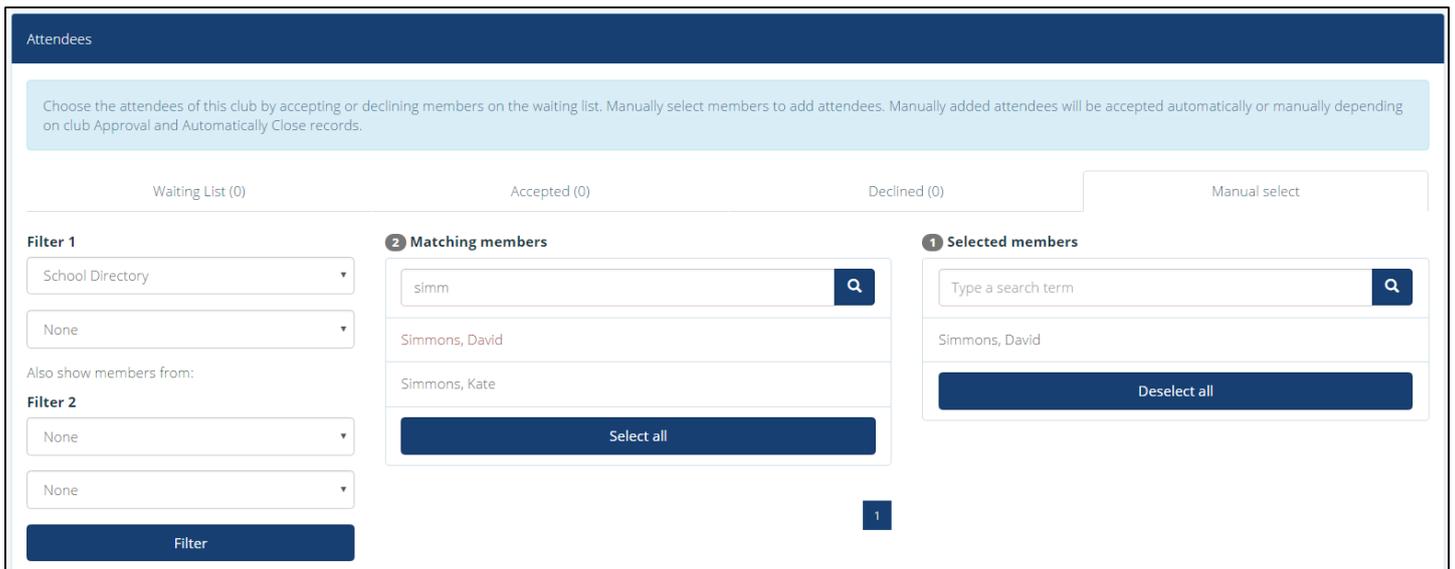


## How to manually add pupils to Co-Curricular Clubs

Pupils will always need to be manually added to 'Invitation' Clubs; however there may also be a necessity to manually add pupils to 'Singular' or 'Batch' Clubs. The process for manually adding pupils to a Club is the same for all Club types.

1. Ensure you are logged into the Staff Message Centre.
2. Click the appropriate Club type in the Co-Curricular Zone on the Dashboard.
3. Locate the appropriate Club, click the 'Options' button and click 'Edit Club'.
4. Scroll down to the 'Attendees' section. Click the 'Manual Select' tab.
5. Use the 'Filter' drop-down menus to select an appropriate school group and click 'Filter'.
6. Search for and then select pupils by clicking their name, this will move them over to 'Selected members'. Alternatively, click 'Select All' to select all pupils in the group.



The screenshot shows the 'Attendees' section of a club management interface. At the top, there are four tabs: 'Waiting List (0)', 'Accepted (0)', 'Declined (0)', and 'Manual select'. Below the tabs, there are three main sections:

- Filter 1:** A dropdown menu set to 'School Directory' and another set to 'None'.
- Filter 2:** Two dropdown menus, both set to 'None'.
- Filter:** A blue button at the bottom left.

In the center, the '2 Matching members' section shows a search bar with 'simm' entered. Below it, two names are listed: 'Simmons, David' and 'Simmons, Kate'. A blue 'Select all' button is positioned below the list.

On the right, the '1 Selected members' section has a search bar with 'Type a search term' and a 'Deselect all' button below it.

### The 'Manual Select' filter options

7. Click 'Save' after selecting the required pupils.
  - a. After saving, manually selected pupils will either display in the 'Accepted' tab or 'Waiting List' tab depending on the Club's 'Approval' setting.
  - b. If the Club has been published, the Club will display in the 'Enrolled' page in the Parent Message Centre for parents of the selected pupils.