

# USER GUIDE FOR THE PARENTS PORTAL - LFIV

## Extra-curricular activities

### Connect to your portal :

<https://lyceehoffet.family-administration.skolengo.net>

If you have any questions, the LFIV team remains at your disposal.

Secretariat Hadxaykhao (secondary): [secretariat@lfiv.org](mailto:secretariat@lfiv.org)

Secretariat Thadeua (primary): [secretariat.primaire@lfiv.org](mailto:secretariat.primaire@lfiv.org)

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Chief Financial Officer: [daf@lfiv.org](mailto:daf@lfiv.org)

#### a) Extra-curricular activities

Activities menu (button on the left: these are current activities) and Home Activities (button on the right)

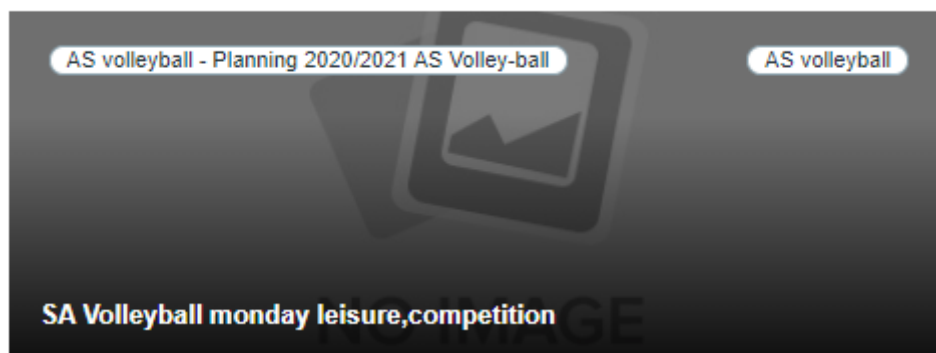
You have different sub-menus: Activities of my children, calendar of activities, catalog of activities and Payment.

You will be able to view your children's activities: registered and approved.



You will be able to view your children's activities: registered but on the waiting list or refused.

Nia is in waiting list for activities



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## Sub-menu: Calendar of activities

You can view your children's calendar, or download it in pdf or html format, per week or per month.

**Couleurs des activités**  

BN

 Nia

BO

 Oliver

**Export**  
Current week  

Export PDF

  
Next week  

Export PDF

  
Current month  

Export PDF

  
Next month  

Export PDF

< > today

Oct 5 – 11, 2020

W41	Mon 10/5	Tue 10/6	Wed 10/7	Thu 10/8
all-day				
8am				
9am				
10am				
11am				
12pm				
1pm				
2pm				
3pm				
4pm	16:15 - 17:45			
5pm				17:15 - 18:45
6pm				

## Sub-menu: Payment

This menu shows you the amount that these activities will cost you, they will be added to the bill for tuition fees.

Activity	Group	Amount
AS volleyball	Planning 2020/2021 AS Volley-ball - SA Volleyball thursday,competition	70,00 \$
Football secondary	Planning 2020/2021 Football - Football U13 boys monday	110,00 \$
PAYMENT TOTAL : 180,00 \$		

A specific tutorial for registration is available here:

[https://www.lyceehoffet.org/wp-content/uploads/2021/09/7.-tutorial\\_portail\\_parents\\_Skolengo\\_registration\\_extracurricular\\_activites\\_EN.pdf](https://www.lyceehoffet.org/wp-content/uploads/2021/09/7.-tutorial_portail_parents_Skolengo_registration_extracurricular_activites_EN.pdf)