

## The Ultimate Guide to the School Games Website – for Schools


### Contents:

1. Getting started
2. Getting the most out of the main website
  - a) About The Games
  - b) Your School
  - c) Sports
  - d) What's On
3. Learning your dashboard
  - a) Managing your account
  - b) Inclusive Health Check
  - c) Competition Calendar
  - d) Blogging
  - e) Bulletin Board
  - f) School Games Mark
  - g) Events
4. School Resources
5. FAQs

### **1. Getting started**

Hello, and welcome to our ultimate guide to the School Games website. Thank you for downloading this document and showing an interest in the website. To give you a little bit of background, [www.yourschoolgames.com](http://www.yourschoolgames.com) currently caters to over 20,000 schools with registered accounts, and we hope that you will consider joining that number if you haven't done so already. Registering with us opens up a number of fantastic opportunities for you – including applying for the School Games Mark, for which we had over 8,000 applications in 2015. You can also write and share blogs, making you eligible to win further prizes as part of the Reward and Recognition Scheme, fill out an 'Inclusive Health Check' to receive a unique action plan for your current School Games provisions, and keep a record of all intra-school events taking place at your school; but more on that later.

If you are unsure as to whether your school is registered on the School Games website you can use our helpful 'school finder', which is located halfway down our homepage...



**Schools in England are signed up to School Games**

**Is your school one of them?**

If you'd like to get involved you can use our handy search tool to see if your schools already signed up.

Simply enter your school's postcode and press the 'find your school' button...

The screenshot displays the search interface on the School Games website. At the top, there are tabs for 'SHOW ME', 'ALL', 'REGISTERED', and 'UNREGISTERED'. Below these, two school listings are shown. The first listing is for 'St Bede's CofE Aided Junior School', which is marked with a star, indicating it is a registered school. The second listing is for 'Send CofE First School', which is not marked with a star and has a green button that says 'register for free'. To the right of the listings are two search filters: 'SEARCH BY NAME' and 'SEARCH BY POSTCODE'. The 'SEARCH BY NAME' filter has a text input field for 'School Name' and a search button. The 'SEARCH BY POSTCODE' filter has a text input field for 'Postcode', a dropdown menu for 'Search Radius' (set to '1 Mile'), and radio buttons for 'School Type (optional)' with options for 'Primary' and 'Secondary'.

If you are already registered then the school will display with a star next to its name. If you are not, then the school will appear in grey and will have a green register button available. If your search returns a large number of schools then you can use the filters on the right-hand side to search by school name and school type. You can also filter the list by registered and unregistered schools.

**Registered Schools:** Registered schools can login and access their school dashboards – along with other exclusive content – by logging in. This can be done by using the login options at the top of every page on the School Games website...

The screenshot shows the login section of the School Games website. It features two links: 'Contact us' and 'Forgot Password'. Below these links is a login form with two input fields: 'username' and 'password'. To the right of the 'password' field is a red button labeled 'Login'.

If you have forgotten your password or require further support, please contact your School Games Organiser (SGO), who will be able to resolve this for you. If you do not know who your SGO is, then you can contact our support inbox, [info@yourschoolgames.com](mailto:info@yourschoolgames.com), using the buttons adjacent to this login section (as shown above). Please note that the support inbox's peak period is between June and September, during the School Games Mark application window, and that responses may be slower during this period. There are also other notable deadlines in the School Games calendar which could have an impact on response time, such as SGO deadlines or conferences which will often take priority. Please contact your SGO if you have any concerns over this.

**Unregistered Schools:** If your school is not registered, you will need to press the green 'register for free' button shown by the screenshot at the top of this page. This will take you to a short sign up form where you will be invited to set up a username and password for your account, as well as a contact email address to ensure you receive all of our latest news and offers. These details can be changed at any time, but we would still recommend contacting your SGO if you have any concerns with this, as they are accustomed to dealing with this process.



## 2. Getting the most out of the main website

Before you dive into your dashboard, there is plenty of information and resources that we offer via our main website, which does not require you to login or sign up. Please take the time to read and utilise this information as much as possible, as it may well save you querying something at a later date. Please see below for a brief overview of what is available...

### a) About the Games

This section of the website will tell you everything you need to know about the basics behind the School Games. There are six tabs available – which you can access using the menu on the left-hand side – and all of them can be used to discover more about the School Games.

The pages available here include **Competition Levels** – which explains the differences between the four distinct levels of School Games competition, from intra-school sport, right up to the national finals; **Programme Reach** – which offers specifically tailored information for schools, as well as organisers, parents and students; **Inclusive Competition** – where you can download our inclusive sport formats and find out more about programmes such as Project Ability; **Case Studies** – where you can find out more about best practice within the School Games; **Our Partners** – which will allow you to find out more about the background behind the School Games; and **FAQs** – which offer similar information to that shown in section five of this document.

### b) Your School

This section of the website details all of the ways that you can get involved with the School Games and how your school, or a school that you are associated with, can directly benefit from the various programmes and schemes that we have on offer.

The pages available here include **What We Offer** – which explains in greater detail what your school can achieve by being a part of the School Games network; **Getting Involved** – which goes into more detail about what students will get out of being a part of the School Games; **School Games Mark** – which houses all of the latest news, criteria and information about the award scheme; **Reward and Recognition** – where you can find a list of the latest prize winners, along with blogging advice and up to date notifications; **Curriculum Competitions** – a deviation of the Reward and Recognition Scheme, where you can win more great prizes; **Inclusive Health Check** – a help page and guide to using the tool on your dashboard; **SSO Committees & Crews** – which stands for School Sport Organising and is a great way to get young people involved with leadership opportunities; **2016 National Finals** – where you can find out more information about our annual Level 4 event; **Talent Inspiration Programme (TIP)** – where you can learn more about the event which runs in parallel with the National Finals to offer further opportunities; and **School Games Guides** – where you will find helpful resources such as this one to help you plan your School Games experience and make best possible use of the resources available for you via this website.




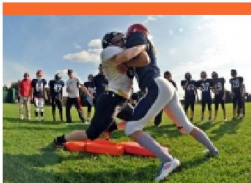


### c) Sports

This section of the website is dedicated to our sport formats, available to support with the first three levels of the School Games, and is split into relevant sections. Our Level 1 sport formats – for supporting intra-school primary sport – come in the forms of competition and challenge cards, perfect for getting the best out of young people. There is one card per sport at secondary level. Our Level 2 and Level 3 section lists approved sport formats which must be adhered to in order to qualify for the School Games Mark. This will be overseen by your School Games Organiser. There is also a list of National Governing Bodies of sport and links to their respective websites for your reference.

### d) What's On

This section of the website is dedicated to all of the events created by School Games users. There is not too much for you to worry about here, as you can find personalised lists of events on your dashboard, but if you'd like to see what's coming up in your area then you can use the various filters available here. You can also click on the 'updates' tab for a list of news stories, the four most recent of which are published on the home page. This includes a number of our great series, such as Best of the Blogs and the Guest Writer's Column, as well as interviews and general news stories. Clicking on the 'see all updates' button on the homepage, as shown below, will take you to this screen.

#### Latest Updates

			
<b>Best of the Blogs – click here to view all of the April winners</b>	<b>Spotlight on the Sports... we're finding out more about 'American Football'</b>	<b>The Diary of a Wannabe Olympian: Emily Webb Part One - April 2016</b>	<b>The 2016 School Games National Finals is calling for volunteers</b>
<small>In this monthly series, winning schools have links to their brilliant blogs published on our home page.</small>	<small>The third in a monthly series highlighting some of the weirder sports the world has to offer.</small>	<small>Emily discusses her average week, Olympic pressure and the strange habits of her rivals.</small>	<small>The School Games' flagship event is back for 2016. And you can guarantee your place today!</small>
<a href="#">Read More</a>	<a href="#">Read More</a>	<a href="#">Read More</a>	<a href="#">Read More</a>

[See all updates](#)

### 3. Learning your dashboard

Once you've logged in, you will be presented with your school dashboard, a page that you should become increasingly familiar with. This is where you will apply for the School Games Mark, write your blogs to enter into the Reward and Recognition Scheme and the Curriculum Competitions, utilise your Inclusive Health Check and track the upcoming events in your area. For ease of understanding, we've broken your dashboard down into sections for further discussion in the list below. These sections match those outlined in your dashboard. We are working from top to bottom, left side and then right side. The resources section will be addressed in part four of this guide.



## a) Managing your account

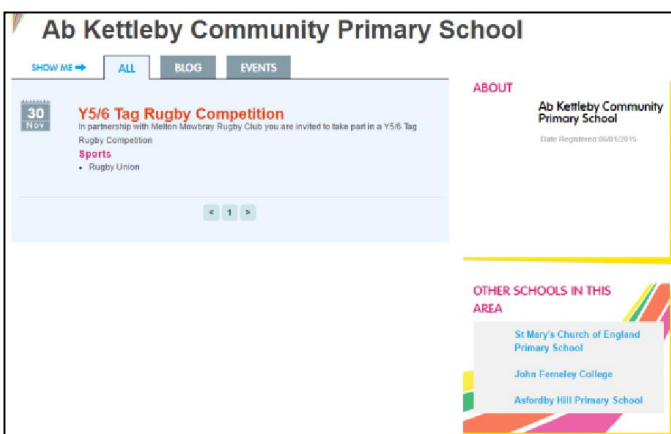
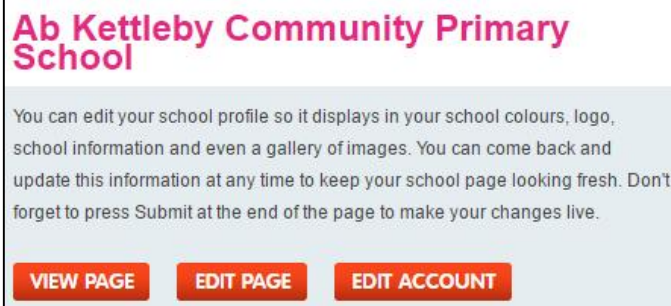
We're well aware that the member of staff that originally set up your account may no longer be in post and that you may require a way to change the details which are subsequently registered in our database. The most important piece of information is your email address. If this is wrong then you will not receive the registered schools newsletter, sent once a month, which is packed with all the latest news, information and opportunities for your school.

There are three buttons available here – as shown by the first of our screenshots on the right-hand side.

Let's start with 'View Page', which will allow you to see your account how others will see it – a list of your blogs, events and other achievements as shown by the second screenshot on the right-hand side. You can use the filters at the top to see a list of blogs or events created by either you, or the school whose page you are visiting. A list of other schools in the same area, which might be of interest to you, is also shown here.

Next, we'll move on to 'Edit Page', which gives you the opportunity to customise what is shown here. You can change the colours, add a description of your school, and up to five images including a logo which can be displayed on your page – making it ideal to share with parents and students.

Finally, we have the 'Edit Account' button. Here you can customise your username, a list of details for your key contact, and change your password. You can also change your Level 1 School Games Day, which you will be prompted to enter when you first login to the website. Remember to press 'update' to save your changes.



Your School

How do you deem your school:

Please enter the date of your School Games Day :

The School Games Day is the culmination and celebration of your year round intra-school competition programme and involves all young people in a range of both sporting and cultural opportunities! If you are not yet sure on the date of your School Games Day for the 2015 summer term that's okay, simply enter the date it is most likely to be held on and then edit the information on the site once it's been confirmed.

About You

Username:

Email address:

First Name:

Surname:



## b) Inclusive Health Check

If you wish to start your Inclusive Health check, just press the green button on the appropriate section of your dashboard. An introductory guide will be generated for you, followed by a simple questionnaire. You can save your progress at any time and come back to it later – just press the same green button, which will now say ‘in progress’, to resume your health check. Once you have finished and submitted your health check, this button will say ‘view action plan’, allowing you to refer back to your results at any time. The health check cannot be reset and will only become available again once a new set of questions have been generated. You will be made well aware of when this is likely to happen via our various communication channels.

## c) Competition Calendar

This is one of the most important sections of your dashboard. This is where you’ll find a list of all of the events that are going on in your local area, as inputted by your School Games Organiser. Your SGO will submit all six of these calendars during the course of the academic year. He/she also has the power to add further events at a later date. If they do this, then an ‘updated’ message will show next to the relevant calendar, as shown by the right-hand screenshot below.

### 2015/16 Competition Calendar

- [2015/16 Autumn Primary](#) PRINT
- [2015/16 Spring Primary](#) PRINT
- [2015/16 Summer Primary](#) PRINT
- [2015/16 Autumn Secondary](#) PRINT
- [2015/16 Spring Secondary](#) PRINT
- [2015/16 Summer Secondary](#) PRINT

### 2015/16 Competition Calendar

- [2015/16 Autumn Primary](#) PRINT
- [2015/16 Spring Primary](#) PRINT
- [2015/16 Summer Primary](#) PRINT Updated !
- [2015/16 Autumn Secondary](#) PRINT
- [2015/16 Spring Secondary](#) PRINT
- [2015/16 Summer Secondary](#) PRINT

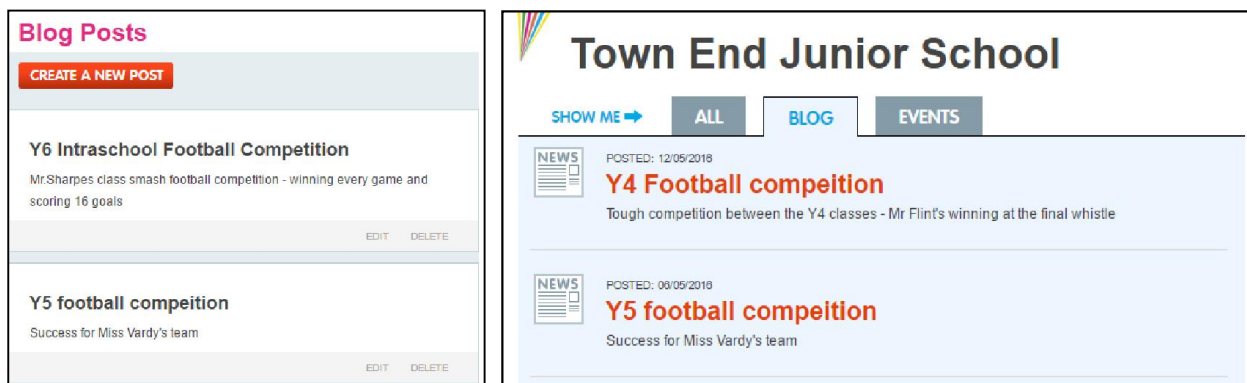
You can open any of these calendars by clicking on the orange link. As you can see, you will also have the option to print these calendars to pin up on your notice boards or elsewhere around the school. If you wish to enter an event that appears on your calendar (as shown below) but have not yet received an invitation, please contact your SGO for more details. Each event should show a type of activity, along with a time, venue, list of year groups and an indication of whether the event will include boys, girls or both (shown by the B, G, M emblems). Again, if any of these details are missing, please contact your SGO for clarification.

May			June			July					
04	Cricket Year groups - 3, 4	10:00am - 15:00pm TBC	M	07	Kwik Cricket Year groups - 5, 6	10:00am - 12:00pm TBC	G	06	Athletics Year groups - 3, 4	13:00pm - 15:15pm Dorothy Hyman	M
09	Rounders Year groups - 5, 6	13:00pm - 16:00pm TBC	M	07	Kwik Cricket Year groups - 5, 6	13:00pm - 15:30pm TBC	B	07	Athletics Year groups - 3, 4	13:00pm - 15:15pm Dorothy Hyman	M
17	Hockey Year groups - 5, 6	13:30pm - 16:00pm TBC	B	08	Kwik Cricket Year groups - 5, 6	10:00am - 12:00pm TBC	G	08	Athletics Year groups - 3, 4	13:00pm - 15:15pm Dorothy Hyman	M
19	Hockey Year groups - 5, 6	13:30pm - 16:00pm TBC	G	08	Kwik Cricket Year groups - 5, 6	13:00pm - 15:30pm TBC	B	22	Archery Annual Festival (L1) Year groups - 3, 4, 5, 6	08:00am - 09:00am TBC	B
20	Cricket	10:00am - 15:00pm	M	20	Cricket	10:00am - 15:00pm	M				



## d) Blogging

A step-by-step guide on how to blog on your School Games dashboard is available here in a separate document. Please [click here to download](#) it. A list of previous blogs will appear on your dashboard with options for editing and deleting a post – as shown below. These will also appear on your school page and can be shared via your social media channels or your school website (below, right).

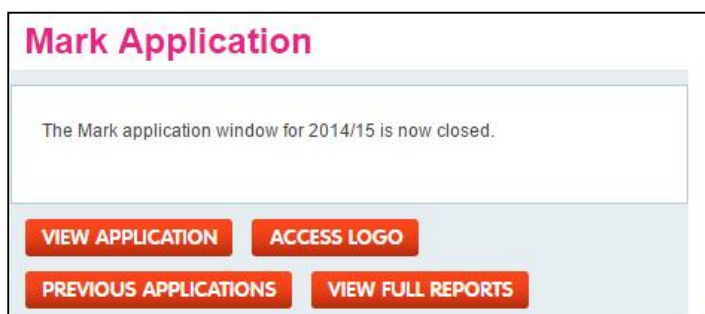


## e) Bulletin Board

This is where we will post all of the latest updates that will have an impact on our registered schools. Whilst the 'What's On' page will host all of our major news stories, the bulletin board will regularly be used for exclusive offers, technical advice, or other general updates. This feature allows us to contact schools more regularly, rather than waiting for each month's newsletter, whilst ensuring that we do not overflow your inbox with information that might not be relevant to you. If you think a bulletin board story might be of interest to you, just click on the title of the article to take a look – there will be no hard feelings if you don't, as not everything will be appropriate to everyone!

## f) School Games Mark

If you are reading this anywhere between October and May, then this section of your dashboard will look something like the screenshot below:



The four buttons will act as follows: 'View Application' will allow you to view, in full, the last Mark application your school has submitted; 'Access Logo', will allow you to download your Mark logo for



your last successful application to use as you wish on your website or letterheads; and the remaining two buttons are to track previous levels of achievement.

Once the Mark application window is open, there will be a fresh 'start application' button that appears here. Instructions on how to best navigate the application form will be shown upon pressing this button and before you've started answering any questions. If you have any doubts about your application, please contact your SGO who will be happy to help. Alternatively, there are lots of great guidance documents available to support you, both on the main website (as mentioned on page 3) and in your school resources (please see section 4).

## g) Events

This is where you can add all of your Level 1 (inter) events. They will be visible on your school page and have a separate tab, the same as blogs, to allow a user to see what has been happening at your school. You are not measured on what events you do/don't record and the decision on how many to note down on the website is solely your own – but for the most complete looking page, most appropriate to share with students, teachers and parents, we recommend adding any major events.

The only Level 1 event that you are required to enter is your School Games Day, which you are prompted to enter before logging on if you have not already done so. If you wish to change your date, you can do so via the 'Edit Account' menu as shown on page 5. This will not create an event in your events section, so if you wish it to display here then you must enter it separately.

To create an event, you must press the orange 'Create a new event' button on your dashboard – both past and upcoming events will display below this button, as with the blog section. Here, you will be prompted to complete a short form, including the event's title, date, and programme – which tell us whether or not you are following a School Games format, as outlined on page 3.

The screenshot displays the 'Events' section of a website. On the left, there is a list of events. The first event is 'Y3 Intraschool Football Competition' dated 2018-05-18, run by School Sports Crew members Dylan R and Josh L. The second event is 'Y4 Intraschool Football competition' dated 2018-05-11, run by Millie T, Dan H and Joel B. Each event entry includes a 'VIEW', 'EDIT', and 'DELETE' button. On the right, the 'Event Details' form is shown. It includes fields for 'Event Title' (with a placeholder 'Please enter the name of the event'), 'Date', and 'Programme'. The 'Programme' section has three radio button options: 'School Games Level 1 Event - approved format' (selected), 'School Games Level 1 Event - alternative format', and 'Additional Event or Activity (non-School Games sport)'. There is also a 'Help' link. The 'Sport' dropdown menu is set to 'Archery'. Below this is a 'Sport Formats' section with a search bar and a list of formats: 'Arrows Festival (L1)', 'Arrows Festival School (L2/3)', and 'Inter-School Archery Competition (L2/3)', each with a plus sign to add it to the 'selected items' list.





If you are following one of our formats, you will be given the opportunity to specify which format you are following after choosing your sport. The remaining questions are used to specify the participation at your event, including which ages will be competing and the number of participants with a disability – for clarification on whether a child should be included here please consult with your SGO. There is also the opportunity to add a brief description of your event before pressing the save button at the bottom of the page. All fields must be completed before you can save.

#### 4. School Resources



If you hit this button on your dashboard you'll be taken to a hidden page – one which is reserved only for our registered users. Here you will be able to access the following pages: **Branding** – where you can download School Games logos and other icons; **Case Study Archive** – for helpful guidance from your fellow School Games enthusiasts; **Mark Resources** – for a full set of guidance documents to support with the School Games Mark; **News Archive** – where you can re-read all of the latest School Games stories; and **Spirit of the Games** – where you will be able to download a number of materials to help with your School Games activities.

Further to this, there is the **School Resources** sub-section which also includes: **Guidance Documents**, such as this guide and a yearly planner; **Certificates**, for you to print and award at events (further prizes can be purchased from Youth Sport Direct); and **Registered School Update**, where you can catch up on all the latest news via an archive of our e-bulletins.

There will a number of other materials and resources available here too, so why not have a look through and find what's best suited to you. No user guide can tell you that!

#### 5. FAQs

For any questions around your eligibility for the School Games, including how the School Games is managed, the sports involved and opportunities for young disabled people, please visit the FAQ section of our website. For website-specific queries, please see below:

##### **I can't login to my account, what should I do?**

Your SGO will be able to reset your username or password on your behalf to give you access to the account. If you do not know the identity of your SGO, please contact [info@yourschoolgames.com](mailto:info@yourschoolgames.com).



### **The member of staff who created this account has left, how do I update it?**

If you don't have access to the account, simply follow the instructions above. If you do, you can follow the instructions for editing your account, as outlined on page 4.

### **Why aren't all my events appearing on my calendar?**

Your SGO is responsible for managing the calendar for both you and your local area, so please contact them if you have any concerns over the data being shown here.

### **Why don't I have the option to apply for the Mark via my dashboard?**

The application window is only open during certain months of the year, usually between June and September. For full details please [visit the School Games Mark page](#) on our website.

### **Why should I blog on my dashboard?**

A common question – after all, you don't get marked or judged on the blogs that you produce. However, there is still great value in engaging with the Reward and Recognition Scheme. You can use the blogs as a platform to promote your school, both to your peers and to students and parents, in addition to your personal website. Young people can write blogs and enter the Curriculum Competitions – improving their writing skills and their understanding of the importance of sport for young people, as well as our termly blogging values – such as competition, inclusion and leadership. You can also win great prizes, worth up to £200 for your school, as well as a visit from a world class athlete – with six visits given away each academic year. Blogs can also be used to help justify your School Games Mark application, particularly in the question around promoting the School Games.

### **How do I enter my Level 1 School Games Day?**

Press the 'Edit Account' button in the top left-hand corner of your dashboard. It can be changed at any time via this screen.

### **How do I share my work?**

Simply press the 'view page' link in the top left-hand corner of your dashboard and copy and paste the web address. This can be shared via your school website, social media accounts or emails.

### **Why am I not receiving the registered schools newsletter?**

The list of contacts for this mailer is pulled directly from the School Games website, so whatever email address is registered to your account is the one that will be sent the mailer. If you wish to change this, you can do so by using the instructions on page 4. If this is correct and you're still not receiving the mailer, remember to check your junk folder or visit your school resources.

