Instructions for Schools

Welcome to the KGL Contest Portal

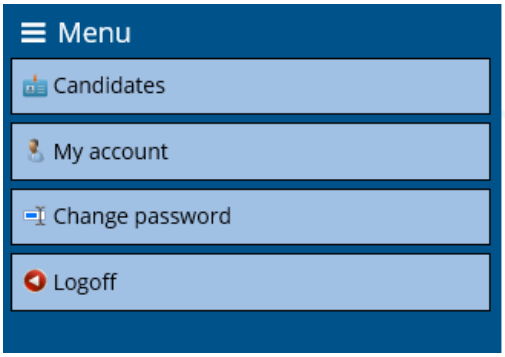
Below you will find instructions on how to use the portal in order to make entries.

Use your login details to get access to the KGL Contest Portal at www.kglcontest.com

Log in and click **“Continue”**

Menu

The menu contains the following options

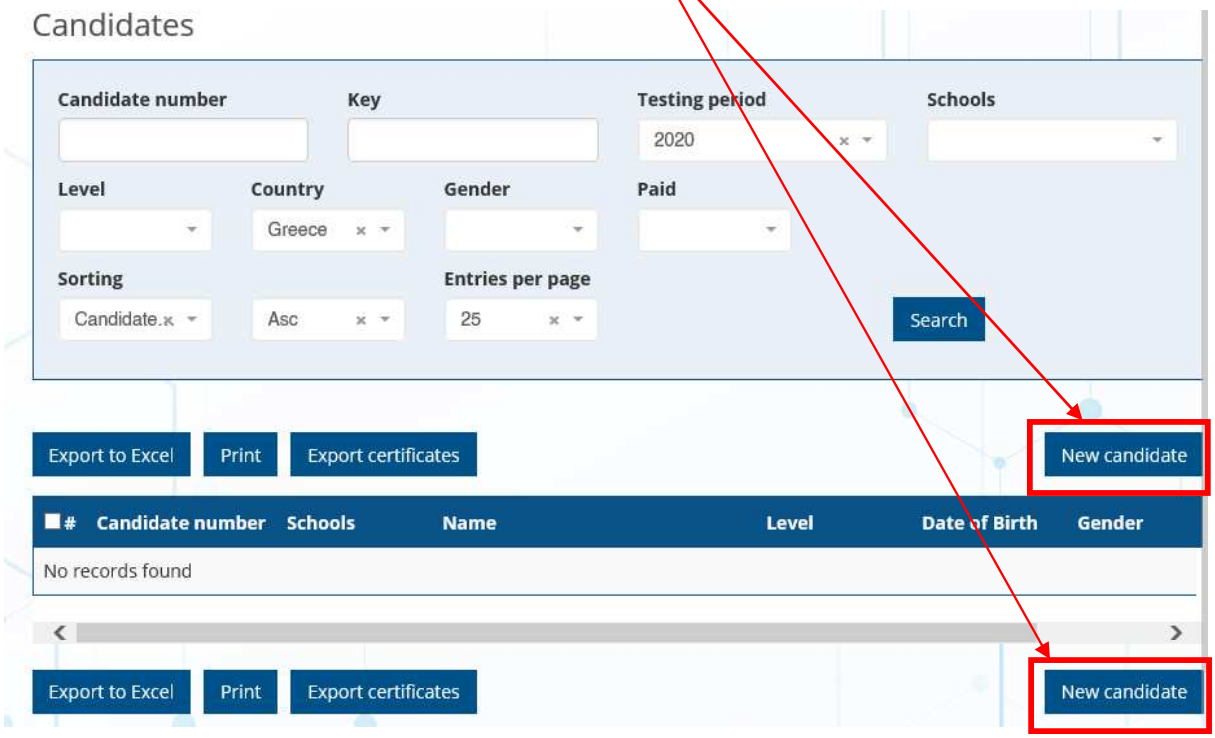


- **Candidates**. Through this option you can register your candidates, make changes and see the results when issued.
- **My account.** You can make changes to your account here
- **Change password**.

Candidates

New entries

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

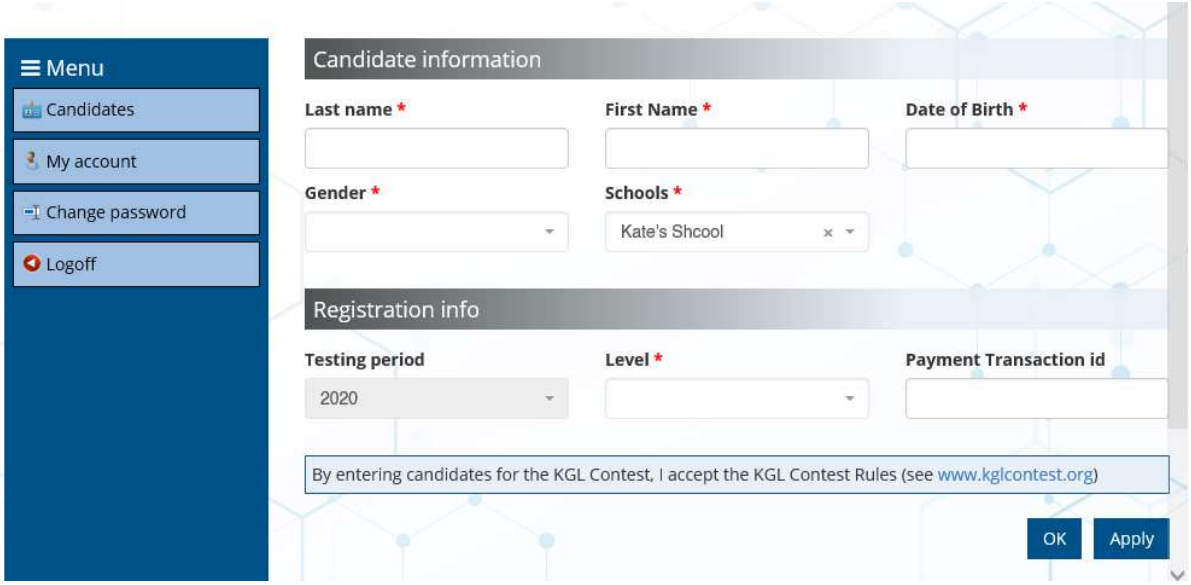


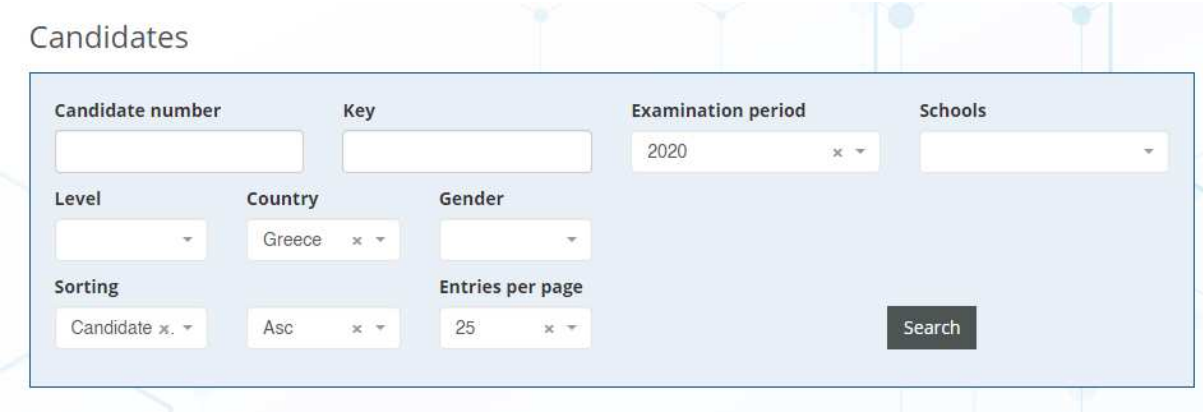
All fields marked with a red asterisk are mandatory

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**"

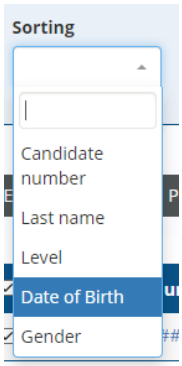




To make a search

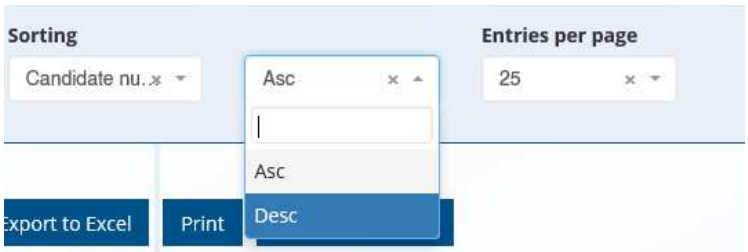
You can search either with the Candidate number or using letters, words or level.

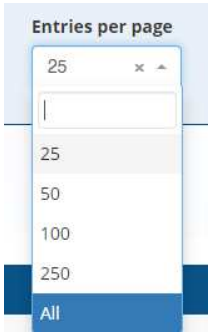
For example: if you type the letters ***geo*** in the **"Key"** field and click "**Search**" you will see a list of all candidates whose name contains the letters ***geo.*** For example George, Georgia etc.



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**"



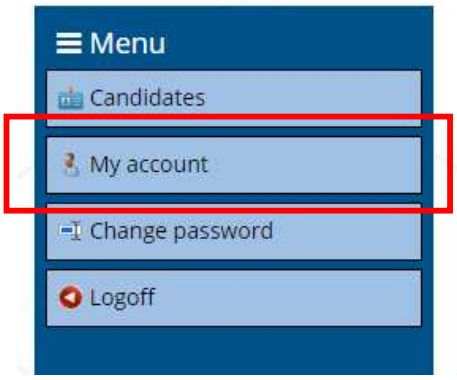


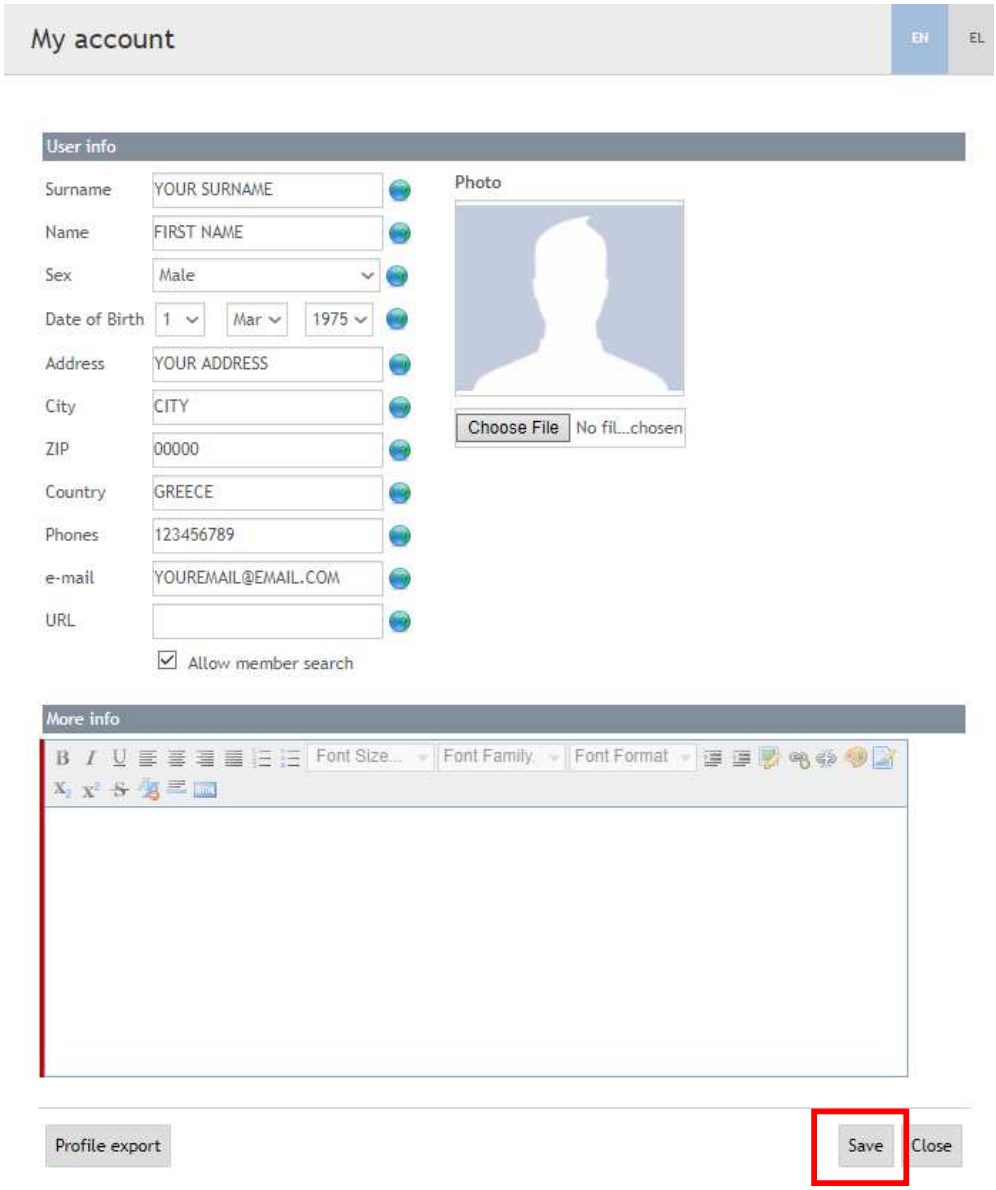
Entries per page. You can decide how many entries you want to see per page.

My account

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

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

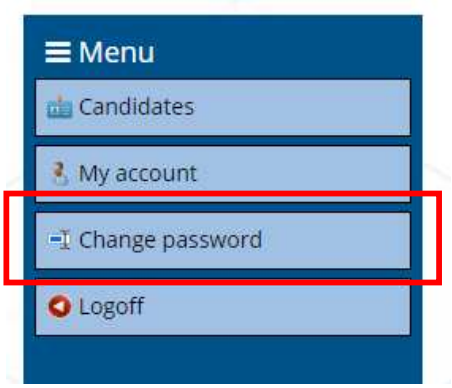




Password

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

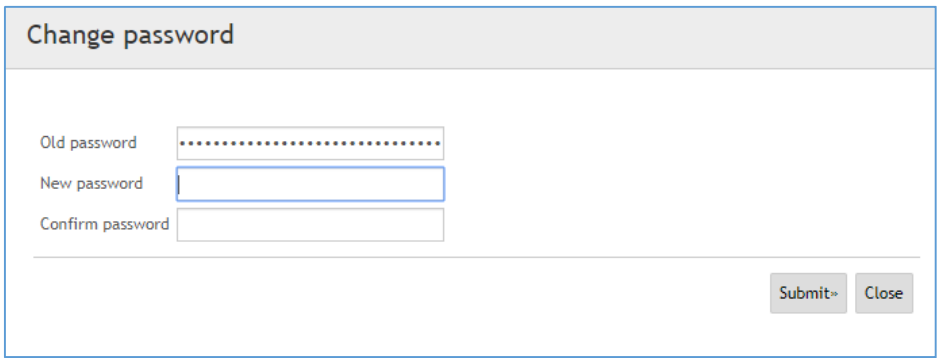
All fields must be completed



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

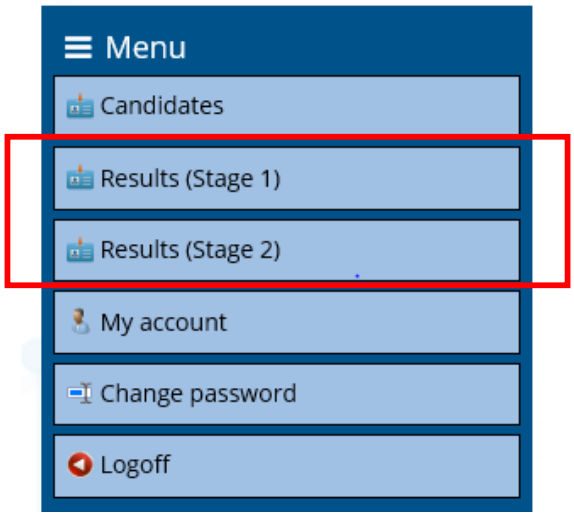


Results

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

#	Candidate number	Name	Level	Result Stage 1	Ranking
1.	AF1031		PRE-A1	87.00	Qualifies Stage2
2.	AF1011		PRE-A1	81.00	Qualifies Stage2
3.	AF1015		PRE-A1	81.00	Qualifies Stage2
4.	AF1017		PRE-A1	81.00	Qualifies Stage2
5.	AF1026		A1	80.00	Certificate with score