

# How to Log In and Manage School Student Totals on Achieve Well Challenges

This guide details the process of logging into the Achieve Well Challenges platform as an administrator and setting the total number of students for a school.

## 1 Navigate to [achievethechallenges.co.uk](https://achievethechallenges.co.uk)

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

### 2 Click the Login Button



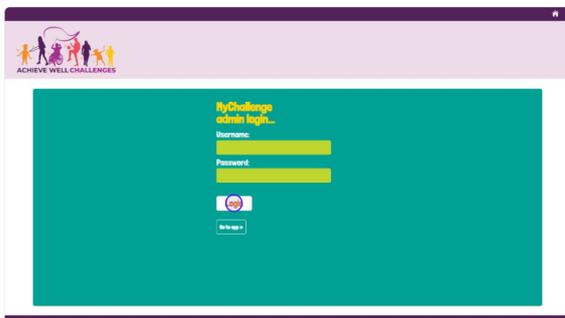
Click the orange 'Login' button on the initial screen.

### 3 Select Go To Admin



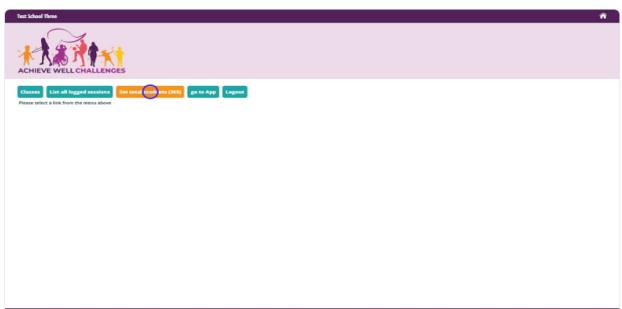
From the login options screen, click the 'GO TO ADMIN »' button.

### 4 Enter Admin Credentials and Log In



Enter the required Username and Password in the provided fields and then click the 'Login' button.

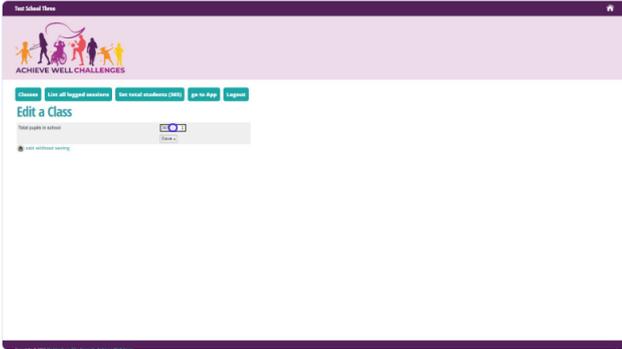
### 5 Click on Set Total Students



Once logged in, click the 'Set total students button from the navigation menu. If this has already set, it will display the number of students currently taking part (365 in this example)

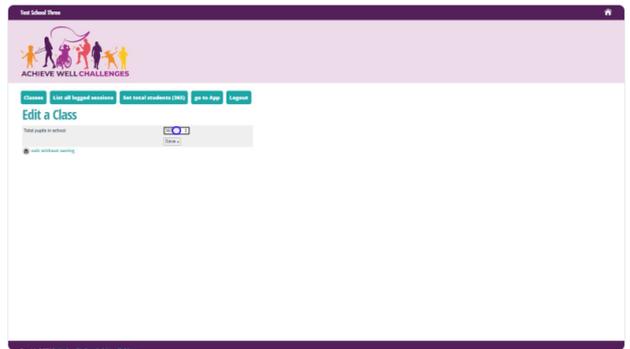


## 6 Edit the Student Count Input Field



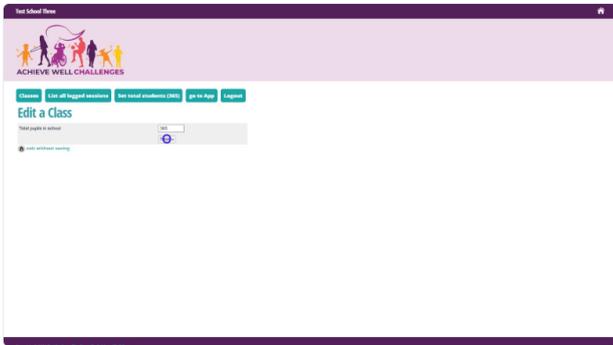
The 'Edit a Class' screen appears; click inside the input field next to 'Total pupils in school' which This should be all of the pupils currently registered at your school, this will ensure that the ranking algorithm remains fair

## 6 Edit the Student Count Input Field



The 'Edit a Class' screen appears; click inside the input field next to 'Total pupils in school' which This should be all of the pupils currently registered at your school, this will ensure that the ranking algorithm remains fair

## 7 Update and Save the Student Count



Modify the number in the 'Total pupils in school' field if necessary, and then click the 'Save »' button.

