

VIRTUAL CHALLENGE MEETS – QUICK START GUIDE

Here is the “Quick-As-I-Can-Make-It” Start Guide to get you up and running...it may seem lengthy, but once you use this guide to log-in and move around your Team Page once or twice, you will see how simple and hopefully intuitive the process is and you will be able to ride that bike forever

- go to www.virtualchallengemeets.com
- on the Welcome Page, look at the top and click VIRTUAL MEETS - LOGIN
- on the next page, click **Login Online, Download Meet Tests and Enter Scores**
- that takes you to your Log-in Page
- **Username:** your designated VCM person's email
- **Password:** your mascot (lowercase and plural)
- you are now on your Team Page
- on the left is the list of Meets that your school has participated in over the years
- the **2016-2017 HS Virtual Challenge Meet #1 - November 12th Score Posting Deadline Meet** will be on top
- listed below the name of the Meet will be 11 links
- the top link is ALL TESTS AND KEYS...that is where you go to find all of the Tests and Keys for this Meet, along with other important documents
- for the Coordinator, I have put the Tests & Keys for all 10 events into one pdf called ALL TESTS AND KEYS IN ONE GIANT PDF
- if you are an Event Coach, you can just click your event to download your event materials
- EVERYONE needs to download the "SCORING, TIEBREAKER AND RULES CLARIFICATIONS" document
- EVERYTHING on this document MUST be followed exactly for us to have a level, fair playing field!!
- After you download your Testing Materials, separate out the Testing Materials from the KEY, make copies and you are set.
- You can customize your Testing Schedule to best fit your needs...only stipulation is that ALL of the members of a given event test AT THE SAME TIME.
- just remember, TEST SECURITY is what allows the Virtual Challenge Meets to work...treat everything just like you would at a conventional Meet.
- all testing done with ADULT PROCTORS, ADULT GRADERS and under ADULT SUPERVISION AT SCHOOL.
- DO NOT RELEASE ANY OF THE TESTING MATERIALS TO STUDENTS UNTIL AFTER THE TESTING WINDOW CLOSES ON 10/12/16
- Keep ALL Answer Documents on file until then too in case an error is found so you can go back and re-grade if necessary.
- the other 10 links on the Team Page take you to the Event Pages of the 10 High School VCM events.
- that is where you enter your students' names and grade levels, then their scores for each event

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- at the top, right corner of your Team Page are 3 icons...ENTER SCORES(a notepad), MANAGE STUDENTS (two heads) & LOG-OUT (red arrow)
- by default, your Team Page opens in the ENTER SCORES screen.
- once you enter a Student and their Grade Level and submit, that can only be edited from the MANAGE STUDENTS page.
- however, you can edit their score from the ENTER SCORES page throughout the Meet if you make an error.
- MAKE SURE THAT THE GRADE LEVEL IS CORRECT...as you are entering students, you can edit it right there.
- once you hit SUBMIT, the grade level is locked in...if it is not correct, go to the MANAGE STUDENT page and fix it.
- if you want to go to your Student Database to either a) enter students there or b) edit information, toggle to the MANAGE STUDENTS screen by clicking the two heads.
- once there, you will see a list of all of your students
- to edit a student, right click on a student, choose edit and that takes you to the EDIT STUDENT PAGES
- Page 1 is where you can edit STUDENT NAME & GRADE LEVEL
- Click NEXT and go to Page 2 which has CHOOSE THE MEET at the top and CHOOSE THE EVENTS that student is playing.
- MAKE SURE YOU ARE ON THE CORRECT MEET
- Make sure you click SUBMIT or FINISH when available to save your data.
- a GREAT feature we added last year is the PRINT button...there is one on the ENTER SCORES screen and on the MANAGE STUDENTS screen.
- on the ENTER SCORES screen, at any time throughout the Testing Window you can print off all of the students you have entered in each event and the score if it is also posted.
- if you can see it on the Print Screen, I can see it on my Meet Director Page and it is in.
- this takes away the mystery of not knowing for sure your scores are posted correctly...it also let's you know who has done their testing and posting and who hasn't.
- on the MANAGE STUDENTS Screen, you can sort by name (first name) or by Grade Level
- one convenient option is to sort by Grade and print a checklist of all of your students so you can quickly check that their Name is spelled correctly and their Grade Level is correct.
- if you find errors, just right click on that student's name and use the editing procedure explained above to make corrections.

CALL/TEXT OR EMAIL FOR HELP AT ANY TIME:

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