Date and Time: August 25, 2025 at 9 am - August 27, 2025 at 1pm
日期和时间：2025 年 8 月 25 日上午 9 点至 2025 年 8 月 27 日下午 1 点

Dear Parents/Guardians,
尊敬的家长/监护人，

Registration for the new session of After School Activities is opening soon! In celebration of CISB's 20th anniversary, we have enhanced our program with more diverse and high-quality courses in arts, sports, technology, languages, and beyond—designed to inspire passion, develop talents, and broaden horizons.
新一期课外课报名即将开启！值此 CISB 二十周年之际，我们对课程体系进行了重要升级，推出更丰富多元的优质课程，涵盖艺术、体育、科技与语言等领域，致力于激发兴趣、培养特长、拓展视野。

This year, courses are categorized using the "IB Learner Profile" attributes, helping parents and students better understand how each class fosters international-mindedness, critical thinking, and holistic development. We've also introduced parent visitation sessions—twice per semester—for paid courses, offering families a firsthand look into the learning environment and a chance to share in their child's educational journey.
本次课程新增"IB 学习者培养目标"分类，帮助家长和学生更清晰地理解每门课程如何培养国际视野、思维能力与综合素养，助力个性化课程选择。同时，我们优化了课程质量，并增设家长参观环节—每学期付费课程期间将开放两次课堂参观，欢迎家长亲身体验孩子的学习环境，共同参与成长历程。

To ensure the continued high quality of our complimentary courses, a nominal materials fee of 50 RMB will be applied this term. This small contribution helps us provide enhanced resources and materials, ensuring every student enjoys a safe, engaging, and truly valuable learning experience. We thank you for your understanding and support as we continue to enrich our program offerings.
为了持续提供优质的免费课程体验，本学期起我们将象征性收取 50 元材料费。此举是为了配备更丰富的学习资源与材料，确保每位学生都能在安全、有趣且富有价值的环境中学习。感谢您的理解与支持，让我们能不断优化课程内容。

Please carefully review the following system introduction and enrollment procedures to ensure a smooth registration process.
请仔细阅读附件系统使用介绍以及报名流程说明，确保顺利完成注册。

*We strongly recommend that you test your account in advance to ensure it functions properly, such as by completing initial registration, password reset, and other related processes. If you encounter any issues, please contact us as early as possible.
*我们强烈建议您提前测试您的帐户是否能够正常使用，例如首次注册，密码重置等。如若出现任何问题，请尽早与我们联系。

Contact Information/联系方式：
Email/邮箱: asa@cisbeijing.com
Phone/电话: (010)-64657788 - 2101

Best regards,
ASA Teams

Course Introduction & How to View the List
课程介绍与查看方式

1. View on CISB Official Website
   CISB 官网查看课程列表
     (1)   Paid ASA/付费课外课：https://www.cisbeijing.com/ASPA/
     (2)   Non-Pay ASA/免费课外课：https://www.cisbeijing.com/after-school-activities-asa/

2. View through CISB ASA WeChat Official Account
   通过 CISB ASA 微信公众号查看
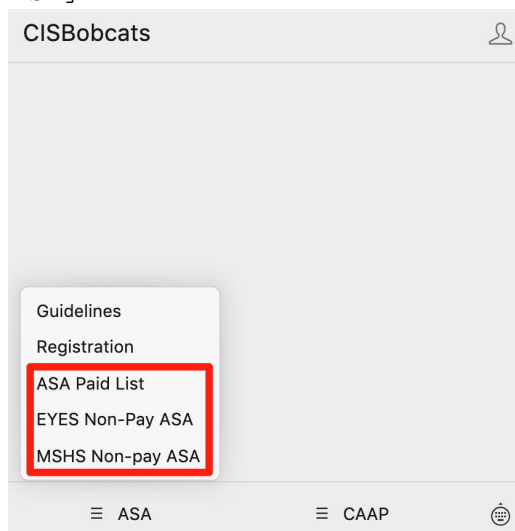WeChat Official Account/微信公众号：CISBobcats
QR Code/微信公众号二维码:

(Search by name or scan the QR code to follow)
(可通过微信搜索账号或扫描二维码关注)

   (1) View Course Lists
    查看课程列表：
After following the official account, tap the [ASA] menu in the bottom left corner, then select [ASA Paid List], [EYES Non-Pay ASA], or [MSHS Non-Pay ASA].
关注后进入公众号，点击左下角菜单栏「ASA」- 选择「ASA Paid List」/「EYES Non-Pay ASA」/「MSHS Non-Pay ASA」

(2) Find Course Introductions:
查看公众号课程介绍文章:

After following, click the icon in the top right to view historical posts.
关注后进入公众号，点击右上角图标，即可查看历史文章。
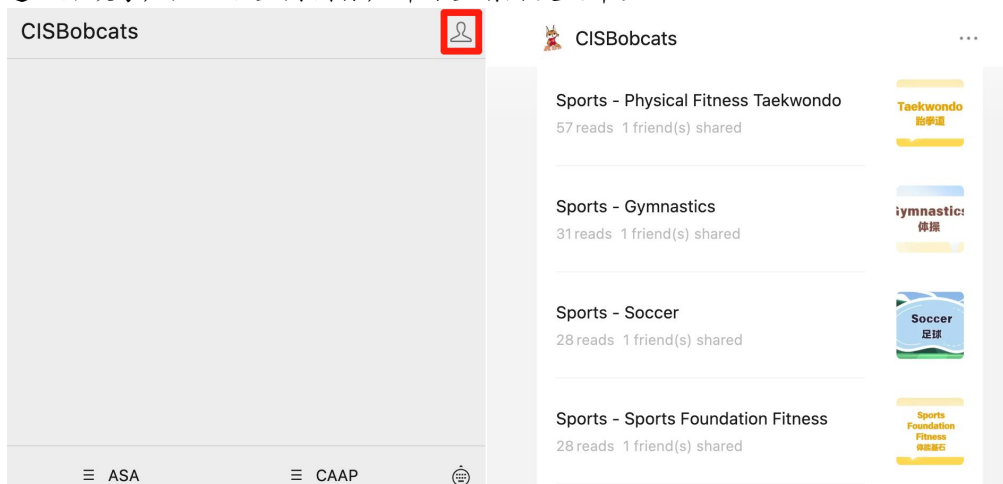
(3) Access the Registration System for Course Details
进入报名系统查看课程详情：

After following, click the [ASA] menu in the bottom left, then select [Registration] to enter the enrollment system.
关注后进入公众号，点击左下角菜单栏「ASA」- 选择「Registration」，即可跳转至报名系统。
点击课程相关课程可进入课程介绍页面。
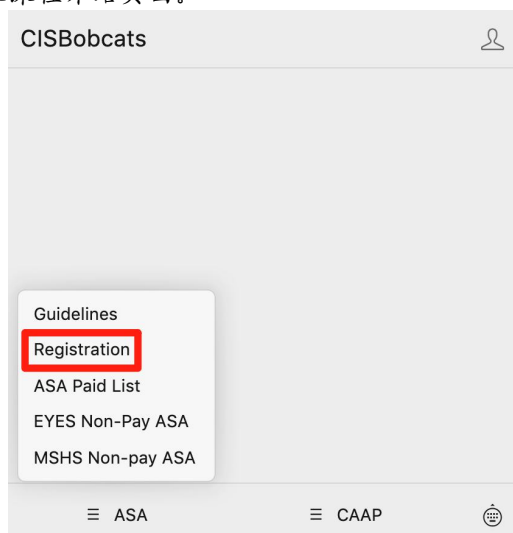
① Account/登录账号：Student ID (7-digit number)/学生学号（7 位数字）
② First-time users: please click "Register Now" and complete your informations
首次登录请点击「立即注册」，完成信息填写。

*Filter to Find Preferred Courses: Once logged in, you can filter courses by weekday, category, IB Learner Profile attribute, grade level, etc., and view detailed descriptions.
*筛选功能使用方式：登录系统后，可按星期、课程类型、IB 学习者特征、年级等条件筛选并浏览课程详情。

Course Registration
课程报名

On the course details page, you can add the course to your cart or proceed directly to purchase. To view your cart, click the icon in the top right corner and select [My Account] - [Shopping Cart].

进入课程详情页后，您可将课程加入购物车或直接点击购买进行报名。如需查看购物车，请点击右上角图标，依次选择「My Account」-「Shopping Cart」。
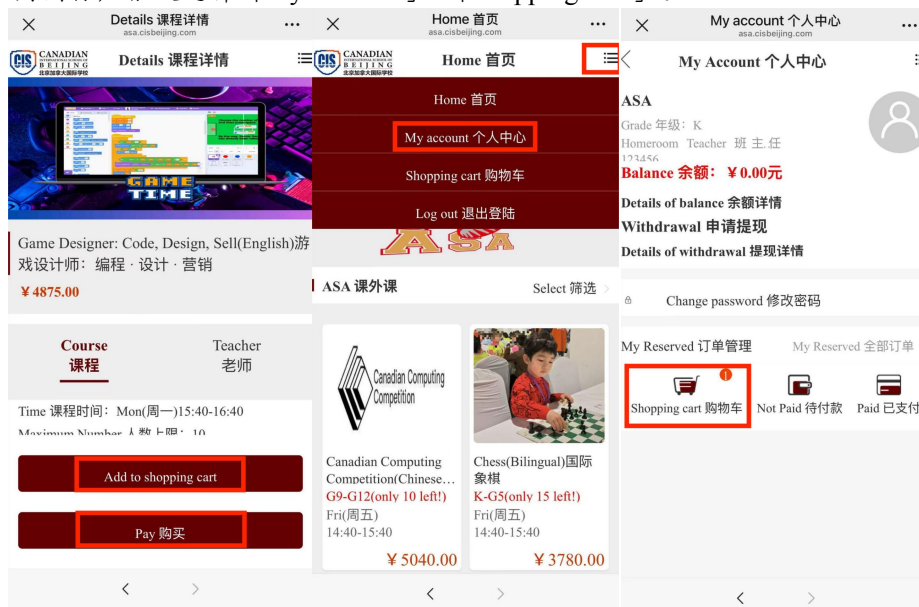
*If you exit during payment, your order will be held for 30 minutes. Unpaid orders will be automatically released after this time. You can view all unpaid orders under [My Account] - [Not Paid].

*若支付过程中中途退出，订单将在系统中保留 30 分钟。超时未支付，所选名额将自动释放。未支付订单可以在「My Account」-「Not Paid」查看。

*Please note: Enrollment is only confirmed upon successful payment. Be sure to keep a screenshot of your payment confirmation as proof; as course spots and teaching resources are secured in advance, we are unable to provide refunds for absences due to personal reasons after the first class has been held.

*报名成功以支付成功为准，请务必保留付款截图作为凭证; 由于课程名额和教学资源需提前锁定，在您参加第一节课后，我们将无法为个人原因造成的缺勤办理退款。