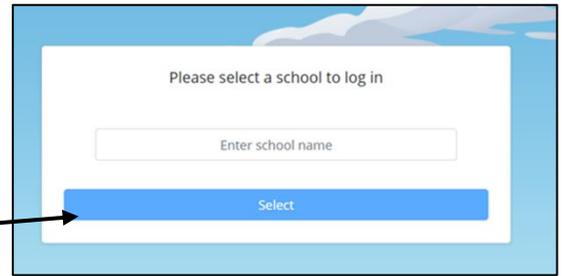


How to Make Your Choices in Schoolsbuddy for the Excellence Programme

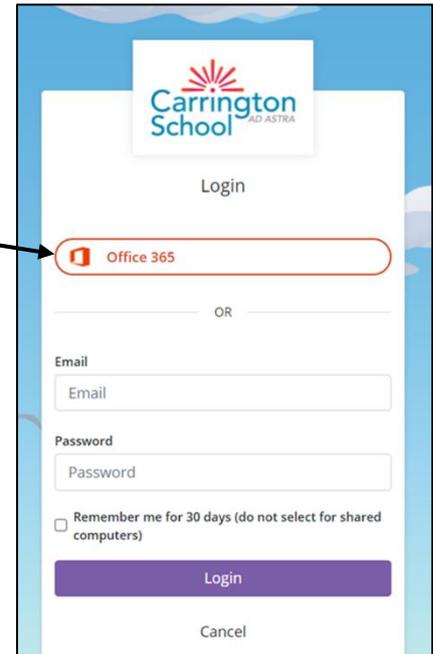
Go to www.Schoolsbuddy.net

This screen will be shown the first time you log in.
Start typing Carrington and Carrington School, Redhill will appear

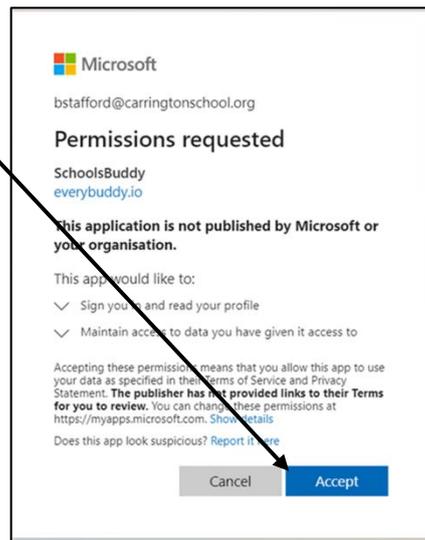
Click it and click **select**



You will then get this screen
Click on **Office 365**



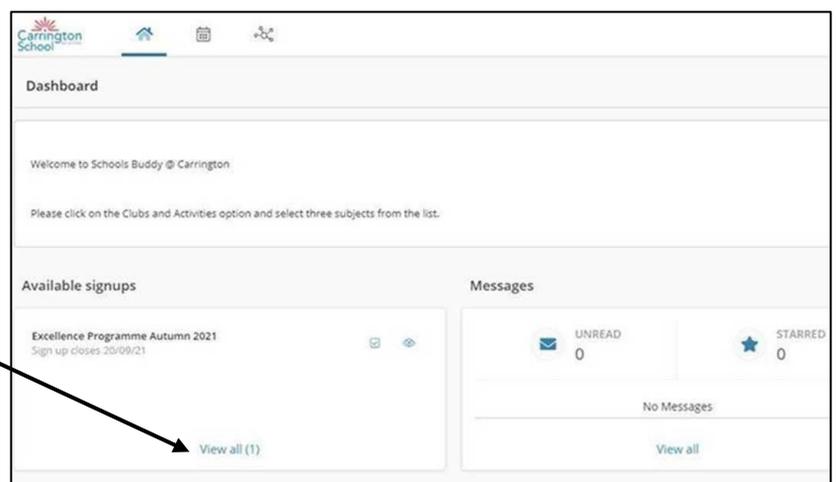
Now click on **Accept**



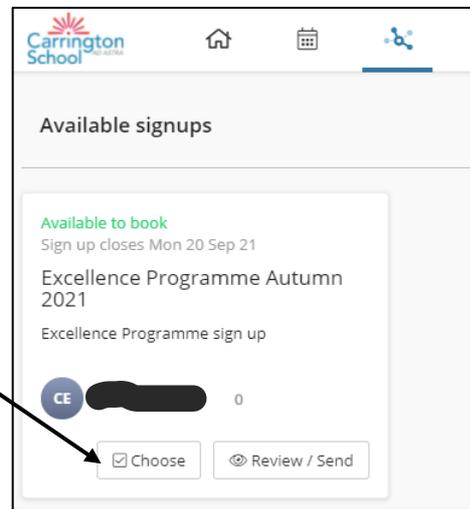
This will either take you to a login page for your school login or, if you are already logged in, it will take you straight to the Schoolsbuddy page.

Now you are logged into the Schoolsbuddy system

Click **View All (1)** on Excellence Programme Spring 2023



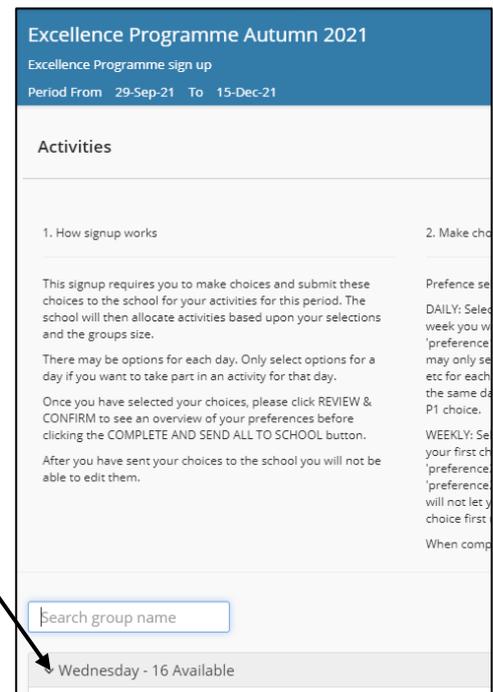
Now click **Choose**



Click the arrow next to **Wednesday** at the bottom of the page (don't worry about reading all the text!)

This will give you a list of all of the available sessions

Click next to **1** on your first choice
2 on your second choice
3 on your third choice and
4 on your fourth choice



Finally click **REVIEW AND CONFIRM**

Check your choices and then click **COMPLETE AND SEND ALL TO SCHOOL**

If you have any problems then please see you tutor in the first instance.

If you are unsure of the choices to make, please also wait until next week when Excellence Programme will be discussed in assemblies.