

Instructions for ECA Registration

1. Log in to <https://bbis.parentseveningsystem.co.uk/> with the same exact data you have on your ManageBac account. So if your ManageBac info is:

Adriana Epelbaum		
Personal Details		
First Name	Middle Name	Last Name
Adriana	-	Epelbaum
Preferred Name	Date of Birth	Gender
-	-	-
1st Nationality	2nd Nationality	
-	-	
Contact Details		
E-mail	Mobile Phone	Country
adriana.epelbaum@eduvo.com	-	-
Address	Home Phone	City
-	-	-

And your child's ManageBac info is:

John Epelbaum	
Overview	Timetables
Portfolio	Reports
First Name	
John	
Last Name	
Epelbaum	
Middle Name	
-	

You need to log in as following:

Berlin Brandenburg International School

BBIS Booking System

Welcome to the Berlin Brandenburg International School PTC & ECA booking system.

In order to log in, please fill in your own information (as it appears on ManageBac) in the top section and your child's information in the bottom section. All information should match your ManageBac profiles.

The last field is your child's school section. Please copy one of the given options (IB Primary Years/ IB Middle Years/ IB Diploma/ IBCP).

Should you have more than one child at BBIS, you can make bookings for all of them via the same account. Just log in using the details from one of your children.

Appointments can be amended via a link from the email confirmation or right from your dashboard- please ensure your email address is correct.

Your Details

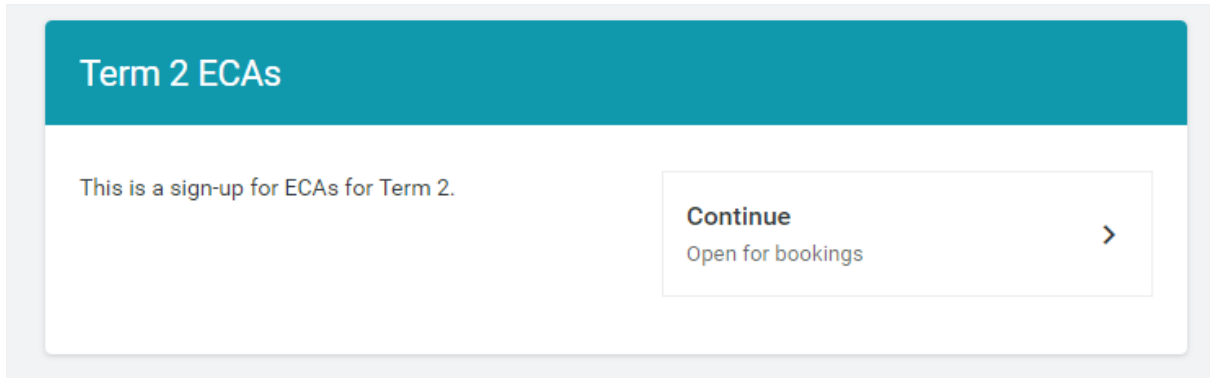
Title	First Name	Surname
<input type="text" value=""/>	<input type="text" value="adriana"/>	<input type="text" value="epelbaum"/>
Email	Confirm Email	
<input type="text" value="adriana.epelbaum@eduvo.com"/>	<input type="text" value="adriana.epelbaum@eduvo.com"/>	

Student's Details

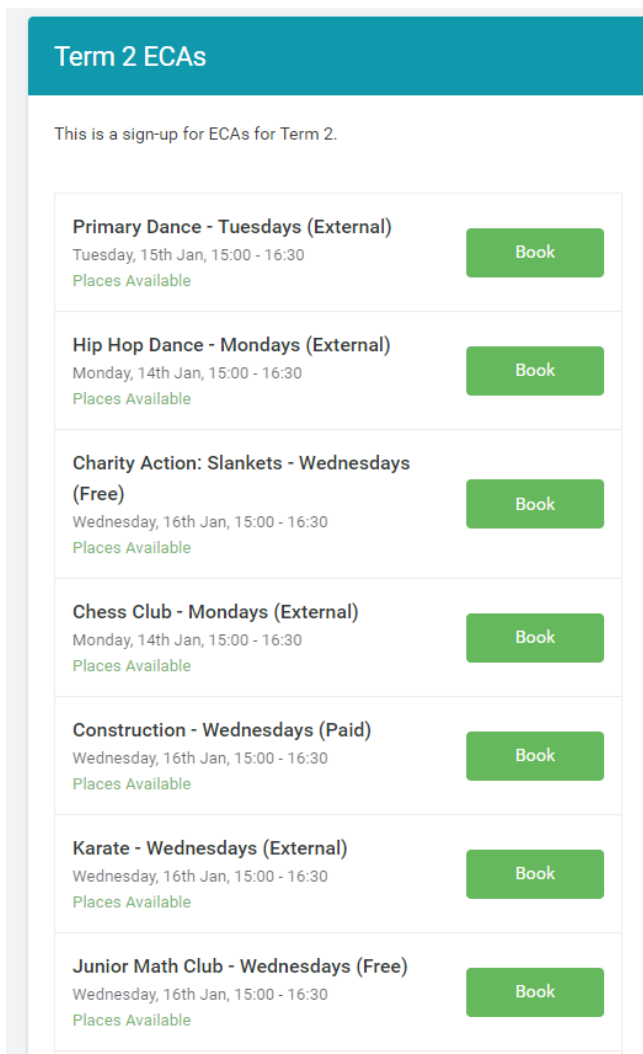
First Name	Surname	IB Primary Years/ IB Middle Years/ IB Diploma/ IBCP
<input type="text" value="John"/>	<input type="text" value="Epelbaum"/>	<input type="text" value="IB Primary Years"/>

If you have multiple children at BBIS, you can use any of their details to log in. In the system, they're all connected to your name.

2. Once you log in, you see an event called Term 2 ECAs. click on “Continue”



3. Here you see a list of available ECAs. Please keep in mind that different ECAs are available for different grade levels. If you see an ECA on the list, that means you have at least one child who can take that.



4. If you want an ECA for any of your children, click on “Book” and you’ll see which one of your children can take it.

Primary Dance - Tuesdays (External) ✕

Gordon Epelbaum

Places Available **Book**

[Add a note](#)

Graham Epelbaum

Places Available **Book**

[Add a note](#)

Close

5. Before booking an ECA, please click on Add a note to mention whether or not your child needs a late bus. The note should specifically read: "Berlin/Potsdam Bus to XYZ Stop". Once you write the note, please click on "Book"

Primary Dance - Tuesdays (External) ×

Gordon Epelbaum

Places Available

[Book](#)
[Cancel](#)

Graham Epelbaum

Places Available

[Add a note](#)

[Book](#)

[Close](#)

6. You can edit or delete your bookings:

The screenshot shows a modal window titled "Primary Dance - Tuesdays (External)" with a close button (X) in the top right corner. The modal is divided into two sections for different users. The first section is for "Gordon Epelbaum", showing "1 place booked" and "Potsdam Bus to XYZ Stop". To the right of this information are two buttons: a blue "Edit" button and a red "Delete" button. The second section is for "Graham Epelbaum", showing "Places Available" and a blue "Add a note" link. To the right of this information is a green "Book" button. At the bottom left of the modal is a blue "Close" button.

7. If you log back in later, you see that you have a different view after getting into ECAs:

The screenshot shows a page titled "Term 2 ECAs" with a sub-header "1 place booked" and a date range "Monday, 14th January - Thursday, 17th January". Below the header are three icons: a printer icon for "Print", a pencil icon for "Amend Bookings", and a calendar icon for "Subscribe to Calendar". Below these icons is a text line: "This is a sign-up for ECAs for Term 2." Below the text is a table with the following data:

Session	Date	Time	Places
Primary Dance - Tuesdays (External)	Tuesday, 15th January	15:00 - 16:30	1

Please keep in mind that you can still change your bookings as long as the booking period is not over. To do so, please simply click on "Amend Bookings" and continue.

Term 2 ECAs

This is a sign-up for ECAs for Term 2.

Primary Dance - Tuesdays (External)

Tuesday, 15th Jan, 15:00 - 16:30

Gordon Epelbaum - 1 place booked

Edit

Hip Hop Dance - Mondays (External)

Monday, 14th Jan, 15:00 - 16:30

Places Available

Book

Charity Action: Slankets - Wednesdays (Free)

Wednesday, 16th Jan, 15:00 - 16:30

Places Available

Book

Chess Club - Mondays (External)

Monday, 14th Jan, 15:00 - 16:30

Places Available

Book

Construction - Wednesdays (Paid)

Wednesday, 16th Jan, 15:00 - 16:30

Places Available

Book

Karate - Wednesdays (External)

Wednesday, 16th Jan, 15:00 - 16:30

Places Available

Book

Junior Math Club - Wednesdays (Free)

Wednesday, 16th Jan, 15:00 - 16:30

Places Available

Book

Note: To give everyone a fair chance, during the first week you can only book two ECAs for each child. After you pass this limit, you can only add your name on a waiting list. One week into the registration period, we will remove the limit. So you can book for more ECAs should there be available seats.