



How to log extra curricular activities

You can log extra-curricular activities at break, lunch or before and after school. We know these activities often bring together pupils from different classes, so the system is designed to make that easy.

1 Click the Login Button



On the landing page, click the orange 'Login' button to proceed to the login screen.

2 Log in to the System



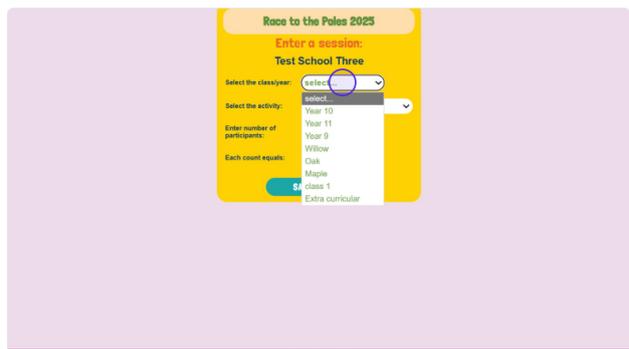
On the login screen, enter your Username and Password (implied from the form fields) and click the orange 'LOGIN' button. This will take you straight to the challenge list so you can enter a session quickly

3 Select a Live Challenge



From the challenge selection screen, click on the challenge you want to log session for

4 Select the Class/Year



In the 'Enter a session' form, click the dropdown next to 'Select the class/year:' and choose 'Extra curricular' from the list.



7 Enter the Number of Participants

The screenshot shows a form titled "Race to the Poles 2025" with the sub-header "Enter a session: Test School Three". The form includes fields for "Select the class/year" (Extra curricular), "Select the activity" (Other physical activity), "Description of activity" (Y3 & 4 mixed school games foot), "Enter number of participants" (5), and "Each count equals" (5 minutes). A green "SAVE SESSION" button is at the bottom. A red circle highlights the "Enter number of participants" field.

Enter the total number of participants for this session in the field next to 'Enter number of participants:' (e.g., 10).

8 Set the Count Equals Value

The screenshot shows the same form as in step 7, but with the "Each count equals" dropdown menu open. The menu lists options: 5, 10, 15, 20, 25, 30, 45, 50, 60, and 120. A red circle highlights the dropdown menu.

Click the dropdown for 'Each count equals:' and select '30' minutes from the list of options.

9 Save the Session

The screenshot shows the form with the "Enter number of participants" field set to 10 and "Each count equals" set to 30 minutes. A red circle highlights the green "SAVE SESSION" button.

Click the green 'SAVE SESSION' button to record the activity details.

10 View the Leaderboard

The screenshot shows a confirmation screen titled "Session Saved!". It features two buttons: a green "Start another session >" button and an orange "View leaderboard >" button. A red circle highlights the "View leaderboard >" button.

After the session is saved, click the orange 'View leaderboard >' button to check the updated standings.

