



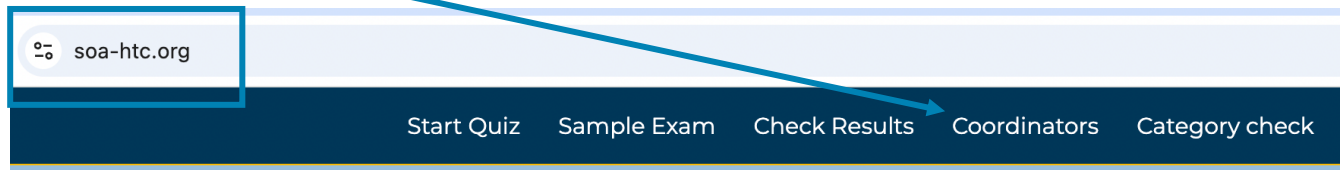
## 14<sup>th</sup> HIPPO Annex 5

### .soa Guidance for School & Country Coordinators

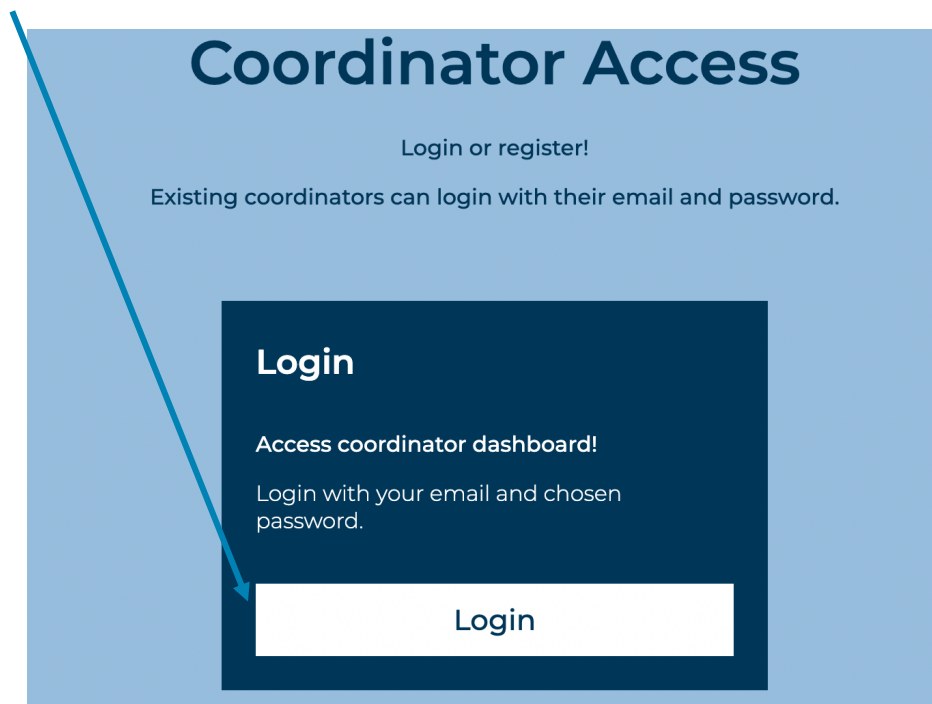
#### 1. Login

Use your unique username and password for school login on [www.soa-htc.org](http://www.soa-htc.org).

Click on the Coordinators button.



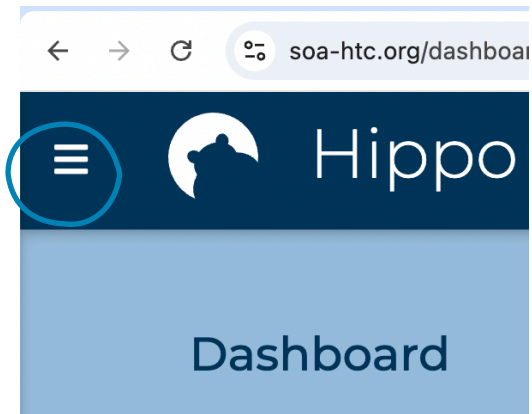
Then the Login button.



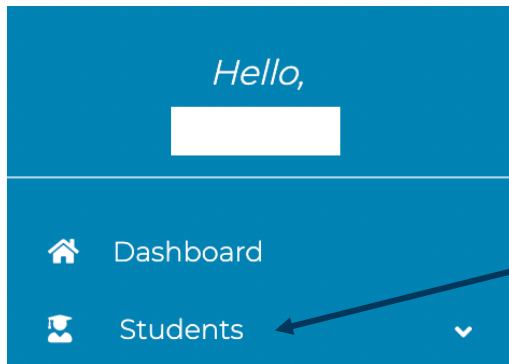


## 2. Menu

Click on the three lines (hamburger icon) in the upper-left corner for the dropdown menu.

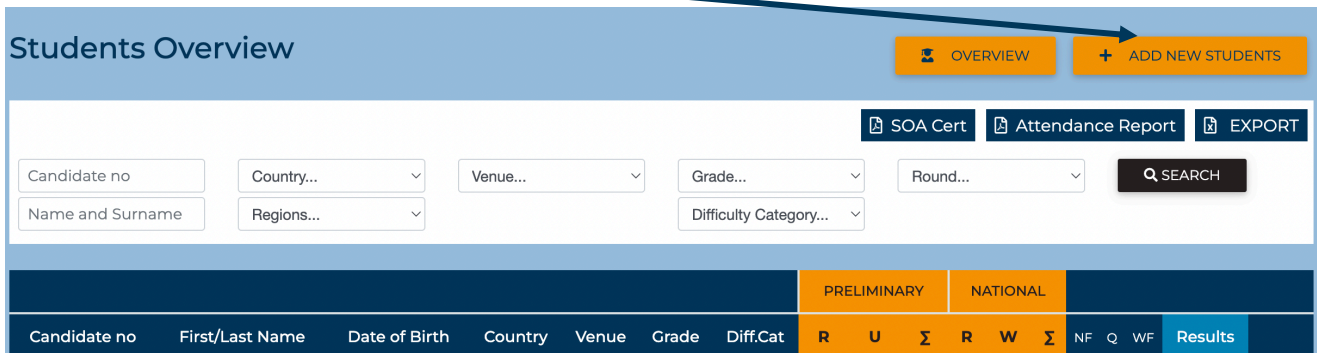


## 3. Student Menu



Click on 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.

A screenshot of a web form titled "Student - Add New". The form has a blue header bar with the title. Below the header, the text "Add new student" is centered. The form contains several input fields: "Name and Surname \*" with a text input; "Date of Birth \*" with a date picker showing "Select date" and a calendar icon; "Country\*" with a "Find..." dropdown; "Venue\*" with a "Find..." dropdown; "School" with a text input; "Grade\*" with a "Choose..." dropdown; and "Difficulty Category\*" with a "Choose..." dropdown.

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 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.

**Country Coordinators** can upload all the students from the same venue at once using the **Bulk Upload** option.

Download the spreadsheet template (see the first image on the next page), **follow the sample format in the first row and make sure you delete the sample format row**. Then click on the **Choose File** button and then **Upload** to import your list.



If you get an error, please check the format of the text you entered against the sample format and correct it accordingly. The format needs to match the sample exactly. If the problem persists, please email [venue@hippo-thecontest.org](mailto:venue@hippo-thecontest.org).

A screenshot of a web form titled "Upload Students". It includes a "Venue\*" dropdown menu with "Find..." text, a "CHOOSE FILE" button, and a text input field labeled "Upload your file\*". Below this is a link that says "Please download the file import template [here!](#)". At the bottom is an orange "UPLOAD" button with an upward arrow icon.

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.

A screenshot of a table with columns: Candidate no, First/Last Name, Date of Birth, Country, Venue, Grade, Diff.Cat, R, U, Σ, R, W, Σ, NF, Q, WF, Results. The "Results" column has a yellow background and contains a menu icon and a red pencil icon (the edit button), which is circled in red.

#### 5. Attendance report

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

A screenshot of a search and filter interface. It shows a "No. students:" label and several dropdown menus for "Country...", "Venue...", "Grade...", "Round...", "Regions...", and "Difficulty Category...". There is a "SEARCH" button. In the upper right, there are three buttons: "SCA Cont...", "Attendance Report", and "EXPORT". The "Attendance Report" and "EXPORT" buttons are circled in red.

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 both Preliminary Round exams.

A screenshot of the SOA platform interface. At the top left, it says "No. students: 93260". On the right, there are three buttons: "SOA Cert", "Attendance Report", and "EXPORT". Below these are several filter fields: "Candidate no" (text input), "Country..." (dropdown), "Venue..." (dropdown), "Grade..." (dropdown), "Round..." (dropdown), "Name and Surname" (text input), "Regions..." (dropdown), and "Difficulty Category..." (dropdown). A "SEARCH" button is located to the right of the filter fields.

If you experience any technical problems or have further questions, please contact us at [venue@hippo-thecontest.org](mailto:venue@hippo-thecontest.org).

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

A tutorial on how to use the .soa platform is available [here](#).