

Dear Parents and Caregivers,

We are excited to introduce **Clipboard**, our new platform for managing extra-curricular sport at St Aloysius College. This system will streamline how we organise teams, track participation, and communicate with families.

Previously, we used Formstack via our school website for nominations, SEQTA portals for fixture management and emails for communication. Moving forward, nominations, fixture management, sport communication will now be embedded directly within **SEQTA Engage** via the Clipboard platform, making the process easier and more accessible for parents and students.

### What does this mean for you?

- A more efficient way to nominate your child for sport
- Streamlined communication about fixtures, training, and key dates
- Easy attendance management – you can now enter known absences for upcoming trainings and games directly into the system

### How to set up your account and nominate for sport:

1. Once you have received an invite email to the St Aloysius College Clipboard Portal, you will be prompted to start by logging in for the first time and setting a password.
2. After you have set up your password, you can log into the [School portal](#) using your email address and password. This portal link can also be accessed on your SEQTA Engage welcome page.
3. After you have successfully logged in, you will now be able to view the Portal and navigate to 'Activity Selection' to nominate your daughter for Term 2/3 secondary sport.

It is recommended that parents/caregivers add the portal to your phone home screen as a web-based app and allow push notifications. Please see attachment for instructions for Apple & Android phones. It is also recommended that students do the same, but during school hours they can access the portal via their school devices.

We look forward to a smooth transition and appreciate your support in implementing this new system. If you have any questions, please don't hesitate to reach out.

Kind regards,  
Meg Henderson  
Secondary Sport Coordinator  
St Aloysius College