



# HOW TO COMPLETE YOUR ENTRY FORM

You can take part at home or school.

1. Receive your entry form from Sarah Green ([sgo@shepwaysportstrust.org](mailto:sgo@shepwaysportstrust.org))
2. Read the entry form to ensure you are clear on the correct challenge level for each child you are recording scores for (for example on the speed bounce challenge there are different durations that the competitor should jump for according to their year group)
3. If you are submitting a video please read the video guidance document attached to the email with your entry form.
4. Complete the challenge(s)! Use the challenge cards provided for guidance.
5. Add your child(ren)'s scores to the correct page on the entry form spreadsheet.
6. Complete the Consent tab on the entry form by adding your name and contact details where appropriate.
7. Save the entry form and send it back to Sarah Green at [sgo@shepwaysportstrust.org](mailto:sgo@shepwaysportstrust.org) Entries must be received by Sarah Green by 5pm on Friday 10<sup>th</sup> July 2020. Entries received after this date will not be considered.
8. The top 3 names will be emailed to schools (and parents if they emailed their entry to Sarah) and announced on Shepway Sports Trust's Facebook, Instagram and Twitter pages. If you would like to know your child(ren)'s final place in their category please email Sarah after Monday 13<sup>th</sup> July.
9. Medals for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> in each category will be delivered to the children's schools on Monday 13<sup>th</sup> July. If a child whose parents who emailed their children's score directly to Sarah will need to make arrangements with the child's school to collect from their school.

#StayHomeStayActive #StayInWorkOut



@ShepwayST



Shepway Sports Trust



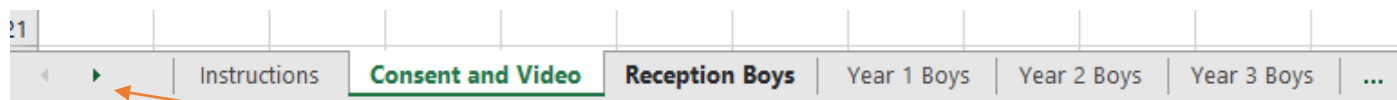
shepwayst



# THE ENTRY FORM

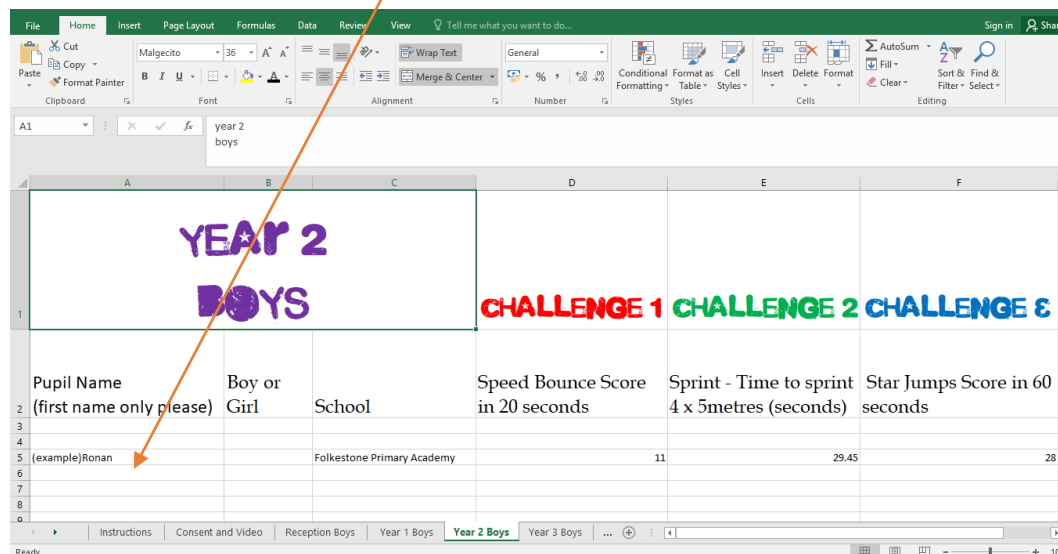
The entry forms are Excel spreadsheets; one for boys and one for girls.

1. Open the boys or girls spreadsheet.
2. At the bottom of the spreadsheet you will see these options...



Click on the year group that you want to enter your child(ren)'s score(s) into. If you want to enter scores for children older than year 3, please click on the button until you see the year group you are looking for. Click on the correct tab when you find it.

3. Add your child's name\*, gender, school and scores for challenges 1, 2 and 3 in the row under the example row...



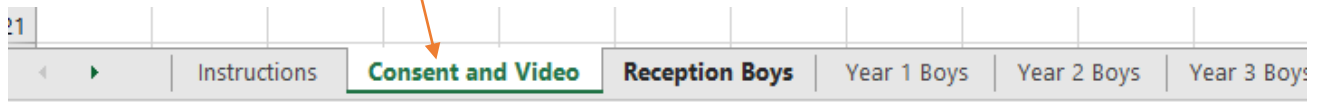
\*Please only enter your child's first name.



## CONSENT

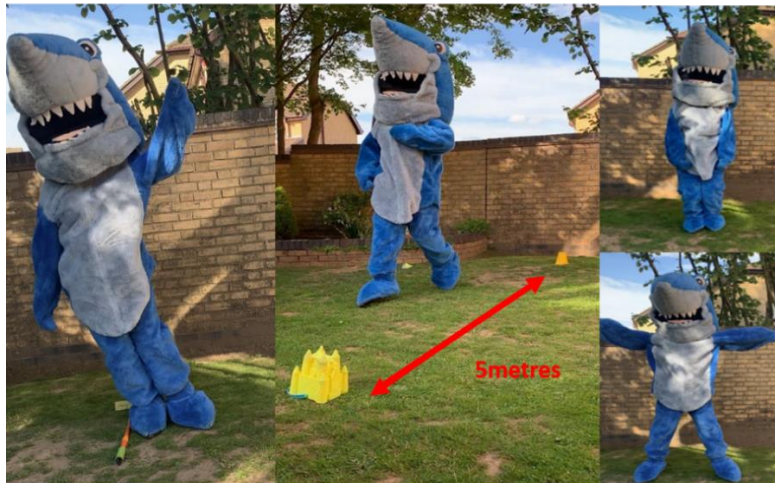
Whether you are entering from home or school please read and complete the consent form.

1. Click on the 'Consent tab'...



2. Read the consent form.
3. If you agree to the terms of use of your child's first name, score, school name and video (if entered) please add your name and in the box provided. If you do not agree to the terms of use of this data then please add your name in the box provided. Please add your name and contact details in the box provided also. Your name and contact details will be saved on a password protected work laptop and school drive held by the Folkestone and Hythe District School Games Organiser hosted by Turner Schools. Your details will only be used to contact you should a query arise around consent or score, these will be deleted from the computer 12 months after the opening date of this virtual competition.

## 3 WEEKS 3 CHALLENGES!



**ENTER NOW!!**

**GOOD LUCK EVERYONE!**

