



SPECIAL PROGRAMMES AMONGST REGULAR CLASSES SELECTION GUIDE 2019-2020

Welcome to Haque Academy SPARC programme. This programme has been designed for students of KG2 to Grade 10. At the start of each academic year, students and parents select a co-curricular course for their child to participate in weekly throughout the academic year.

Registration for SPARC classes will take place online on the website: SignupGenius. For additional details regarding the sign up procedure, please refer to the instructions under SPARC category on School Stream.

Please see the SPARC brochure posted under “School Publications” on our website www.haqueacademy.edu.pk for complete details and descriptions regarding courses and for complete registration dates. You are requested to carefully go through the instructions flyer below to enable you to register your child smoothly in the module of your choice. This year we will be offering the following courses to the students of Haque Academy.

MODULE		CLASSES										
		KG2	1	2	3	4	5	6	7	8	9	10
1	Aeromodelling							✓	✓	✓		
2	Artificial Intelligence						✓					
3	Beatlab										✓	✓
4	Ceramics		✓	✓	✓	✓						
5	Creative Embroidery						✓					
6	Drip, Splash, Splatter								✓	✓		
7	Eureka				✓	✓						
8	Footloose						✓	✓	✓	✓		
9	Form, Space & Design								✓	✓		
10	Globe Trotters			✓								
11	Green Energyers				✓							
12	Gymnastics	✓	✓	✓	✓	✓						
13	Imagination Factory										✓	✓
14	Interior Space Planning & 3D Model Making							✓				
15	Introduction to Film Studies & World Cinema								✓	✓		
16	Intro. to LEGO Robotics & Crazy Cubelets			✓								
17	Jnr STEMtastic		✓									
18	Junk for Funk		✓		✓							
19	Kidpreneur						✓	✓	✓	✓		
20	Kids Yoga	✓	✓	✓								
21	Kitchen Craft										✓	✓
22	Machines & Mechanisms					✓						
23	Martial Arts		✓	✓	✓							
24	Movement & Expression	✓				✓					✓	✓
25	Multicultural Arts & Crafts	✓										
26	Musicology					✓	✓	✓	✓	✓		
27	Photo Journalism										✓	✓
28	Rube Goldberg Challenge										✓	✓
29	STEMtastic							✓				
30	The Bucketees		✓	✓	✓							
31	Sculpture								✓	✓		
32	Textilian Craze						✓	✓	✓	✓		
33	The World of Music										✓	✓
34	Woodworking						✓					

Dear Parents,

Haque Academy is using SignUpGenius for SPARC enrollment. With this online system, parents will be able to select a SPARC course for their children from KG2 to Grade 10.

Instructions for how to enroll your child in a SPARC course:

1. Click on the SPARC enrolment link under SPARC category on School Stream to get redirected to the SignUpGenius website.

Android phone users: Click on the Signup Genius link in School Stream. Copy the Signup Genius link from the location bar on top and paste it in your Google Chrome browser. You should now be able to access the sign-up page with ease.

Desktop users: You may use the link below to access the SPARC enrolment page on SignupGenius: <https://www.signupgenius.com/go/5080b4eaba629aaf58-gr1sparc1>

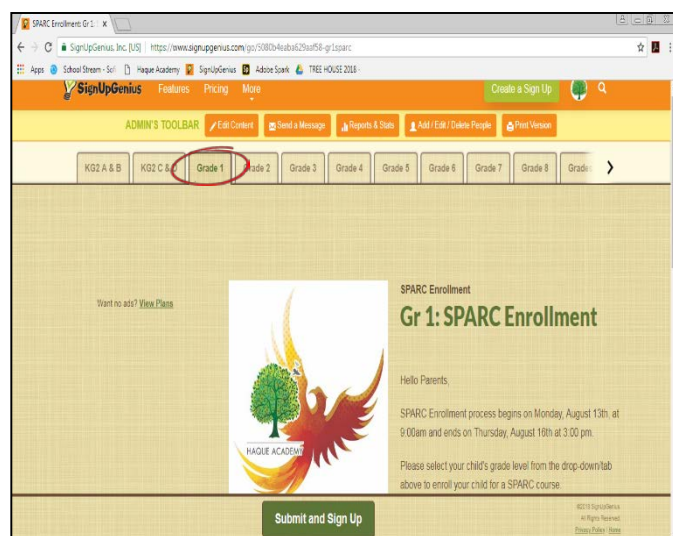
Alternatively, you may access School Stream on your desktop and access the SignupGenius link under SPARC category: <http://hacademy.myschoolstream.net/>

2. You must sign up for a free SignUpGenius account in order to enroll. **This should be done prior to start date. If you created an account when signing up for PTMs previously, you may use the same account.**
3. Select your child’s grade level using the dropdown list or tabs at the top of the page:

iPhone Users:

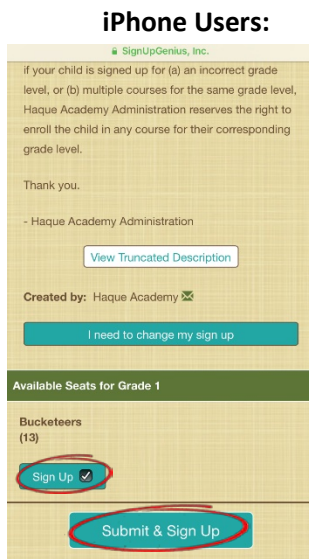


Desktop/Android users on Google Chrome:



4. Read the instructions mentioned on the page.
5. Scroll down the page and see the SPARC courses and the number of seats available for each.
6. Select your child’s SPARC course by ticking on the corresponding box saying **“Sign Up”**

7. At the bottom of the page, click on **“Submit and Sign Up”**




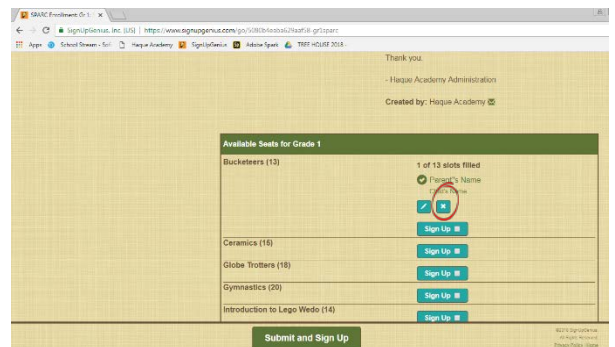
8. On the confirmation page, fill in the required fields (such as student’s name)

9. Click **“Sign Up Now”**

Important: After the signup period has expired, if your child is signed up for (a) an incorrect grade level, or (b) multiple courses for the same grade level, Haque Academy Administration reserves the right to enroll the child in any course for their corresponding grade level.


Removing your child from a Signed up Course:

After you have signed your child up, your name will show on the main signup page in front of the course name with options to Edit, Delete or Swap. Click on  to Delete. Upon clicking this, Signup Genius will ask for deleting confirmation. Click on **“YES-DELETE”** to confirm.



Course Swap Requests:

Parents now have the option of requesting other parents to swap courses.

- A child must first be signed up for a course in order to swap courses with another parent.
- After you follow the steps on the previous page and sign up for any course that has a seat available, click **“Back to Sign Up”**
- The page will display your name and the course you selected along with the same information for all other children who have been signed up for that course
- Click Swap option  under your name
- The page that appears will show you who you can **“Request a Swap With”**
- Depending on how a parent has entered information while signing up, the Sign Up page may display parents’ names instead of children’s
- Select the child and course you’d like to send a swap request to and click **“Request a Swap”**
- You’ll be notified via email whether your swap request was accepted or declined.

FAQ's (Frequently asked questions)

Q) Can I sign up for more than one child in multiple grade levels with one email ID?

Ans. Yes

Q) How can I sign up for my twins / children in the same grade level?

Ans. You will have to use more than one email ID / SignupGenius Log in to sign up children in the same grade levels

Q) What should I do if I am unable to sign up?

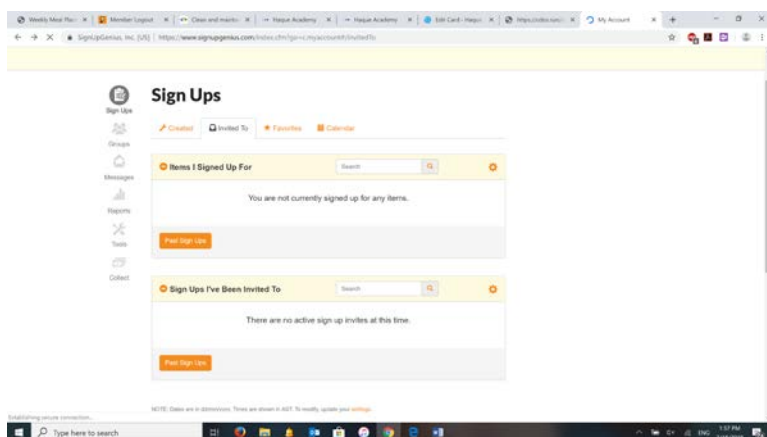
Ans 1. Ensure that cache is cleared up. Frequently trying to access the site before the signup period may have caused old data to be stored on your device. Please check your cache and clear it out.

Ans 2. Check whether you are having difficulty signing up because you are unable to log in. Check whether your username and password is correct. In case you have forgotten your password, click on *"forget password"*. SignupGenius will send you an email to the email registered by you earlier. This may take a few minutes. The email will provide instructions regarding how to set up a new password. We recommend that parents check their usernames and passwords ahead of time and have it saved in so that they are able to log in without difficulty.

Ans 3. Check whether the day you are accessing the site is the correct day to register for your child. Please remember that there are different days for each grade level.

Q) I have logged in but I do not see the Haque Academy SPARC Signups

Ans. Once you have logged in you may be directed to a page that looks like this:



If you see this, do not worry, simply copy & paste the link

(<https://www.signupgenius.com/go/5080b4eaba629aaf58-gr1sparc1>) on the top url bar once again without logging out. You should now see the following:

