

BSG Online Registration Portal Instructions

We are pleased to introduce you to our new Online Registration Portal. This portal will deal with anything related to finance and registrations, and will complement the other tools already at your disposal.

In particular, using this portal, you will be able to:

- Access your invoices
- Access your latest Account Statement
- In the near future, access you fiscal statements
- Review our Terms & Conditions
- Register for extra-curricular activities (ECAs), lunch and transportation

This guide gives an overview of how to connect and use this portal.

1. Access to the Online Registration Portal

The Online Registration Portal is available through a link in the top corner of www.britishschoolgeneva.ch. It is also available at the following address:

mybsg.britishschoolgeneva.ch

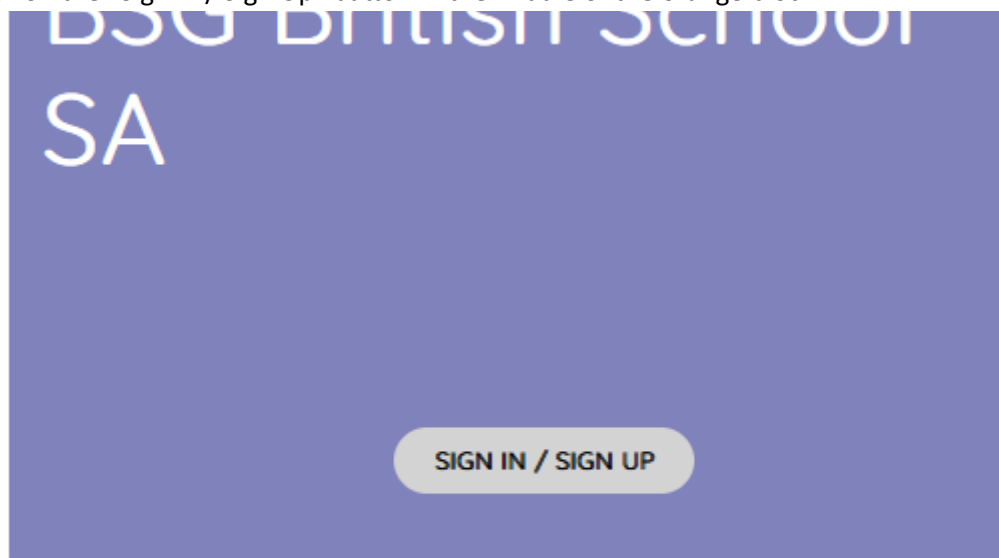
The landing page is as below:

The screenshot shows the landing page of the BSG Online Registration Portal. At the top left is the BSG logo (British School of Geneva). At the top right are navigation links: Home, Your Children, Contact us, and Sign in. Below the navigation is a large purple banner with the text "Welcome to the Parent Portal of BSG British School SA" and a "SIGN IN / SIGN UP" button. To the right of the banner is a "LATEST NEWS" section with a heading "Welcome to our new portal!" and a sub-heading "This portal is dedicated to anything related to registrations or finances. We hope to make new functionalities available to you throughout the coming year." Below this is a reminder that registrations for ECAs, lunch and transportation will open on Monday, August 14th at 14:30. In the meantime, please take the time to connect so that everything goes smoothly for you on the 14th. You will find a quick tutorial in link below. Should you have any issues, don't hesitate to contact us! July 2023. At the bottom of the page is a dark footer with three icons: Home, Contact Us, and Terms And Conditions.

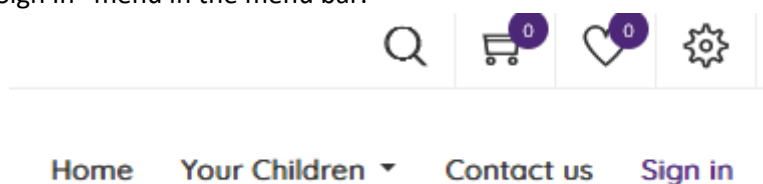
2. Sign in / Sign Up

To display the sign in page, you can alternatively:

- Click on the “Sign In / Sign Up” button in the middle of the orange block:



- Click on the “Sign In” menu in the menu bar:



Please note that any connection to the portal assumes the knowledge and unreserved acceptance of our Terms and Conditions in force. You can find these Terms and Conditions on the same portal at the bottom right of the home page.

The “Sign In / Sign Up” page gives you the opportunity to sign in, create an account or to ask for a password reset.

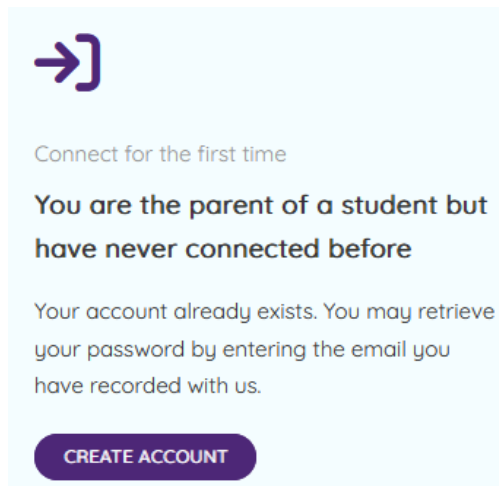
2.1 Sign in to the portal

To be authorized to sign in to the portal, **your email address must be known by the school**. Usually, we record all emails communicated to us on registration forms.

It is extremely important that you enter your email without any capitalized letters.

2.2 Create an account

If you don't have an account, you can create one autonomously. To do so, start by clicking on the “Create an Account” button:



You will then be asked for an email, your name, your desired password and the confirmation of this password:

Your Email

Your Name

Password

Confirm Password

SIGN UP

ALREADY HAVE AN ACCOUNT?

- or -

[→ Se connecter avec Microsoft](#)

Once you have filled those fields, click on the Sign Up button. If the process is successful, you will be directed immediately to the portal home page.

Potential error messages

« This email doesn't exist in the database. »

For you to be able to create an account, the email you are using to create an account must be known to the school and linked to your profile in our school database. If your email is not recognized, you will get this error message. Please contact the school so that we can verify your email.

« Another user is already registered using this email address. »

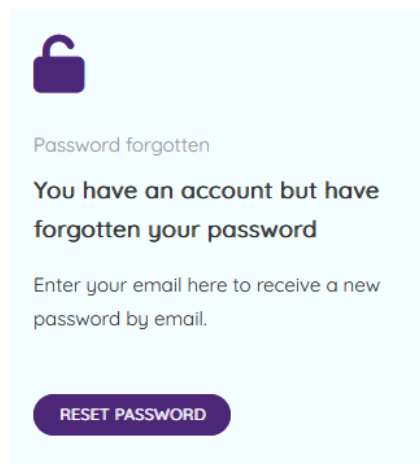
You already have an account. Please use the password reset procedure instead.

« Cannot create account. »

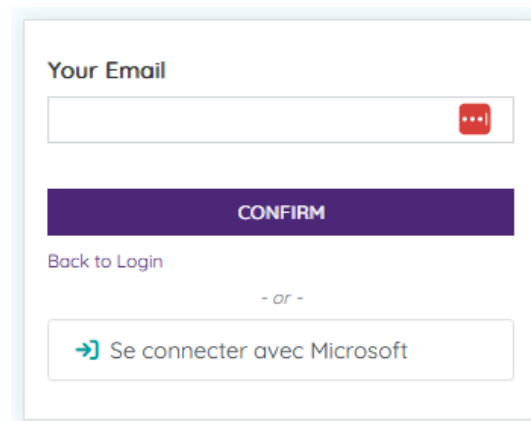
Something undetermined went wrong. Please contact the school so that we can have a look.

2.3 Reset password

You can start the password-reset procedure by clicking on the Reset Password button on the login page:



Next, enter the email that is registered as your login, and click confirm:

A screenshot of a form for confirming the email. It has a title "Your Email" above a text input field with a red eye icon on the right. Below the input field is a purple button labeled "CONFIRM". Underneath the button is a link "Back to Login". Below that is the text "- or -". At the bottom is a button with a Microsoft logo and the text "Se connecter avec Microsoft".

If the email you enter is not recognized, you will receive the error message "Reset password: Invalid username or email". Please verify your input or follow the Create Account procedure in such a case.

If your email is recognized, you will receive immediately a password-reset email. As usual, please check your spam folder if you have not added us to your email white list.

A password reset was requested for the parent portal account linked to this email. You may change your password by following this link which will remain valid during 24 hours:

[Change password](#)

If you do not expect this, you can safely ignore this email.

Please click on the Change my password button, which will bring you to the portal to enter a new password.

Please note that the link sent you by email is only valid for 24 hours. Therefore, if you don't reset your password in that time frame, you will have to start the entire process anew.

3. Registrations for ECAs, afterschool care, lunches and transportation

3.1 Navigate to ECAs, afterschool care, lunches and transportation

Browsing of anything students can be registered to is done by child. That is because the portal automatically narrows down the available choices based on your child's level.

To see available activities for your child, hover over the Your Children menu (do not click this menu item). For a two-children family, the menu will look as follows:



The name of the active child appears at the top of the menu. In the image above, John is selected. You can switch from one child to another simply by hovering over their picture.

Depending on what you wish to browse and register for, please select the menus Extra-curricular Activities, Daycare Activities, Lunch Activities or Transport Activities. The steps being identical, we will focus on transport activities for the rest of this guide.

Browse and register for activities

To browse and register for activities, please click on the menu corresponding to the child for which you want to make a registration.

Find an activity for
John British
(Year 1)

Already registered
 Not registered

Filter by Name

Filter By Starting Date

dd. mm. yyyy

Filter by Keyword

All

Filter by Day

All

Periods

Registrations will open on 14/08/2023 at 14:30



Return journey Zone 1 (2023-2024)

This zone covers Grand-Saconnex, Cointrin, Charmilles, Lignon.

British School Of Geneva

Please see the description section.


Monday, Tuesday, Wednesday, Thursday, Friday

28/08/2023 - 21/06/2024

ARK, REC, Y1, Y10, Y11, Y12, Y13, Y2, Y3, Y4, Y5, Y6, Y7, Y8, Y9

MORE INFO REGISTER

Registrations will open on 14/08/2023 at 14:30



Return journey Zone 2 (2023-2024)

This zone covers Meyrin and Onex.

British School Of Geneva

Please see the description section.

Monday, Tuesday, Wednesday, Thursday, Friday

28/08/2023 - 21/06/2024

ARK, REC, Y1, Y10, Y11, Y12, Y13, Y2, Y3, Y4, Y5, Y6, Y7, Y8, Y9

MORE INFO REGISTER

Registrations will open on 14/08/2023 at 14:30



Return journey Zone 3 (2023-2024)

This zone covers Prevsain (France), Tassinay, Versoix and Genthod.

British School Of Geneva

Please see the description section.

Monday, Tuesday, Wednesday, Thursday, Friday

28/08/2023 - 21/06/2024

ARK, REC, Y1, Y10, Y11, Y12, Y13, Y2, Y3, Y4, Y5, Y6, Y7, Y8, Y9

MORE INFO REGISTER

You can use the filters on the left to narrow down the activities you are looking for. For example, you can filter by name or by day.

Each activity is presented in a summary postcard that shares the location, the price, the day and time, the dates and the levels allowed. You can also manage your registration directly from this postcard.

If you need more information, you can click on the More Info button. The More Info page provides you with the following addition elements:

- A more complete description
- A reminder of the cancelation policy
- A log detailing the history of the registration of your child to this activity



REGISTER

06/08/2023 14:57 Registration request by James British.
06/08/2023 14:57 Registration request canceled by James British.

Return journey Zone 1

- British School Of Geneva**
- Please see the description section.
- Monday, Tuesday, Wednesday, Thursday, Friday
- 28/08/2023 - 21/06/2024
- ARK, REC, Y1, Y10, Y11, Y12, Y13, Y2, Y3, Y4, Y5, Y6, Y7, Y8, Y9

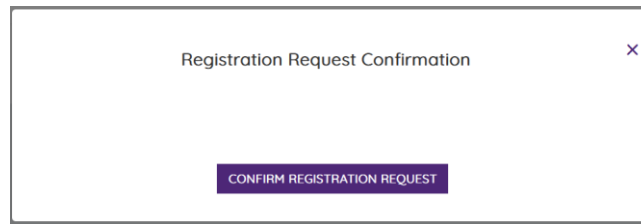
Registration Policy : Please note that all registrations are subject to our Terms and conditions.

Description

The British School of Geneva will offer a transport service during the 2023-24 school year. The routes will cover both the right bank and left bank of Geneva and neighboring France. The exact routes will be determined once we have a full list of families who wish to use the service. Approximate prices are below, and these will be finalized end of August. Places will be offered on a first come, first-served basis, however, priority will be given to primary school students and their siblings. As places are limited, we reserve the right to refuse requests for partial service (e.g. one-way only), and priority will be given to students taking the bus for all journeys to and from school. If you would like to enroll your child(ren) for the school bus service, please register below and confirm us the pick-up place at admin@britishschoolgeneva.ch. This will enable us to confirm which students will have a spot, the route of the bus, as well as prices before the start of term

Zone 1: Grand-Saconnex, Cointrin, Charmilles, Lignon

Functionalities are identical whether from the postcard or the More Info page. To register, simply click the Register button. You will receive the following confirmation message:




Upon confirmation, you will see two changes:

- A banner indicating that your registration is under consideration
- The Register button will be replaced by the Cancel Registration Request button

If you are on the More Info page, you will also notice that the history log has been populated.

John British (Year 1)

A screenshot of a web page showing a registration confirmation status. At the top, a light blue banner reads "Waiting for registration confirmation". Below it is a photograph of a white van with "City of Geneva" and "www.geneva.ch" on its side. A man in a dark jacket is standing by the open side door of the van, talking to a woman in a light purple dress. A purple button labeled "CANCEL REQUEST" is positioned below the photo. At the bottom, a grey box contains a history log with three entries: "06/08/2023 14:57 Registration request by James British.", "06/08/2023 14:57 Registration request canceled by James British.", and "07/08/2023 11:37 Registration request by James British." data-bbox="254 444 724 736"/>

CANCEL REQUEST

06/08/2023 14:57 Registration request by James British.
06/08/2023 14:57 Registration request canceled by James British.
07/08/2023 11:37 Registration request by James British.

Please note that your registration is not final until the school has validated your choice. The availability of the Register button in no way testifies to there being an available spot.

Please note that you cannot sign up for two activities taking place at the same time.

Cancel Registration Request

Should you change your mind after requesting a registration, simply click on the Cancel Registration Request button. You will be presented with the following confirmation.