



How to Log in and Edit Class Information on Achieve Well Challenges

This guide details the process of logging into the Achieve Well Challenges admin panel, navigating to the classes section, and editing the details of an existing class.

1 Navigate to achievewellchallenges.co.uk

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

2 Navigate to the Login Screen



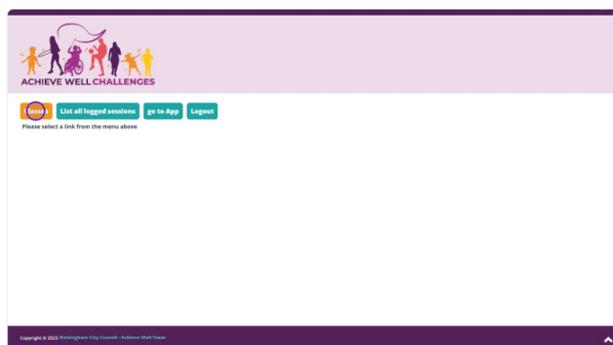
On the Achieve Well Challenges homepage, click the 'Login' button.

3 Access the Admin Login



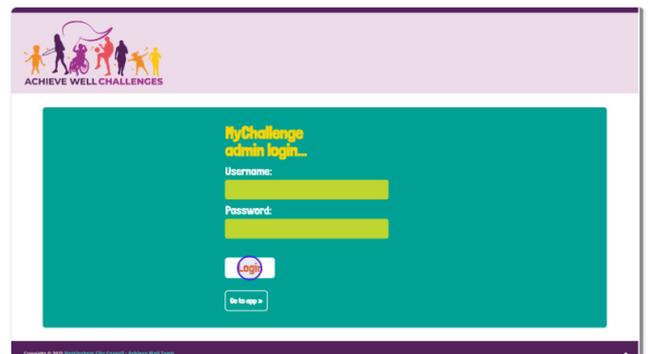
On the login screen, click the 'GO TO ADMIN >' button to proceed to the administrator login page.

5 Navigate to the Classes Section



After logging in, click on the 'Classes' tab to view the list of existing classes.

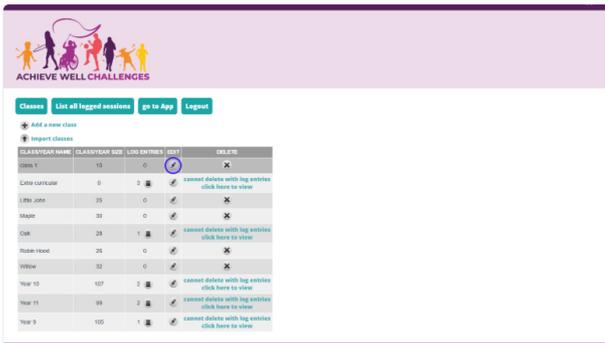
4 Enter Admin Credentials and Log In



Enter the necessary username and password in the respective fields on the 'MyChallenge admin login...' screen and click 'Login'.



6 Select a Class to Edit

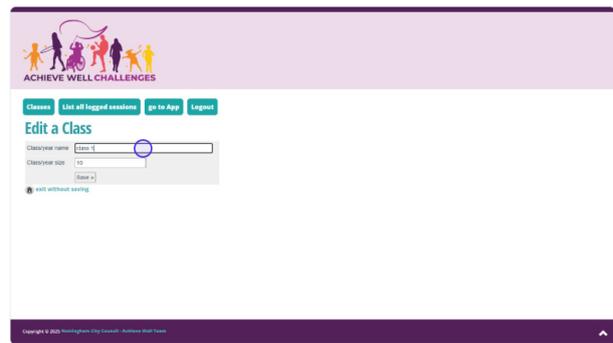


The screenshot shows the 'Classes' page with a table of classes. The table has columns for 'CLASS/YEAR NAME', 'CLASS/YEAR SIZE', 'LOG ENTRIES', and 'EDIT'. The 'EDIT' column contains icons for adding, deleting, and editing. The 'class 1' row has a pencil icon in the 'EDIT' column highlighted with a blue circle.

CLASS/YEAR NAME	CLASS/YEAR SIZE	LOG ENTRIES	EDIT
class 1	13	0	
Latin Curricular	0	2	 cannot delete with log entries click here to view
Life Jobs	25	0	
Music	33	0	
Oak	28	1	 cannot delete with log entries click here to view
Rose Hood	26	0	
Willow	32	0	
Year 10	107	2	 cannot delete with log entries click here to view
Year 11	99	2	 cannot delete with log entries click here to view
Year 9	105	1	 cannot delete with log entries click here to view

Locate the class you wish to modify (e.g., 'class 1') and click on the edit icon (pencil symbol) in the 'EDIT' column.

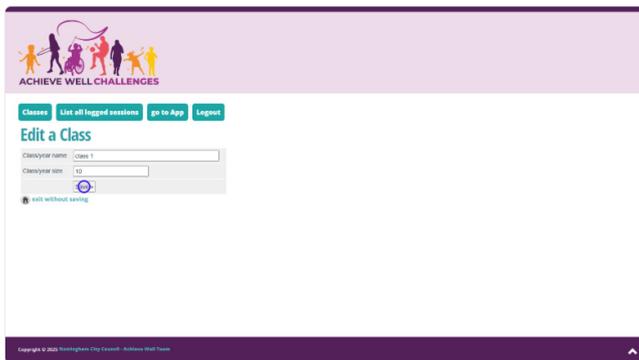
7 Modify Class Details



The screenshot shows the 'Edit a Class' form. The 'Class/Year Name' field is highlighted with a blue circle. The 'Class/Year Size' field is also visible.

The 'Edit a Class' screen appears, allowing you to change the 'Class/year name' and 'Class/year size'. In this step, the class size for 'class 1' is being reviewed or potentially changed.

8 Save Changes or Exit



The screenshot shows the 'Edit a Class' form. The 'Save' button is highlighted with a blue circle. The 'Class/Year Name' field is 'class 1' and the 'Class/Year Size' field is '13'.

After making any necessary adjustments to the class details, you can click 'Save »' to apply the changes or choose 'exit without saving' to leave the editing screen without updating.

