



VIENNA INTERNATIONAL SCHOOL

SchoolsBuddy Login, Registration, Payment

A. How to Register for Extra-Curricular Activities

1. Ensure you are able to login to ManageBac

Go to <https://vis.managebac.com/login>

Managebac login is required to access SchoolsBuddy

2. SchoolsBuddy Login

Go to <https://viennais.schoolsbuddy.net/>

Click "Log in with ManageBac"

The screenshot shows a login form with the following elements:

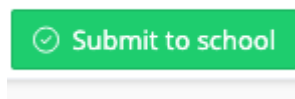
- Logo of Vienna International School at the top.
- Text "Login" below the logo.
- A button labeled "Log in with ManageBac" with a green checkmark to its right.
- Text "OR" below the button.
- An "Email" input field with a red X to its right.
- A "Password" input field with a red X to its right.
- A checkbox labeled "Remember me for 30 days (do not select for shared computers)".
- A purple "Login" button at the bottom.
- A "Cancel" link at the bottom right.

For more information and troubleshooting please see [Parent Guide to Logging In](#)

3. Activities Signup

- 3a. Select *Activities Signup* button, proceed to select the programme you wish to register for and click on the button *Choose*.
- 3b. Expand the weekday drop down options to see all available activities for that weekday.
- 3c. **Tick the box next to the child's name** to select the activity. Please note, there are grade level participation restrictions and you will only see available activities open to your child's grade level.
- 3d. Repeat the above steps for each weekday.
- 3e. Click the blue button **NEXT** on the upper right hand side of the screen to review your choices.

3f. Click on the green button **SUBMIT to SCHOOL**. In order to complete registration, agree to the Terms and Conditions.



Registration slots for activities are assigned electronically on a first come, first serve basis. Once maximum capacity of enrollment is reached, the activity will no longer show as available; it will read FULL. There are no waiting lists for activities.

4. Email Communication from SchoolsBuddy Platform

- 4.1 You will receive an automated email from the SchoolsBuddy platform confirming your selections. You may assume your child is enrolled in the listed activities.
- 4.2 You will receive an automated email from the SchoolsBuddy platform confirming the accepted selections have been allocated.
- 4.3 You will receive a payment request for the enrolled activities within 10 days.

Please read [The VIS Terms and Conditions - 2023-24 - VIS After School CS, ASA, EDP, PA.](#)

5. Join Request after initial Registration Period

- 5a. Login into SchoolsBuddy.
- 5b. See availability to join in the chosen activity
- 5c. Click Request to Join
- 5d. Then tick the box, Ask to Join
- 5e. Click Send Request
- 5f. You will receive an automated email stating your request has been sent
- 5g. Registration only happens when you receive the email depicting your join request has been accepted.

B. How to Register for Events (not competitive sports trips)

1. Ensure you are able to login to ManageBac

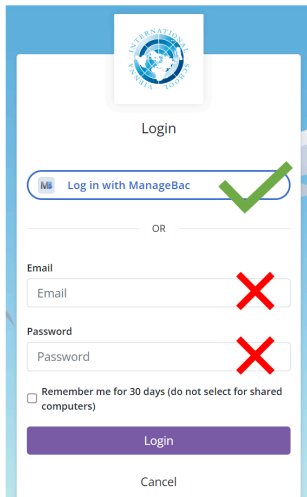
Go to <https://vis.managebac.com/login>

Managebac login is required to access SchoolsBuddy

2. SchoolsBuddy Login

Go to <https://viennais.schoolsbuddy.net/>

Click "Log in with ManageBac"



For more information and troubleshooting please see [Parent Guide to Logging In](#)

3. Events and Trips Signup and Payment

- 3a. Select *Activities Signup* button, proceed to select the VIS School Events and Trips 2023-24
- 3b. Find the event or trip to register and check the tickbox for your child's name
- 3c. Click the blue 'BOOK' button
- 3d. Agree to Terms & Conditions
- 3e. Click the blue 'PAY' button and proceed with credit card details

C. How to Register for Competitive Sports Trips

1. Ensure you are able to login to ManageBac

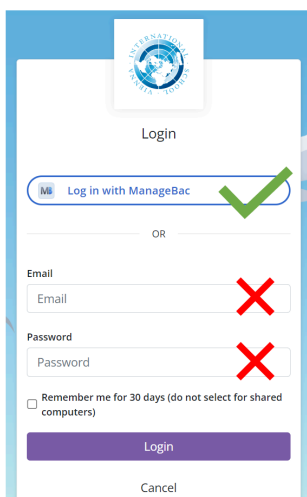
Go to <https://vis.managebac.com/login>

Managebac login is required to access SchoolsBuddy

2. SchoolsBuddy Login

Go to <https://viennais.schoolsbuddy.net/>

Click "Log in with ManageBac"



For more information and troubleshooting please see [Parent Guide to Logging In](#)

3. Please click the Action Required button, this will direct you to the Diary section



4. Click the open Invitations Awaiting response

5. Choose Consent or Decline. To consent you must agree to the Terms and conditions.

D. To Apply SchoolsBuddy Wallet Credits to a Payment

Please go to the payments section at SchoolsBuddy. To pay using credit in your wallet select 'Use Wallet Balance'. The button beneath will change from the payment provider to say 'Pay xx amount With Credit Balance'. Click the button to confirm.

Please see the sample screenshot below:

