



How to Log in and Record an Activity Session

This guide details the process of logging into the Achieve Well Challenges website, selecting a test challenge, entering session details for a specific group, and saving the session to view the leaderboard.

1 Navigate to [Achieve Well Challenges](#)

2 Click the Login Button



Click the orange 'Login' button on the initial screen to proceed to the login form.

3 Access the Login Screen



The login form appears, enter your details

4 Proceed to Login



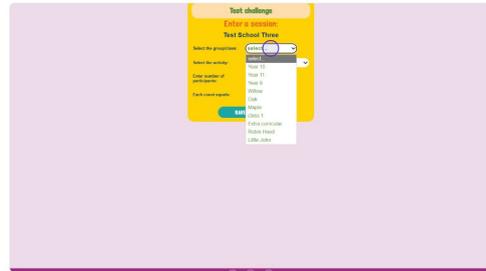
Click the orange 'LOGIN' button on the session selection screen, which is the next step after the initial login attempt.

5 Select the Challenge



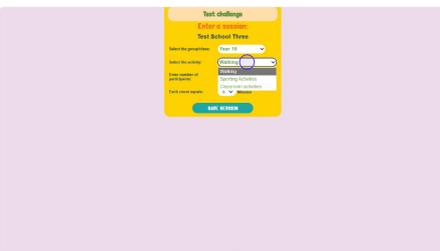
Select the challenge you want to enter the minutes for.

6 Select a Group/Class



Select class or group

7 Select the Activity Type



Click on the most relevant activity in the dropdown menu

8 Adjust Participant Count



Change the entered number of participants to what suits you

9 Set length of session



Enter the session length in minutes; the "Count" is applied to all pupils (e.g. 10 pupils x 10 minutes = 100 active minutes)



9 Set length of session

Select the required amount of minutes

10 Save the Session

Click the yellow 'SAVE SESSION' button to record the entered activity.

11 View the Leaderboard

After the session is saved, click the orange button labeled "View leaderboard".

12 View Leaderboard

On the leaderboard screen, the input box below "Not in the top 5?" is available for searching.

13 Enter School Name for view school breakdown

Type in school name

14 Select School from Search Results

Click on the search result "Test School Three" to view its details.

15 View School Performance Details

Completion	Target	Time
Year 11	2	100
Year 10	4	100
Year 9	4	100
Year 8	4	100
Year 7	4	100
Year 6	4	100
Year 5	4	100
Year 4	4	100
Year 3	4	100
Year 2	4	100
Year 1	4	100
Early Year 1	4	100
Early Year 2	4	100
Early Year 3	4	100
Early Year 4	4	100
Early Year 5	4	100
Early Year 6	4	100
Early Year 7	4	100
Early Year 8	4	100
Early Year 9	4	100
Early Year 10	4	100
Early Year 11	4	100

You can see a quick breakdown of the minutes and sessions logged by class

