

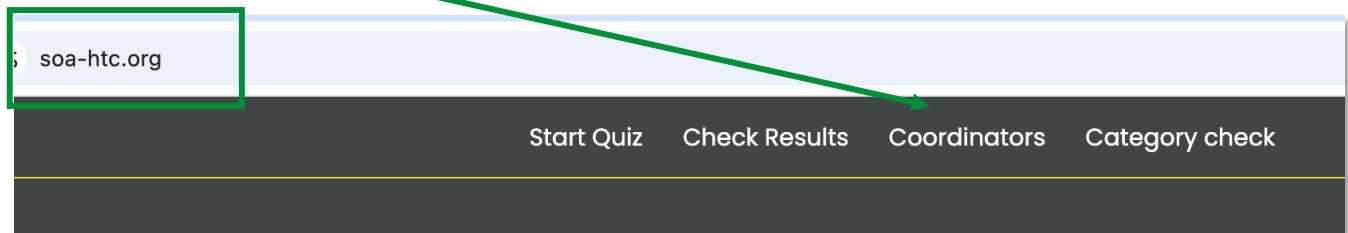


13th HIPPO *annex 5* *soa guidance for school coordinators*

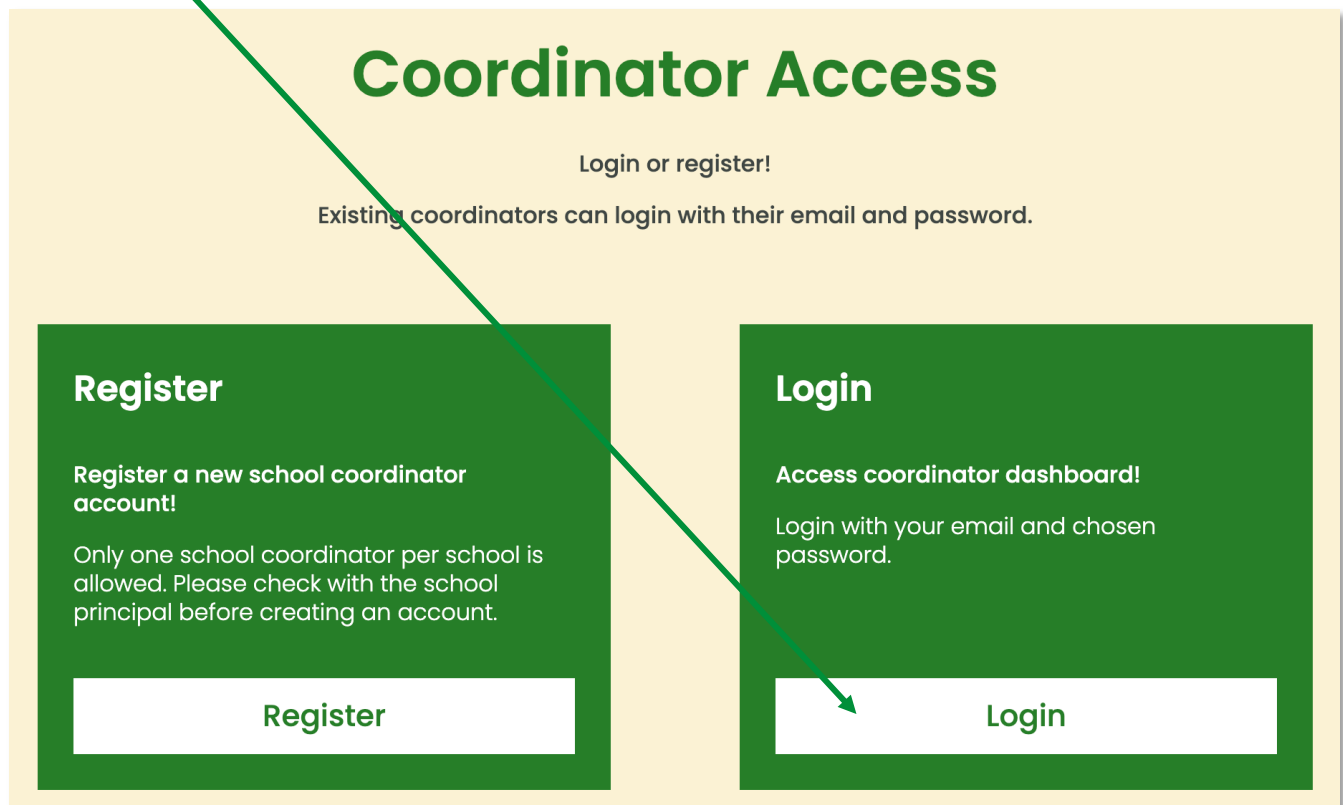
1. Login

Use your unique username and password for school login on www.soa-htc.org.

Click on the Coordinators button.



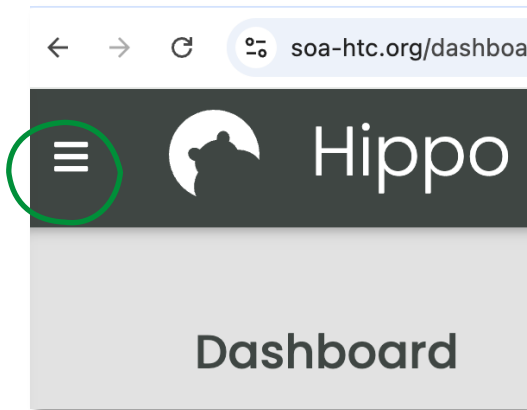
Then the Login button.



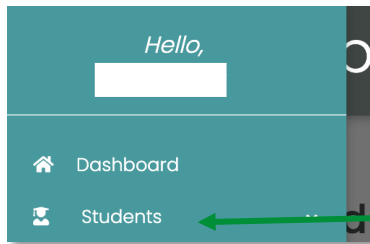


2. Menu

Click on the three lines in the upper-left corner for the dropdown menu.

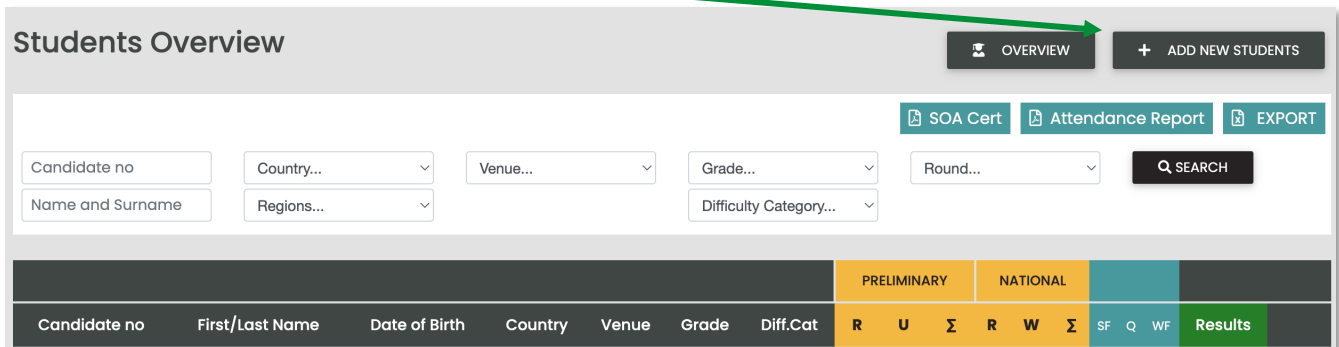


3. Student Menu



Click the Students button.

The most important information is in a single window. To add a new student, click on Add New Student.





You will then see the following fields to complete.

Add new student

Name and Surname * Date of Birth *
Select date

Country* Venue*
Find... Find...

School

Grade* Difficulty Category*
Choose... Choose...

N.B. The School field needs to be completed only for the candidates from other schools, that is external candidates, not for the ones that attend the school which is also the venue.

After adding a new candidate data, please click on the Add New button.

The system will automatically assign candidate numbers to registered students. Candidate numbers cannot be amended.

Alternatively, you can bulk upload the students using our template.

Upload Students

Country* School*
Find... Find...

Upload your file*

Please download file import template [here!](#)


Download the template [here](#).

Follow the sample format in the first row. Then click on the **UPLOAD** button to upload the spreadsheet.



4. Amendments

To change a candidate's data (name, date of birth, Hippo category), click on the Edit button as shown in the picture below.

Candidate no	First/Last Name	Date of Birth	Country	Venue	Grade	Diff.Cat	R	U	Σ	R	W	Σ	SF	Q	WF	Results
13000001					8	H3	0	0	0	0	0	0				

5. Attendance report

Attendance report per category can be found in the upper menu of the window.

No. students: 1

							PRELIMINARY	NATIONAL				Results				
Candidate no	First/Last Name	Date of Birth	Country	Venue	Grade	Diff.Cat	R	U	Σ	R	W	Σ	SF	Q	WF	Results

School coordinators are required to print the attendance registers for the preliminary round of the Contest. Please select list by list (category by category). The selected list will appear in a new window in PDF format.

The full list of candidates is available by clicking on the Export button to the right of the Attendance Report button.

6. Candidate Certificates

By clicking on the SOA Cert button, you can download the PDF for all your candidates with the number of points for all three preliminary round exams.

No. students: 1

							PRELIMINARY	NATIONAL				Results				
Candidate no	First/Last Name	Date of Birth	Country	Venue	Grade	Diff.Cat	R	U	Σ	R	W	Σ	SF	Q	WF	Results



If you experience any technical problems or have further questions, please contact us at info@hippo-thecontest.org.

School Coordinators are kindly asked to always log out after using .soa.