



## *Instructions for Schools*

### **Welcome to the KGL Contest Portal**

Below you will find instructions on how to use the portal in order to make entries.

Use your login details to get access to the KGL Contest Portal at [www.kglcontest.com](http://www.kglcontest.com)

Username

Password

Login

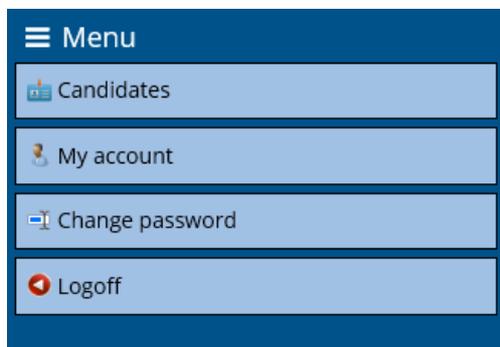
[New member](#)

[Forgotten password](#)

Log in and click **“Continue”**

## **Menu**

The menu contains the following options



- **Candidates.** Through this option you can register your candidates, make changes and see the results when issued.
- **My account.** You can make changes to your account here
- **Change password.**

# Candidates

## New entries

In order to make a new entry click on **“New Candidate”** bottom right of screen and complete the candidate’s details.

The screenshot shows the 'Candidates' management interface. At the top, there are search filters for 'Candidate number', 'Key', 'Testing period' (set to 2020), 'Schools', 'Level', 'Country' (set to Greece), 'Gender', and 'Paid'. There are also sorting options for 'Candidate.x' and 'Asc', and 'Entries per page' set to 25. A 'Search' button is located to the right of these filters. Below the filters, there are three buttons: 'Export to Excel', 'Print', and 'Export certificates'. To the right of these buttons is a 'New candidate' button, which is highlighted with a red box. Below this is a table with columns: '#', 'Candidate number', 'Schools', 'Name', 'Level', 'Date of Birth', and 'Gender'. The table currently shows 'No records found'. At the bottom of the table, there are again three buttons: 'Export to Excel', 'Print', and 'Export certificates', and another 'New candidate' button, also highlighted with a red box. Two red arrows point from the text above to these two 'New candidate' buttons.

All fields marked with a red asterisk are mandatory

When a candidate’s details have been entered click **“OK”**

For additional candidates click **“New Candidate”**

To make any changes to details click on the name of the candidate (this opens the candidate information window) make changes and click **“Apply”** then **“OK”**

The screenshot shows the 'Candidate information' form. On the left, there is a 'Menu' sidebar with options: 'Candidates', 'My account', 'Change password', and 'Logoff'. The main form has two sections: 'Candidate information' and 'Registration info'. The 'Candidate information' section includes fields for 'Last name \*', 'First Name \*', 'Date of Birth \*', 'Gender \*', and 'Schools \*' (set to 'Kate's Shcool'). The 'Registration info' section includes fields for 'Testing period' (set to 2020), 'Level \*', and 'Payment Transaction id'. At the bottom of the form, there is a text box with the text: 'By entering candidates for the KGL Contest, I accept the KGL Contest Rules (see [www.kglcontest.org](http://www.kglcontest.org))'. Below this text box are two buttons: 'OK' and 'Apply'.

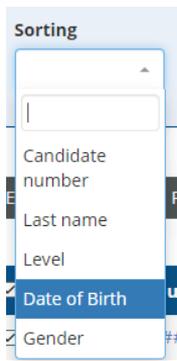
## Candidates



### To make a search

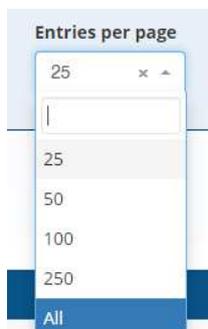
You can search either with the Candidate number or using letters, words or level.

For example: if you type the letters **geo** in the “**Key**” field and click “**Search**” you will see a list of all candidates whose name contains the letters **geo**. For example George, Georgia etc.



Under “**Sorting**” you can sort your results using different criteria i.e. Candidate number, name, level etc.

You can also decide the order you wish to see your data by choosing “**Asc**” or “**Desc**” (**Ascending** or **Descending**) by choosing the option you will find next to “**Sorting**”

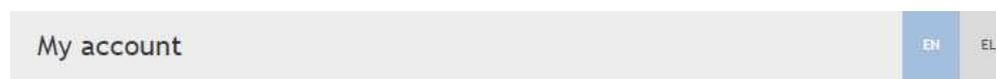


**Entries per page.** You can decide how many entries you want to see per page.

## My account

Under my account you can make any necessary changes to your details.

When changes are completed you must click “Save” (bottom right)



User info

Surname	YOUR SURNAME	
Name	FIRST NAME	
Sex	Male	
Date of Birth	1 Mar 1975	
Address	YOUR ADDRESS	
City	CITY	
ZIP	00000	
Country	GREECE	
Phones	123456789	
e-mail	YOUREMAIL@EMAIL.COM	
URL		

Allow member search

Photo

Choose File No fil...chosen

More info

Rich text editor toolbar with options: Bold, Italic, Underline, Bulleted list, Numbered list, Decrease indent, Increase indent, Font Size, Font Family, Font Format, and various icons for text color, background color, link, unlink, and image.

Empty text area for additional information.

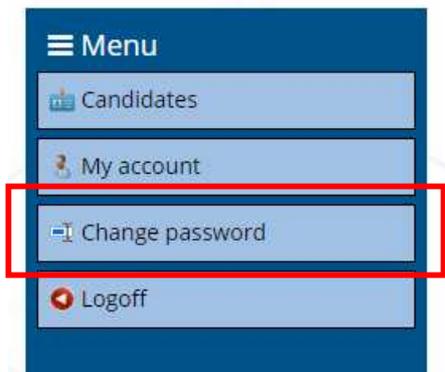
Profile export

Save Close

## Password

To change your password, click “**Change password**”

**All fields must be completed**



In the pop up window (icon below) type your old password in the “**Old password**” field.

Then type the new password in the “**New password**” field and retype it again in the “**Confirm password**”.

Then click “**Submit**” and “**Close**” to save your new password

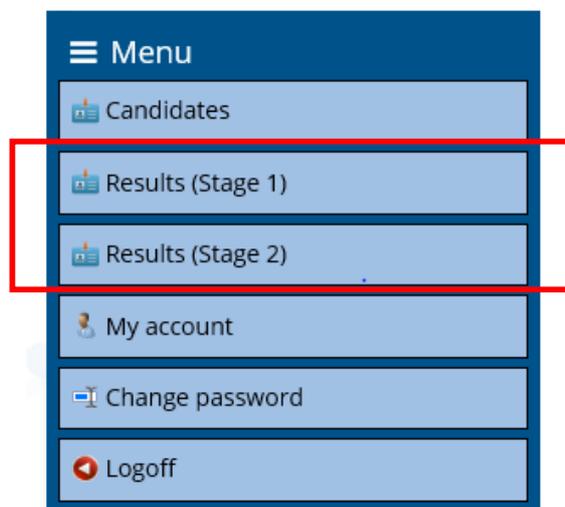
A screenshot of a 'Change password' form. The title 'Change password' is at the top. Below it are three input fields: 'Old password' (with a dotted mask), 'New password', and 'Confirm password'. At the bottom right are two buttons: 'Submit»' and 'Close'.

## Results

When Stage 1 and Stage 2 results are issued two more option will appear in your menu

**Results (Stage 1)**

**Results (Stage 2)**



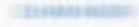
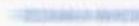
Click on “**Results (Stage 1)**” to see candidates overall score and Ranking

You can export results to excel or print by selecting the corresponding button

Export to Excel Print

< Previous 1 - 25 / 35 Next >

New candidate

#	Candidate number	Name	Level	Result Stage 1	Ranking
<input type="checkbox"/> 1.	 AF1031		PRE-A1	87.00	Qualifies Stage2
<input type="checkbox"/> 2.	 AF1011		PRE-A1	81.00	Qualifies Stage2
<input type="checkbox"/> 3.	 AF1015		PRE-A1	81.00	Qualifies Stage2
<input type="checkbox"/> 4.	 AF1017		PRE-A1	81.00	Qualifies Stage2
<input type="checkbox"/> 5.	 AF1026		A1	80.00	Certificate with score