



How to view logged sessions as admin

1 Navigate to achievethechallenges.co.uk

[Achieve Well Challenges](https://achievethechallenges.co.uk)

2 Click on the Login Button



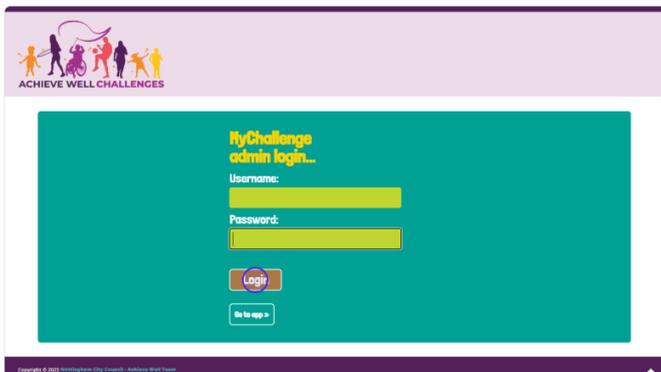
On the initial Achieve Well Challenges page, click the orange 'Login' button.

3 Select 'GO TO ADMIN' to Access Administration Login



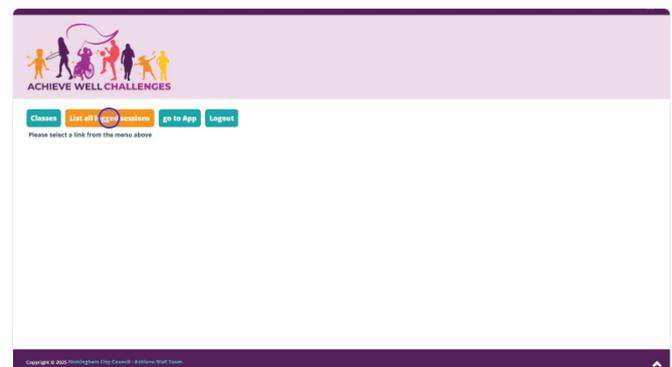
On the login screen, click the orange button labeled 'GO TO ADMIN >' to proceed to the administrative

4 Enter Administrator Credentials and Log In



On the 'MyChallenge admin login...' screen, enter your Username and Password into the respective fields, and then click the 'Login' button.

5 View the List of Logged Sessions



After successfully logging in, click the 'List all logged sessions' button from the menu bar to view all recorded sessions.



6 Review Session Details

#	CHALLENGE	CLASS/ YEAR GROUP	ACTIVITY	MINUTES	PARTICIPANTS	TOTAL MINUTES	DATE	TIME	DELETE
1	TEST CHALLENGE 25	Extra curricular	Other Physical Activities Y5	60	20	1200	02/10/2025	14:19:07	X
2	TEST CHALLENGE 25	Extra curricular	Other Physical Activities Y2	60	20	1200	02/10/2025	14:03:49	X
3	TEST CHALLENGE 25	Extra curricular	Other Physical Activities Y3	60	20	1200	02/10/2025	13:55:05	X
4	TEST CHALLENGE 25	Extra curricular	Other Physical Activities Y3	60	19	1080	02/10/2025	13:43:22	X
5	TEST CHALLENGE 25	Oak	Other Physical Activities Year 10	5	28	140	01/10/2025	15:28:47	X
6	TEST CHALLENGE 25	Year 9	Fitness Activities	20	20	400	01/10/2025	15:07:43	X
7	TEST CHALLENGE 25	Year 11	Other Physical Activities Football Skills	40	15	600	30/09/2025	20:59:39	X
8	TEST CHALLENGE 25	Year 10	Other Physical Activities Football Skills	40	15	600	30/09/2025	14:29:34	X
9	TEST CHALLENGE 25	Year 10	Sporting Activities	5	107	535	28/09/2025	15:47:32	X
10	TEST CHALLENGE 25	Year 11	Sporting Activities	25	15	375	03/07/2025	14:52:40	X
				TOTALS	279	7330			
				AVERAGE		26.37			

Examine the table showing the list of session entries, including challenge details, minutes, participants, and total minutes. To delete an entry, click on the cross in the delete column

7 Select a Session to Delete (Optional)

To delete a specific log entry, click the 'X' icon next to the corresponding row in the table. This action brings up a confirmation screen to 'Delete a Log Entry'.

8 Click on download as excel file to get a complete log

#	CHALLENGE	CLASS/ YEAR GROUP	ACTIVITY	MINUTES	PARTICIPANTS	TOTAL MINUTES	DATE	TIME	DELETE
1	TEST CHALLENGE 25	Extra curricular	Other Physical Activities Y5	60	20	1200	02/10/2025	14:03:49	X
2	TEST CHALLENGE 25	Extra curricular	Other Physical Activities Y3	60	20	1200	02/10/2025	13:55:05	X
3	TEST CHALLENGE 25	Extra curricular	Other Physical Activities Y2	60	19	1080	02/10/2025	13:43:22	X
4	TEST CHALLENGE 25	Oak	Other Physical Activities Year 10	5	28	140	01/10/2025	15:28:47	X
5	TEST CHALLENGE 25	Year 9	Fitness Activities	20	20	400	01/10/2025	15:07:43	X
6	TEST CHALLENGE 25	Year 11	Other Physical Activities Football Skills	40	15	600	30/09/2025	20:59:39	X
7	TEST CHALLENGE 25	Year 10	Other Physical Activities Football Skills	40	15	600	30/09/2025	14:29:34	X
8	TEST CHALLENGE 25	Year 10	Sporting Activities	5	107	535	28/09/2025	15:47:32	X
9	TEST CHALLENGE 25	Year 11	Sporting Activities	25	15	375	03/07/2025	14:52:40	X
				TOTALS	288	6130			
				AVERAGE		21.35			

This will put all of your entries into excel which will allow you to create graphs and further analyse your data

