



Student complementary selection for girls going into grade 7, 8 and 9 NEXT YEAR will COMMENCE on:

Girls going into grade 9: Monday, June 12th at 7:30 pm

Girls going into grade 8: Tuesday, June 13th at 7:30 pm

Girls going into grade 7: Wednesday, June 14th at 7:30 pm

Selecting complementaries this year will be done online through your Family zone account (same account families register each school year).

On your selection night all girls in grade 7, 8 and 9 are to **choose 1 full year Complementary Class from Group 1** and in **Group 2 choose Band, French, Drama or Art (if offered) full year OR 2 other ½ year complementary classes. DO NOT**

SIGN UP FOR THE SAME CLASS TWICE!! . Selecting complementaries online works as follows:

1. Go to www.calgarygirlsschool.com
2. Click on My CGS, "Family Zone Login"
3. Click on "Login as a family" or "Click here for full instructions" if you need a refresher on logging in.
4. Enter the username and password you set previously for online registration. **NOTE:** If you forget your password click on "Forgot Password" and it will be emailed to your email account (same as user name).
5. Click on "Complementary Choices"
6. Read the instructions carefully
7. All group 1 subjects and group 2 subjects are listed. Click on + beside each Complementary subject for a detailed description. You **MUST** make a choice in both Group 1 and Group 2.
8. Group 1 - Pick one Group 1 subject **ONLY** by clicking on the +Add button. It will then say "Are you sure you want to choose "Complementary Name"? Click OK to proceed or cancel to choose another option". If you click "OK" a pop up will confirm your selection. All +Add buttons for Group 1 choices will disappear. It will put an "*" beside the Group 1 Complementary that you selected. **NOTE:** If there is not +Add button beside the Group 1 choice you want it means that this Complementary **is now full** (will show red FULL box at end of name). You have the **OPTION** of putting your name on a wait list if your first choice is full. However, if a student chooses to be on a waiting list, they **MUST** also make another choice.



9. Group 2 - Pick Band, French, Art or Drama (if offered) full year **OR** 1 A 1/2 year complementary AND 1 B 1/2 year complementary from Group 2 subject **ONLY** by clicking on the +Add button. **NOTE:** Each half year complementary will be listed as an A and B choice. This is to allow the applicable complementary class to run in both semester 1 and 2. Once Group 2 choices have been selected, it will say "Are you sure you want to choose "Complementary Name"? Click OK to proceed or cancel to choose another option". If you click "OK" a pop up will confirm your selection. All +Add buttons for Group 2 choices will disappear. It will put an "*" beside the Group 2 A and/or B choice(s) that you selected. **NOTE:** If there is not +Add button beside the Group 2 choice you want it means that this Complementary is **now full** (will show red FULL box at end of name). You have the **OPTION** of putting your name on a wait list if your first choice is full. However, if a student chooses to be on a waiting list, they **MUST** also make another choice.

NOTE: DO NOT SIGN UP FOR THE SAME OPTION SUBJECT TWICE!

You have now selected your Group 1 and Group 2 subjects for the 2017-2018 school year!

If you have any questions or **encounter any difficulties during complimentary selection**, please contact Laurie Heather (laurie.heather@calgarygirlsschool.com) at the Lakeview campus.

Thank you.