Birmingham School Games Challenge Portal

End User Guide

(Desktop, Laptop, IPad and Smart phones)

For pupils and parents of pupils registering on their behalf:

- Visit www.sgochallenge.com
- Click register (you will find our privacy policy on this form too, the full version is available on the homepage).
- Enter the code for this the Ninestiles area which is **nine**
- Pupils over 13 years of age can complete the form themselves but pupils aged 13 or under will need to be registered by a parent. Follow the simple registration instructions to complete the form.
- You will be asked what category you are signing up as- If you are a student over the age of 13 you can register yourselves, please select 'Student' and complete the form. If you are a parent registering for your child aged 13 and under, please select 'Parent', add your details, followed by those of your child.
- When typing in a school, please use the full school name e.g St Peter's Church of England
- Please follow any remaining instructions and submit.
- Once confirmed, you will get an email stating you have registered and you can then log on.
- Select a challenge (from 11th January), have a go and submit the results (your results will not be visible immediately as they need to be verified).
- View the results of all the pupils in your school, by clicking results. View the results of pupils across your School Games area by clicking 'area' results. View the results from the whole of Birmingham by clicking the 'Birmingham' results. Results for pupils will only become visible once a challenge has ended.
- If you have any issues please inform your school or your School Games Organiser.
- We hope you enjoy taking part in the personal challenges. Good Luck.

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Troubleshooting guide (working document)

Q. My access code isn't working?

A. Ensure the spelling is correct. At the time of launch all the codes are operational, and you should have received a code form your school or School Games Organiser. It is important that you only use the code given by your school as this is unique to the area your school is in. If the code is still not working please email h.reed@hallgreen.bham.sch.uk

Q. My school is not recognised/ listed

A. As above please ensure you are using the correct access code. Please also ensure that you type the full name of you school leaving out abbreviations i.e. state 'Church of England' not 'C of E' if you attend a school with such a name.

Q. I have entered my results but I can't see them in the results table.

A. Results will only become visible to the user once verified by the School Games Organiser or when a challenge has ended.