

User guide: using your teacher dashboard on the School Games website

Welcome to the bespoke guide on how to use the teacher dashboard on the School Games website. If you know which area of the website you require assistance with then please start by consulting the contents list below.

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6. **School Games Mark** – managing your school’s application and collateral

1. The Basics

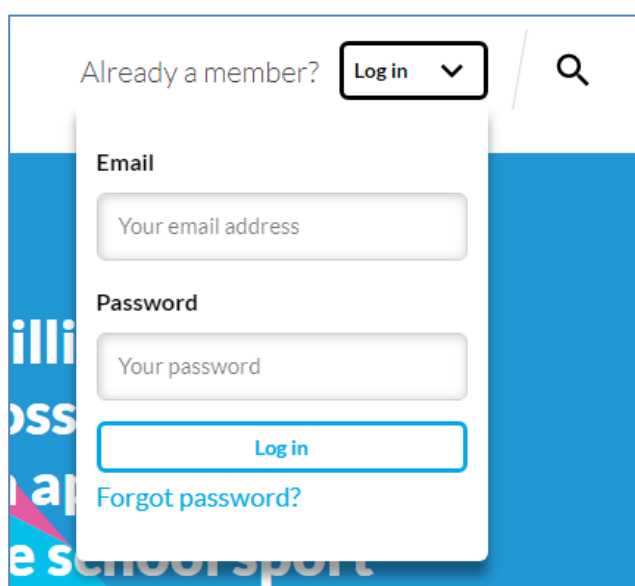
In this section we will discuss the bare essentials of the School Games website, including how to access your account, and how to manage the key details linked with your profile.

First Steps

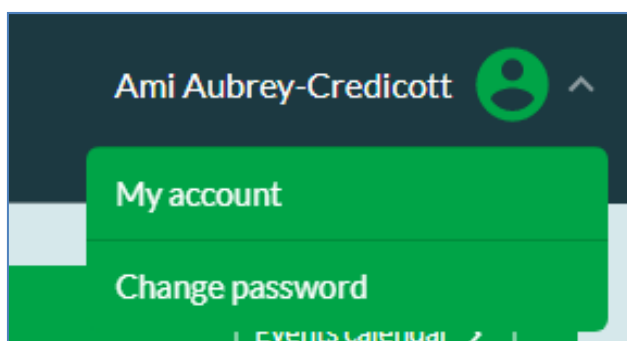
When you access the website for the first time you will visit www.yourschoolgames.com – this will take you to the public-facing site accessible to all. The purpose of this content is to promote the programme and its messaging and give the casual user a basic understanding of what the School Games is. This content is great for sharing with parents or governors, or even for giving yourself a quick refresh. This is also where you’ll find your public profile, should you choose to create one, and you can find out more about this in section four of this guide.

Logging In

You will see in the top right-hand corner that there is a log in button. If you are using a smaller screen size, i.e. a phone or a tablet, this might instead appear as three horizontal lines. As a school user you must reactivate your account on the new website by going to www.yourschoolgames.com/register before you can access your dashboard. Simply complete the short form provided and, once your account has been approved by your School Games Organiser (SGO), you will be able to use the standard log in feature provided each time you visit.



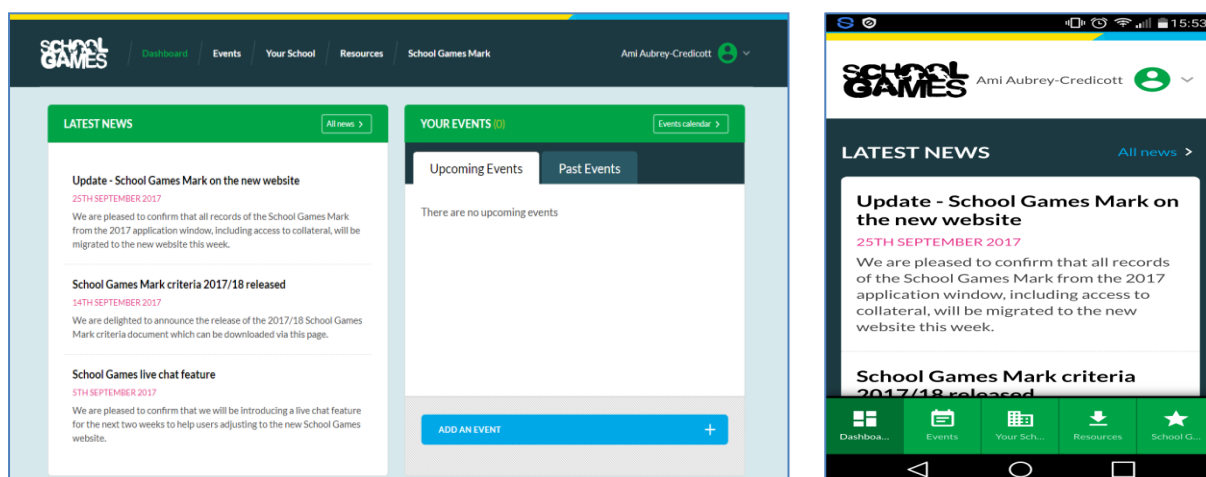
Managing your account



You will see in the top right-hand corner of your dashboard that there is a small arrow. Clicking this brings up the options to view your account details and change your password. This information is free for you to change at any time and changes to your email address or password will immediately affect your log in credentials.

2. Dashboard

Your dashboard acts like your own personal homepage. For consistency purposes the descriptions below will reflect a desktop-style computer only. All dashboards will look slightly different depending on the screen size, web browser, and operating system being used – but all the content will be the same. The key difference is that larger screens will have the main navigation menu along the top whilst smaller screens will have it at the bottom; a comparison can be seen below...



Your dashboard essentially shows a summary of your latest information. You can delve deeper by using the navigation menu at the top or bottom of your screen or by clicking the various links around the page. On your dashboard you will find:

- News – the latest three stories from the Youth Sport Trust
- Events – your latest two upcoming and/or past events (published events only)
- Stats – headline figures based around your School Games activity
- Blogs – the latest content published by users linked with your account
- Resources – the top three resources available to you in alphabetical order
- School Games Mark – a record of your most recent performance
- Your Inclusive Health Check – an annual questionnaire to help monitor your events

As you can see in the screenshots above – you will occasionally get notifications appear at the top of your dashboard. These are to alert you of key activity related to your account. The most common of these will relate to blog submissions. To ensure that only valid content is published, any pupil accounts linked to your school must submit content for moderation, prior to it being released to the public domain. You will also be alerted by an automatic email when a blog is submitted.

3. Events

A bespoke guide to the events sections of your dashboard is [available here](#). This guide is also available to SGOs and LOCs to help them develop and manage their calendars – with specific sections relevant to each user type.

4. Your School

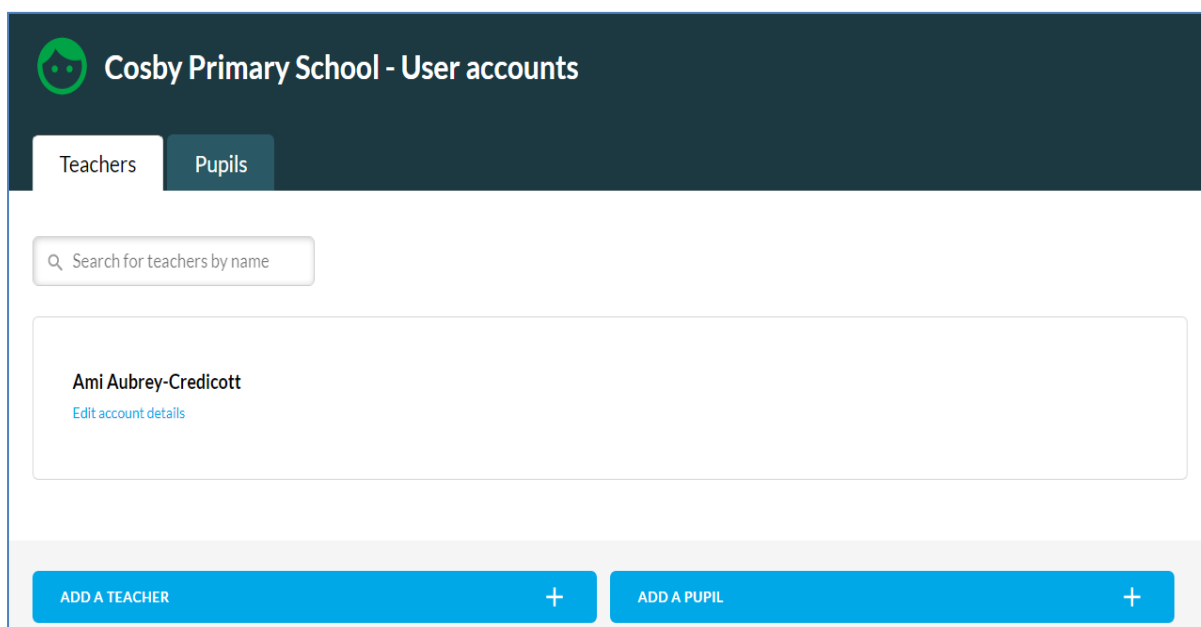
From this page you can do three key things: create and manage blogs, add or remove teacher and pupil users linked with your school account, and create and manage your school profile page.

4a. Blogs

A bespoke guide to the blog section of your dashboard is [available here](#).

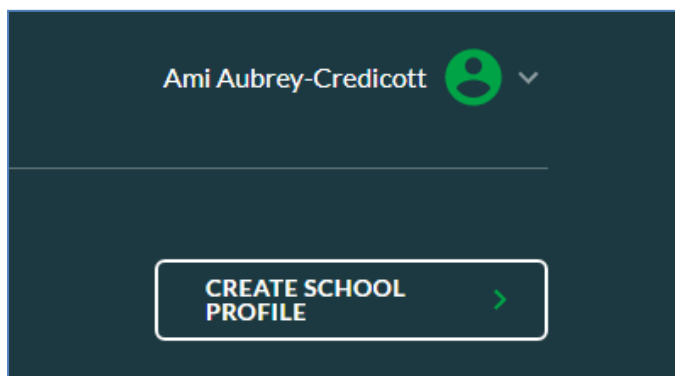
4b. User Management

By clicking on the ‘view all users’ screen you can see which teachers and pupils are currently registered on the website. You can edit the details of someone who already has an account or add a new member by using the blue buttons below. For those schools with a large number of users a search bar is provided on each page.



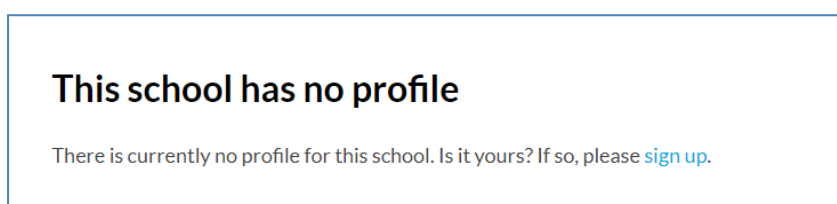
4c. School Profile

This is done by using this button in the top right-hand corner of this page:



By doing this you are creating a public profile for your schools, i.e. something which can be seen by anyone who visits the www.yourschoolgames.com website. Your page can be found by using the 'your school' yellow search bar located across our public site. It is not compulsory to create a profile but not doing so will produce a 'this school has no profile' message when this search bar is utilised.

This will look like this:



Creating a profile is easy and works much like the blogging functionality. You have the additional options to add a school logo and a link to your school's website. Any blog content you have created and a record of events you have attended will automatically be added to your page. Once you're happy with your page you have the option to save it, preview it, or publish it – with the latter resulting in it being released to the public. You can regularly share your profile, which acts like a mini-website within our website, via your social media accounts and you are free to link to it via your own website should you wish to.

Click here for an example profile which has already been created:

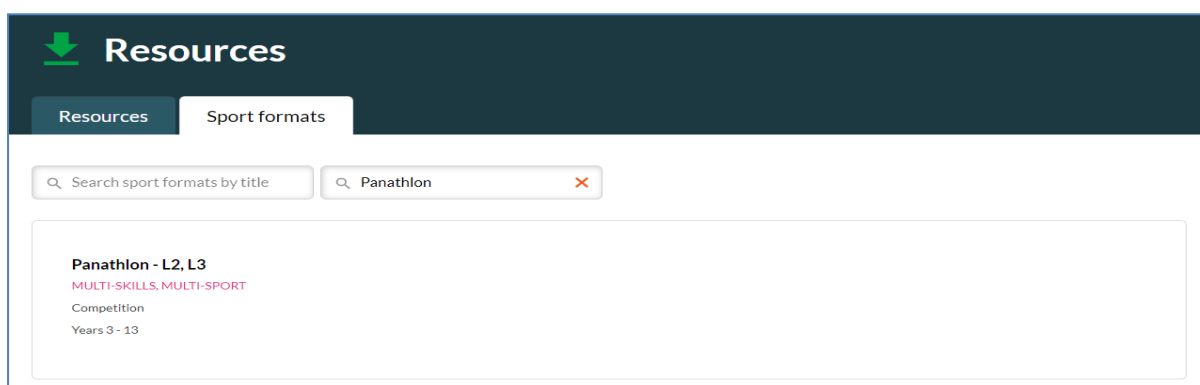
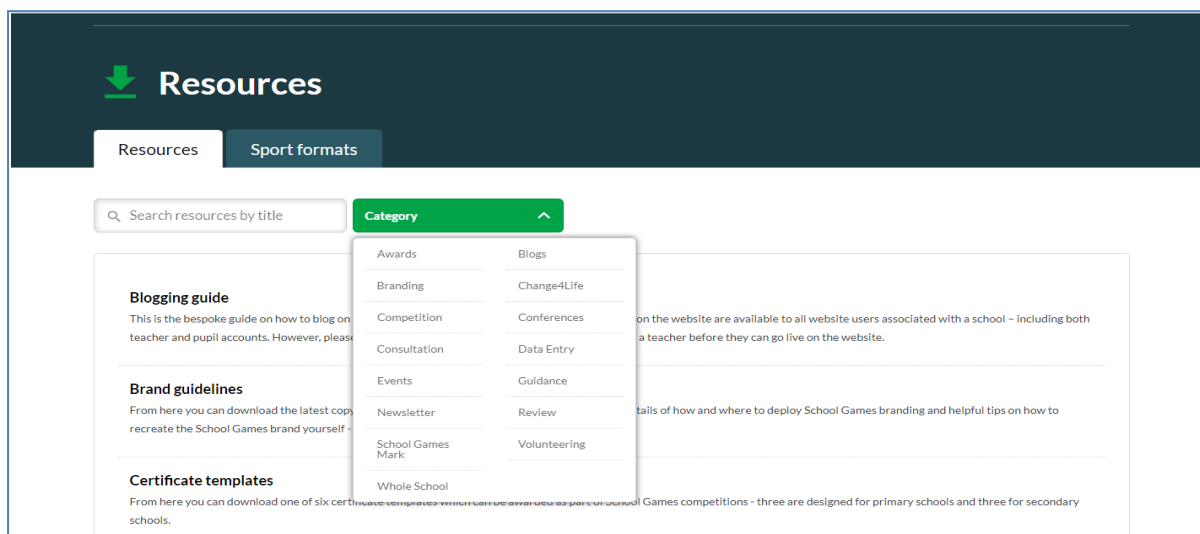
<https://www.yourschoolgames.com/schools/sir-frederic-osborn-school/>

5. Resources

Your resource library is a key area of your dashboard – it's where you'll find everything not included on your dashboard. As you'll see in the screenshots below, the library is divided into two sections,



resources and sport formats. Resources can be searched by title and/or category. Sport formats can be searched by title and filtered by sport.



Some of the key resources you'll find here include:

- School Games Mark criteria
- Charging Policy
- School Games terminology document
- Press and social media guide
- Registered School Update archive
- Spirit of the Games value logos

6. School Games Mark

This section of the website will remain on the old website, now found at old.yourschoolgames.com, until the end of October 2017. Please refer to the support text [found here](#) until the end of this interim period. We will update this section of the guide once the new website has been updated.

