

## Registering on FOCUS West programmes

Online registrations have replaced paper forms for all FOCUS West delivered activities

S2 Changing Focus	S3 Into Focus Campus Days
FOCUS on 4	S5 Routes for All
S5 Pupil Application Support	S6 Routes for All
S6 Pupil Application Support	Top-Up Programme
Portfolio Development Programme	Widening Access to the Creative Industries

Pupils will register via our **Focus Point** website. Some of the institutions delivering the above activities on behalf of FOCUS West will also have an additional registration form for you to complete but this must be done **in addition** to the form found on Focus Point and not instead of.

The relevant instructions for pupils and teachers are outlined below.

### **Pupils:**

1. If pupils do not already have an account on *Focus Point*, they must create one first by clicking on '**Register**' on the home page and completing the short form. Each school has been provided with the unique 'School key-code' required by pupils and staff in order to register on the site. Pupils who already have an account can begin at Step 2.
2. Once logged in, pupils should click on **FOCUS West Activities** in the menu at the top of the page to view a list of all our programmes. They can then click on the title of the programme on which they wish to register.
3. Each programme page contains a link to the relevant registration form at the bottom. Clicking on the link will allow the pupil to view, complete, and submit the form.

4. All forms will be pre-populated with the pupil's contact details. *(These details can be amended if necessary in the 'My Profile' section.)* Pupils should add the additional required information, complete the consent sections at the bottom, then click 'Register for this programme'.

## Teachers:

*Focus Point* allows teachers to view a list of the pupils who have registered for our activities to ensure they have registered for the correct activity:

1. FOCUS West contacts in each school have been provided with a school login for Focus Point. If you do not have the details of this account, please speak to your FOCUS West contact teacher or contact the FOCUS West office at [focuswest@strath.ac.uk](mailto:focuswest@strath.ac.uk)
2. Once logged in, click on **For Teachers** in the menu at the top of the page to view *Focus Point's* teacher resources. Click on the '**MY PUPILS**' icon.
3. On the MY PUPILS page, click the year group you are interested in and then click Load to be presented with a list of all pupils who have registered on *Focus Point* from your school. *(You can search for individual pupils, then view and comment on their Profile via the icons next to their name.)*
4. To view the pupil who have registered for a particular activity, open the programme register you wish to manage (e.g. S3 Campus Day) to view a list of all pupils who have registered online for that activity. For any pupils who should not have registered on this activity, please click on the 'delete' icon.
5. For your own records, you can view and download these programme registers at any time by clicking the 'Export to Excel' button.