

# Online CCA Registration

## USER GUIDE for STUDENTS

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## LOGIN

URL: <https://hougang.schoolhub.sg>

**Hougang Secondary School**  
*Passionate Learners. Principled Leaders. Grateful Citizens.*

Home Contact

**User login**

**Username \***

**Password \***

• [Request new password](#)

**CAPTCHA**

*This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.*

**Math question \***

1 + 4 =

Solve this simple math problem and enter the result. E.g. for 1+3, enter 4.

**Announcement**

Submitted by root on 30 December 2018 - 8:35pm

This is the CCA Registration Portal for Sec One Students to register their CCA Choices.

You may refer to User Guide under the attachment (Below) on how to register your choices.

**Registration Period: 16 Jan (Wed), 2:00pm to 20 Jan (Sun) 11:30pm.**

**Criteria**

- Each student is given 5 choices.
- One of the choices **MUST** be from a Uniformed Group.

If you choose not to exercise this option by the given deadline, the school understands that you are comfortable with any CCA assigned to you.

All successful submission will be listed on your "Status tab".

Sports & Games	Uniformed Group	Performing Arts	Clubs & Societies
Basketball (Boys)	Boys' Brigade	Angklung & Gamelan	Media Resource Club
Football (Boys)	Girls' Brigade	Choir	
Floorball	Girl Guides	Speech & Drama	
Judo	NCC Land (Boys)	Guzheng	

Log in

### Steps

- Enter Username
- Enter Password
- Enter the CAPTCHA "Math question"
- Click Log in button

Upon successful login, you will be able to see the CCA Registration link under Pupil Menu.

The screenshot shows a web browser window displaying the announcement page for CCA Registration at Hougang Secondary School. The page features a blue header with the school's name and motto. A 'Pupil Menu' is visible on the left, with 'CCA Registration' highlighted. The main content area contains an announcement titled 'Announcement' with a call to action for students to register their CCA choices. A table lists available CCA options categorized into Sports & Games, Uniformed Group, Performing Arts, and Clubs & Societies. Two callout boxes are present: one pointing to the 'CCA Registration' link in the menu and another pointing to the 'Read the Announcements' text in the announcement.

**Read the Announcements**

**CCA Registration**

### Announcement

Submitted by root on 30 December 2018 - 8:35pm

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You can refer to the User Guide under the attachment (Below) on how to register your choices.

**CCA Registration**

**Deadline (Sun) 11:30pm.**

- Each student is given 5 choices.
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All successful submission will be listed on your "Status tab".

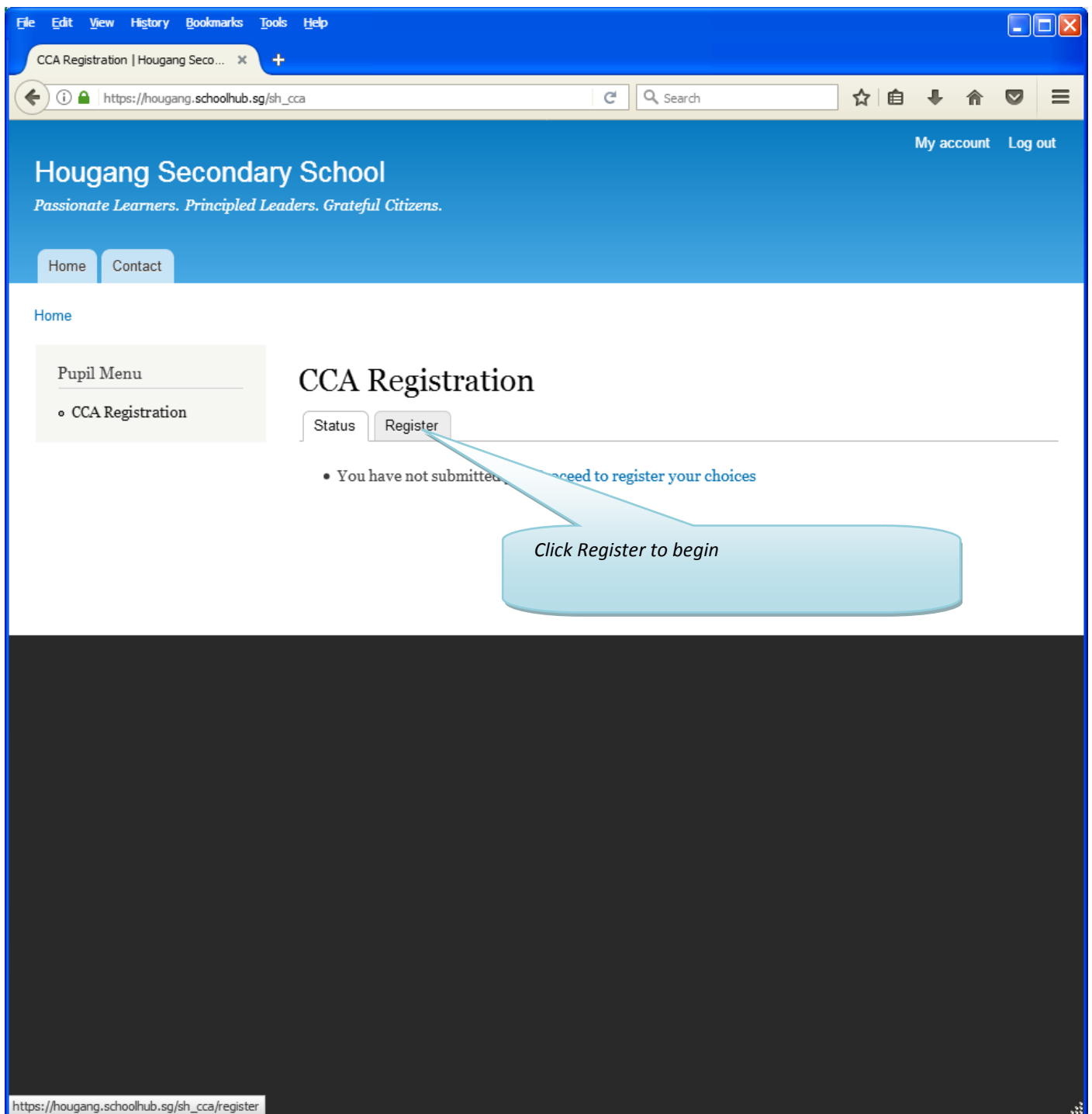
Sports & Games	Uniformed Group	Performing Arts	Clubs & Societies
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**Steps**

- Click on CCA Registration button to begin

## CCA REGISTRATION

If you have not registered, you will see this message: “You have not submitted yet”.



### Steps

- Click on Register tab to begin

## Information

There are 3 sets of information required:

- \*Choices (Your choice of preference)
  - You must enter all the choices (depend on your school requirement)
  - Each choice must be different
- Background (Primary School Background)
  - Previous School, if applicable
  - Previous School CCA
  - Participation Level
  - Special Talent
  - Any Other Remarks
- NAPFA
  - Height
  - Weight
  - Award (Gold, Silver, Bronze, MC or NIL)

*Fields with \* are compulsory.*

## Choices

You shall indicate your choice of preference with Choice No 1 as your most preferred choice, follow by Choice No 2, Choice No 3 etc

The screenshot shows a web browser window with the URL [https://hougang.schoolhub.sg/sh\\_cca/register](https://hougang.schoolhub.sg/sh_cca/register). The page title is "CCA Registration". On the left, there is a "Pupil Menu" with a sub-item "CCA Registration". The main content area has two tabs: "Status" and "Register". Below the tabs is a "Particulars" section with a table:

Nric No	Name	Class	Reg No
1X1_01_00	Demo Student 01	1X1	1

Below the "Particulars" section is a "Choices" section with five dropdown menus:

- Choice No 1 \***: Basketball (Boys)
- Choice No 2 \***: Boys' Brigade
- Choice No 3 \***: Angklung & Gamelan
- Choice No 4 \***: Media Resource Club
- Choice No 5 \***: Wushu

## Steps

- Fill in all your choices

## Background

These are Optional.

The screenshot shows a web browser window with the following content:

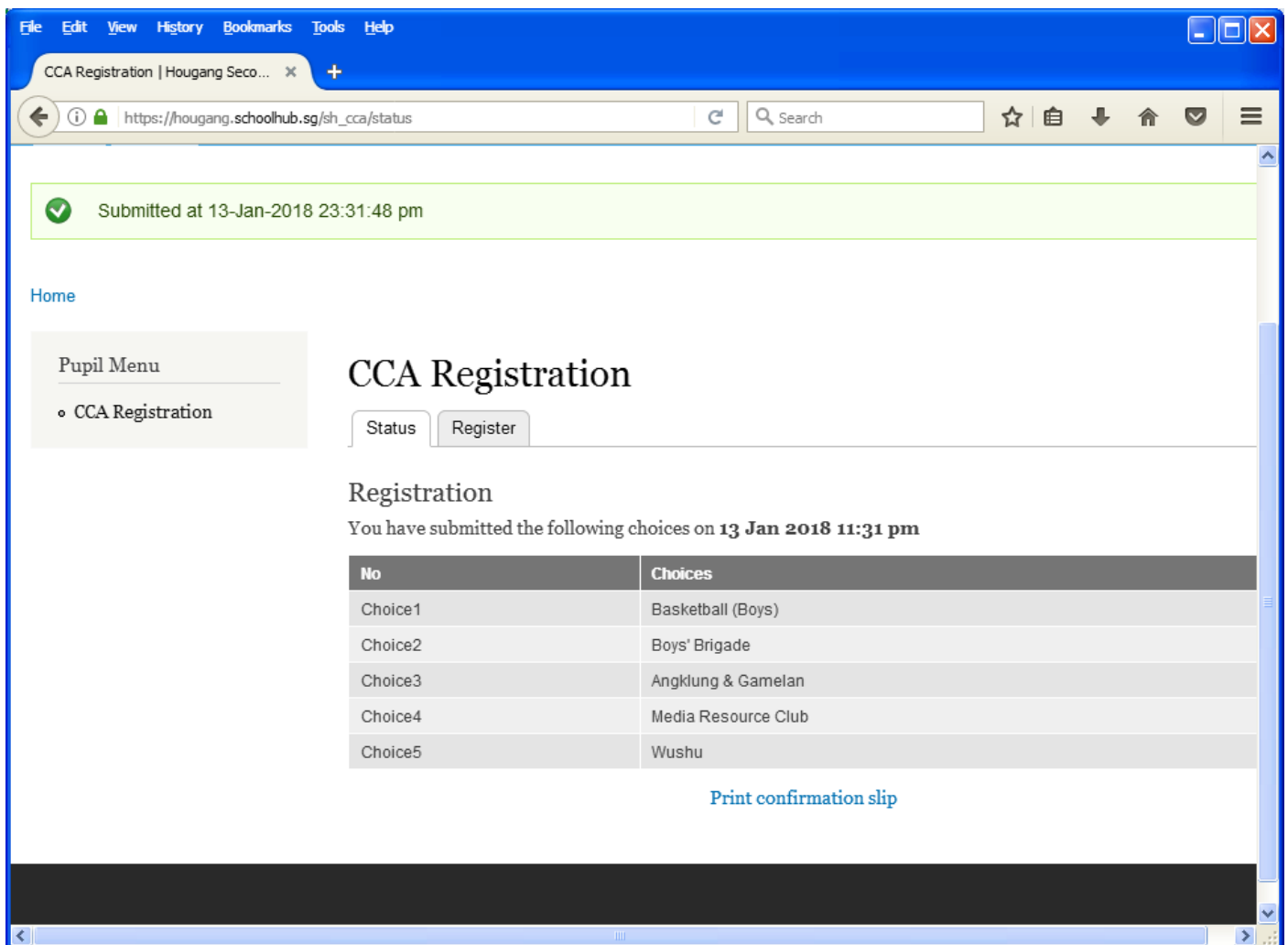
- Browser Tab:** CCA Registration | Hougang Seco...
- Address Bar:** https://hougang.schoolhub.sg/sh\_cca/register
- Form Sections:**
  - Background:**
    - Previous CCA if any: BASKETBALL
    - Special Talent (Sports events, music/instrumental/ballet grade, awards, etc): [Empty text area]
    - Remarks: [Empty text area]
  - NAPFA:**
    - Height (m): 1.76
    - Weight (kg): 60
    - Napfa Award: Gold
- Buttons:** Submit

### Steps

- Fill in all the information, if available
- Click Submit button

## PRINT CONFIRMATION SLIP

Once you have clicked Submit, you will be redirected to the Status Tab where your choices will be displayed.



### Steps

- Click Print Confirmation Slip button (to save a PDF copy of your submission)



## Sample Confirmation Slip

The image shows a screenshot of a PDF document titled "cca\_registration\_pdf(27).pdf" opened in Adobe Acrobat Pro. The document is a confirmation slip for CCA registration at Hougang Secondary School. The slip includes the school name, the registration date and time, and specific details for a student named Demo Student 01. It also lists the student's previous CCA choice, remarks, and physical attributes. A list of five CCA choices is provided at the bottom of the slip. The document is printed on 13-Jan-2018 at 23:05 pm. The Adobe Acrobat Pro interface is visible, showing the menu bar, toolbar, and a sidebar on the left.

cca\_registration\_pdf(27).pdf - Adobe Acrobat Pro

File Edit View Document Comments Forms Tools Advanced Window Help

Create Combine Secure Sign Forms Multimedia Comment

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Find

Printed On : 13-Jan-2018 23:05 pm

### Hougang Secondary School

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#### CCA REGISTRATION 2018

The PE Department acknowledged your online CCA registration on 13 Jan 2018 23:31 pm.

#### PARTICULARS

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Name: Demo Student 01	Class: 1X1	Reg No: 1
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#### BACKGROUND

Previous CCA: BASKETBALL

Remarks:

NAPFA Award: Gold      Height: 1.76 m      Weight: 60 kg

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#### CCA CHOICES

- Choice #1 : Basketball (Boys)
- Choice #2 : Boys' Brigade
- Choice #3 : Angklung & Gamelan
- Choice #4 : Media Resource Club
- Choice #5 : Wushu

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Name & Signature of Parent/Guardian      Contact Number

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