

MLC School – A Guide to Activity Selection for Term 4 2026 Sport

This document is a guide for MLC School parents and carers using Activity Selection, accessed via *Omnia* MLC School's parent portal.

This is a change to improve your overall experience and make your selections easier, using a platform called 'Clipboard', where you can select and pay for your activities.

How to make an Activity Selection

1. Log into *Omnia*, MLC School's parent portal, using your existing *Omnia* login details.
2. Click on the Activity Selection link within [Omnia](#) {*School Information/General Information/Co-curricular/Activity Selection*}. This will take you directly into the Clipboard Activity Selection module – no separate login is required.
3. Here you can see a list of selection options and which student you are selecting for. Please students will not be able to select their own activity, this must be done by a parent or carer.
4. Click on the activity you want to select. The details of the activity will appear on the next screen. Note: If a student is ineligible for an activity, it will not be displayed as an option to be selected.
5. Next, click the 'Select' button if you want to go ahead with choosing this activity. A pop-up window will then ask you to choose an option (if any are offered) and to confirm the place. You may also be asked to answer a required question relating to the student's position played.
6. Once an activity has been selected, it will show as 'Selected'.
7. Once selections are made, the choices are sent through to the School where staff place students into activity.

Cart for Activity Selection

Clipboard's Cart functionality lets parents and carers select multiple activities and place them in a 'cart', so they only have to confirm and check out once.

How much time do parents and carers have after selecting?

Once a selection has been made, a prompt will show asking whether you want to 'Continue Browsing' or 'Go to Cart'. You will have 15 minutes to check out selections from the Cart. If more than one selection is made, parents and carers can continue browsing.

On the left-hand side, there is a timer next to the cart showing how much time is remaining to pay.

If the time expires before you are able to check out, the selections will be removed from the cart and a 'Cart Expired' message will appear.

What does the cart look like?

The cart functionality looks very similar to online shopping, where you have your selected activities and payment with card all on one screen. You will be prompted to enter your card details, with the option of saving the card details for future payments.

Frequently Asked Questions (FAQs)

Can I change my activity selection?

You will need to contact your Activity Coordinator.

Athletics – [Isaac Laws](#)
Badminton – [Adrian Montgomery](#)
Basketball – [Adrian Montgomery](#)
Co-curricular Swimming – [Colman Wong](#)
Co-curricular Diving – [\(Golden\) Shixin Li](#)
Cross Country – [Isaac Laws](#)
Fencing – [Scott Carpenter](#)
MLC School Fit – [Scott Carpenter](#)
Rowing – [Charlotte Almond](#)
Tennis – [Adrian Montgomery](#)
Touch Football – [Isaac Laws](#)
Volleyball – [Isaac Laws](#)
Water Polo – [Francesca Fitzhenry](#)

What if I need Technical Help with Access to *Omnia* or Clipboard?

Contact our IT Service Department on service@mlcsyd.nsw.edu.au

Can I change my answer to a required question?

Yes, you can! Simply click on the '*View Selection*' button and then click '*Next*' to go to the Details page. Then change your answer to the question. Then click '*Confirm Changes*'.

What if I am a parent with more than one child?

To swap between students, simply click on the name of the student and select another student from the tabs found on the top right-hand side of the screen. The tick will indicate which student you are selecting.

How do I know if my selection has been completed or processed?

Selection will only be completed after parents and carers have checked out of the cart and received the message through the confirmation window.

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