

'Spring Charity Walk for Children 2022' Record Upload Website User Guide

You can visit the event page below https://cwalk2022.sportsoho.com

- 1 Upload Steps Challenge Record
- 2 Upload Event Challenges Record
- 3 View, Edit and Delete Challenge Record
- 4 Update Certificate of Participation and Finisher Pack Collection Method
- **5** Update User Information

Spring Charity Walk for Children



Main Page Procedures Log in Contact Us

Log in Reset your password

Username

Please refer to the Confirmation of Participation' email.

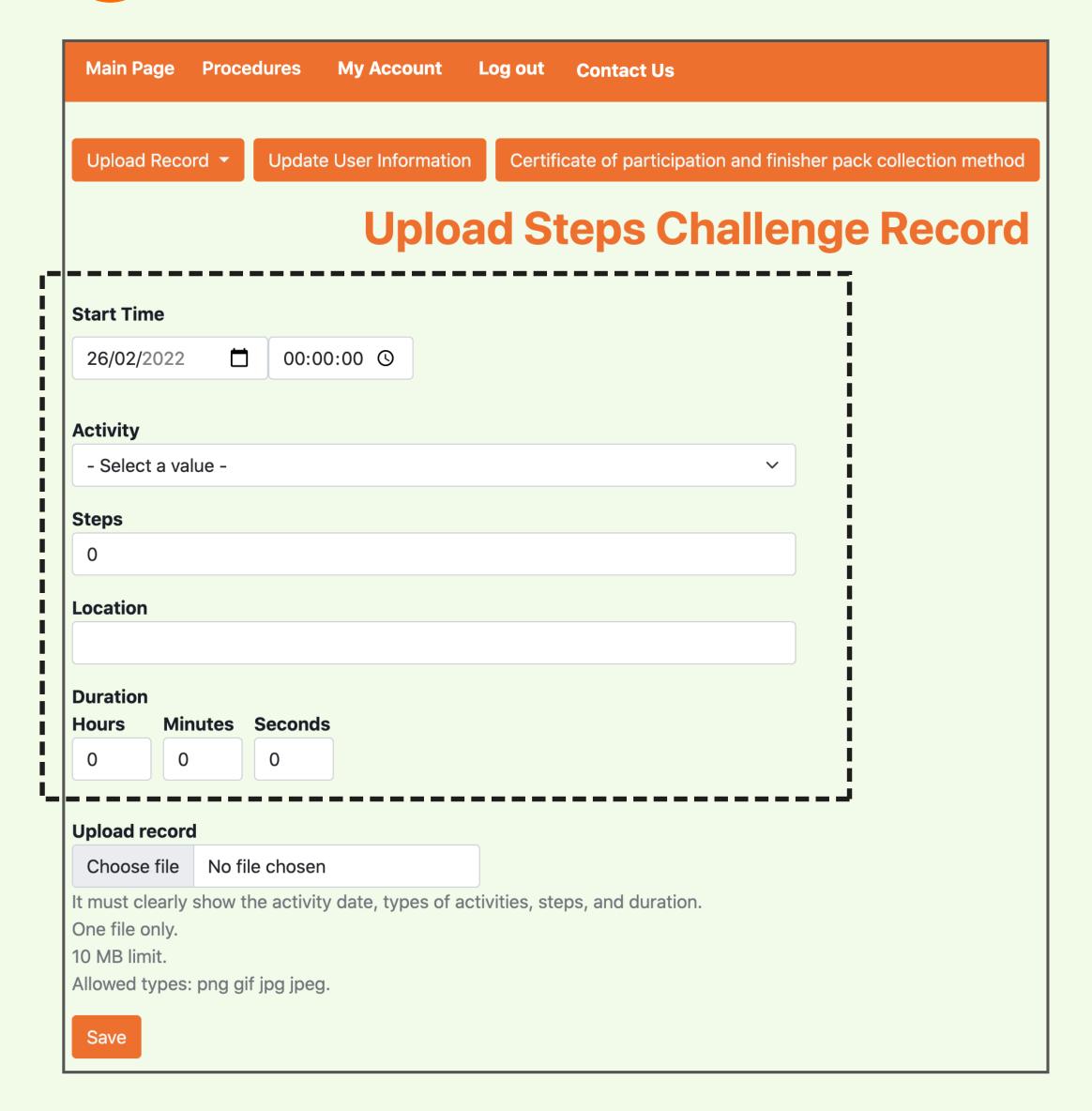
Password

Enter your password.

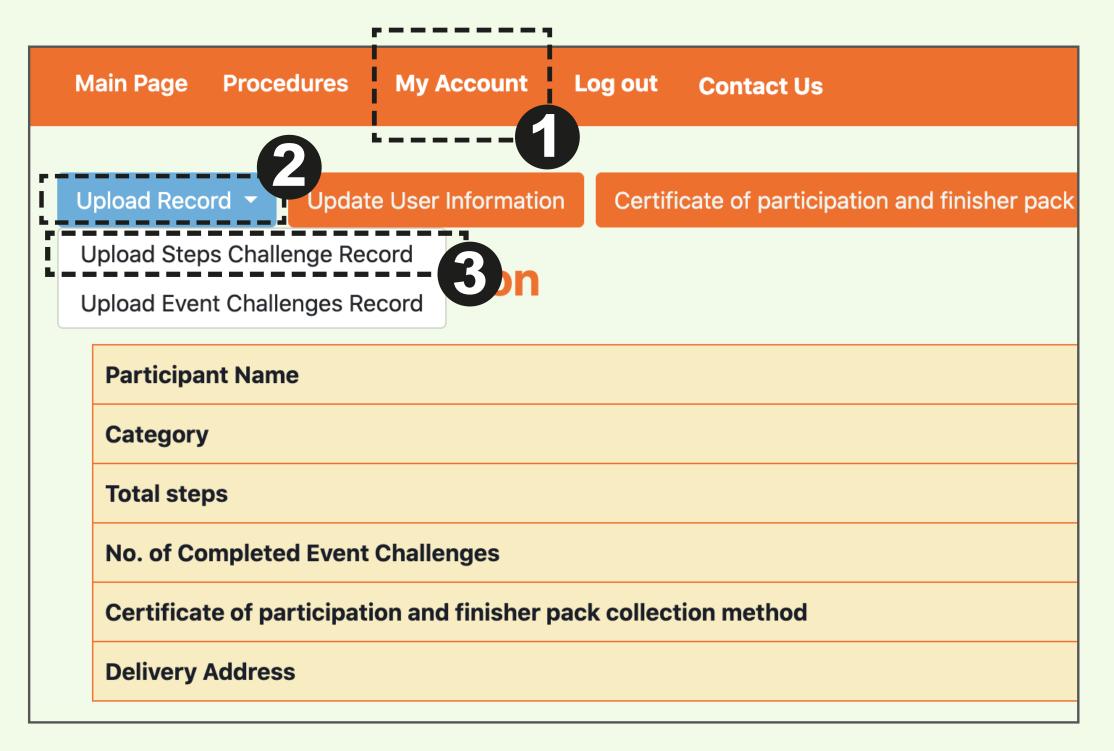
Log in

You will be redirected to Sportsoho's platform after logging in.

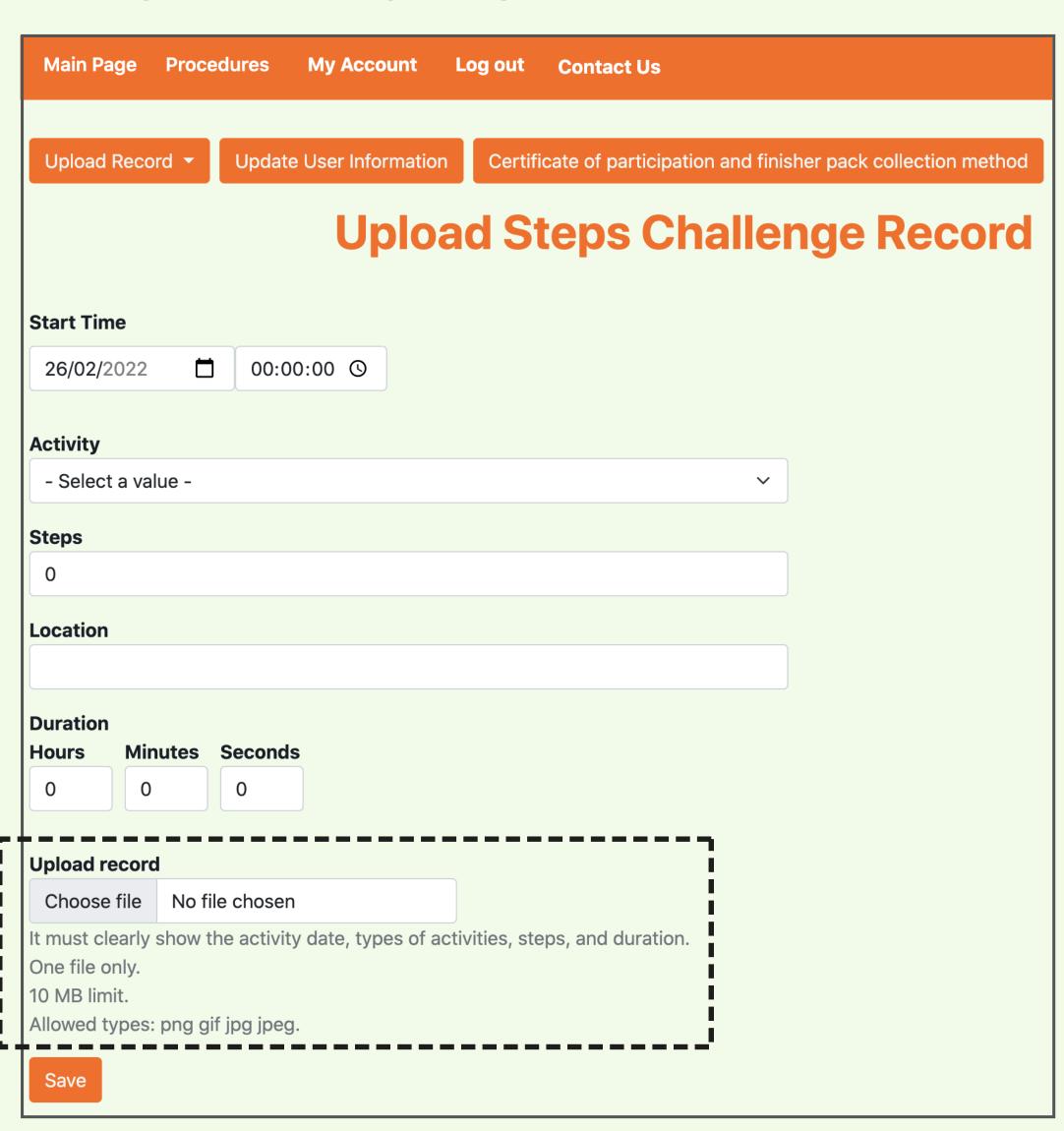
Enter the start time, select activity, steps, location and duration.



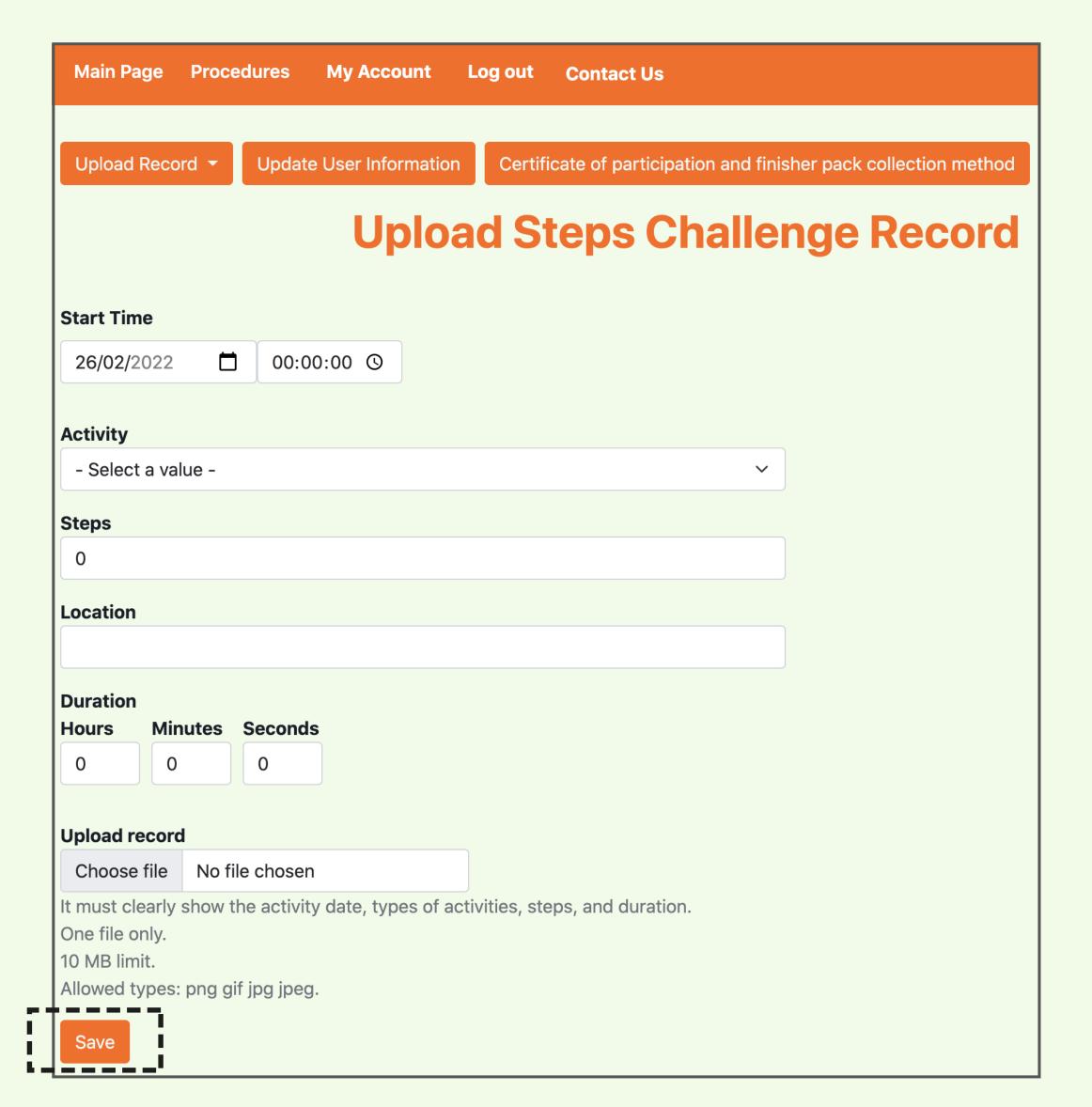
Click "My Account", and click "Upload Record", then click "Upload Steps Challenge Record".



Click "Choose File" to upload the record (screenshots) and photos.



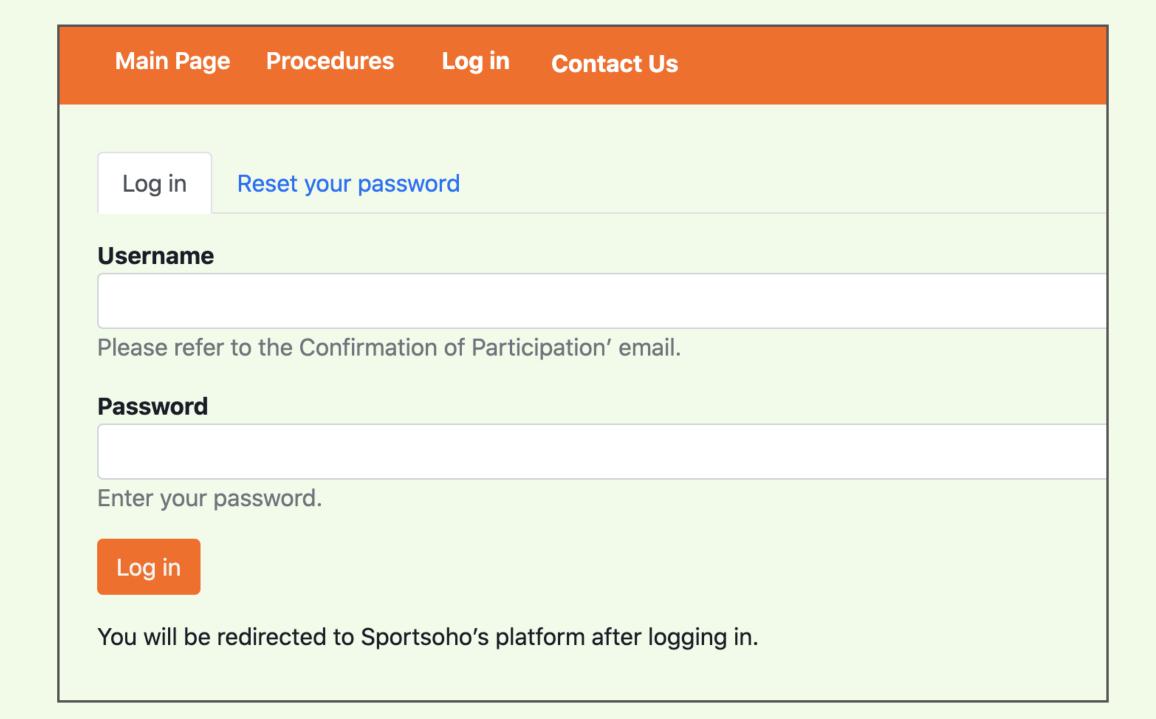




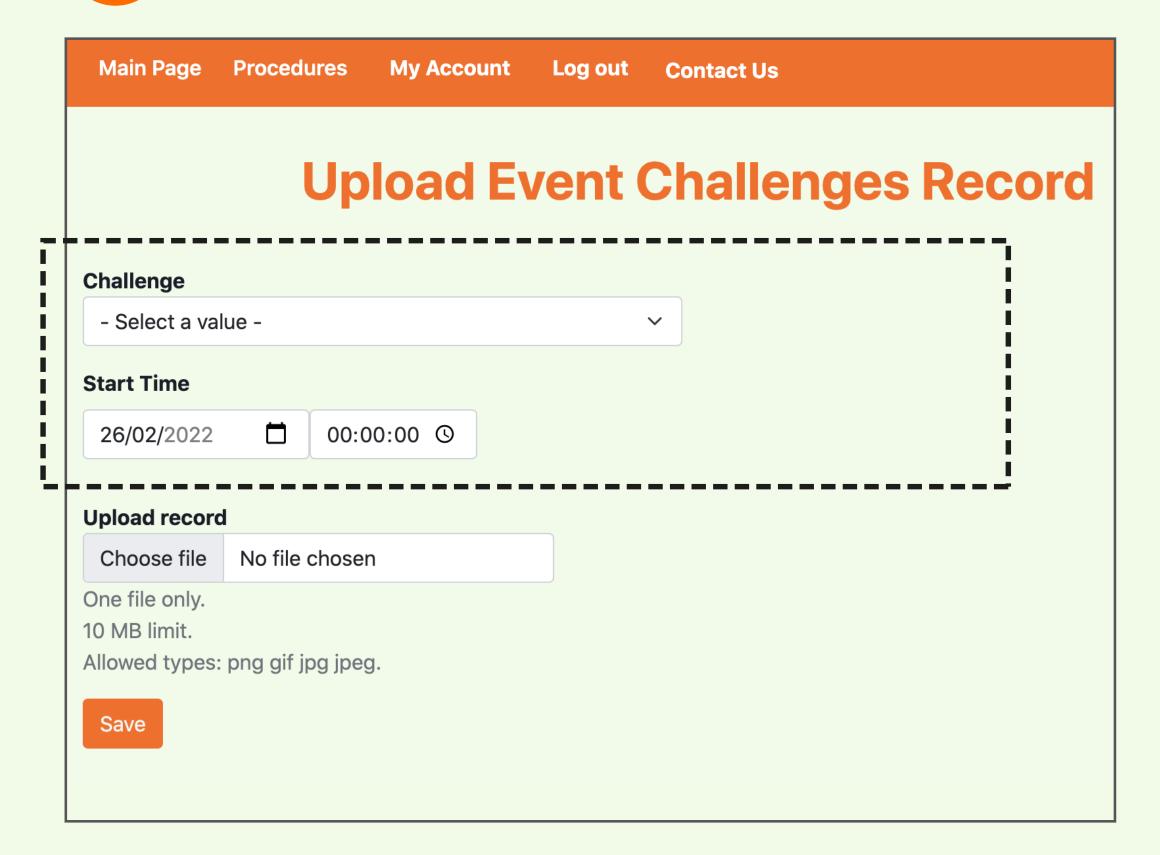




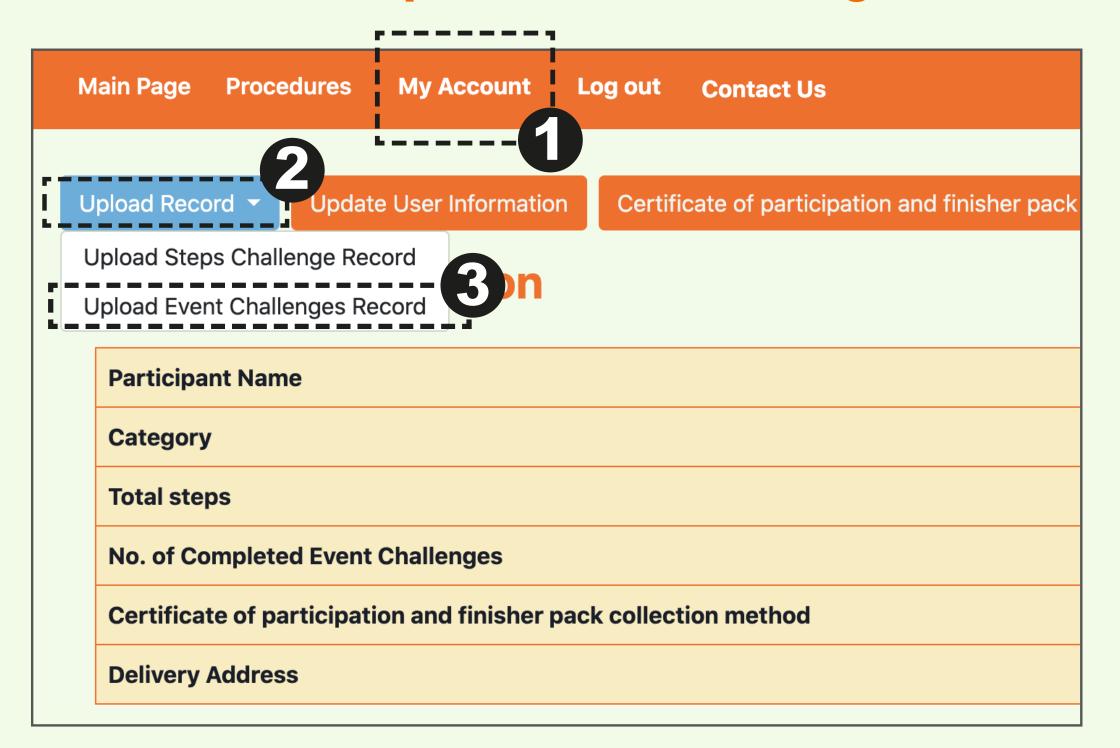
* Please refer to the Confirmation of Participation' email



Select Challenge and Start Time.



Click "My Account", and click "Upload Record", then click "Upload Event Challenges Record".

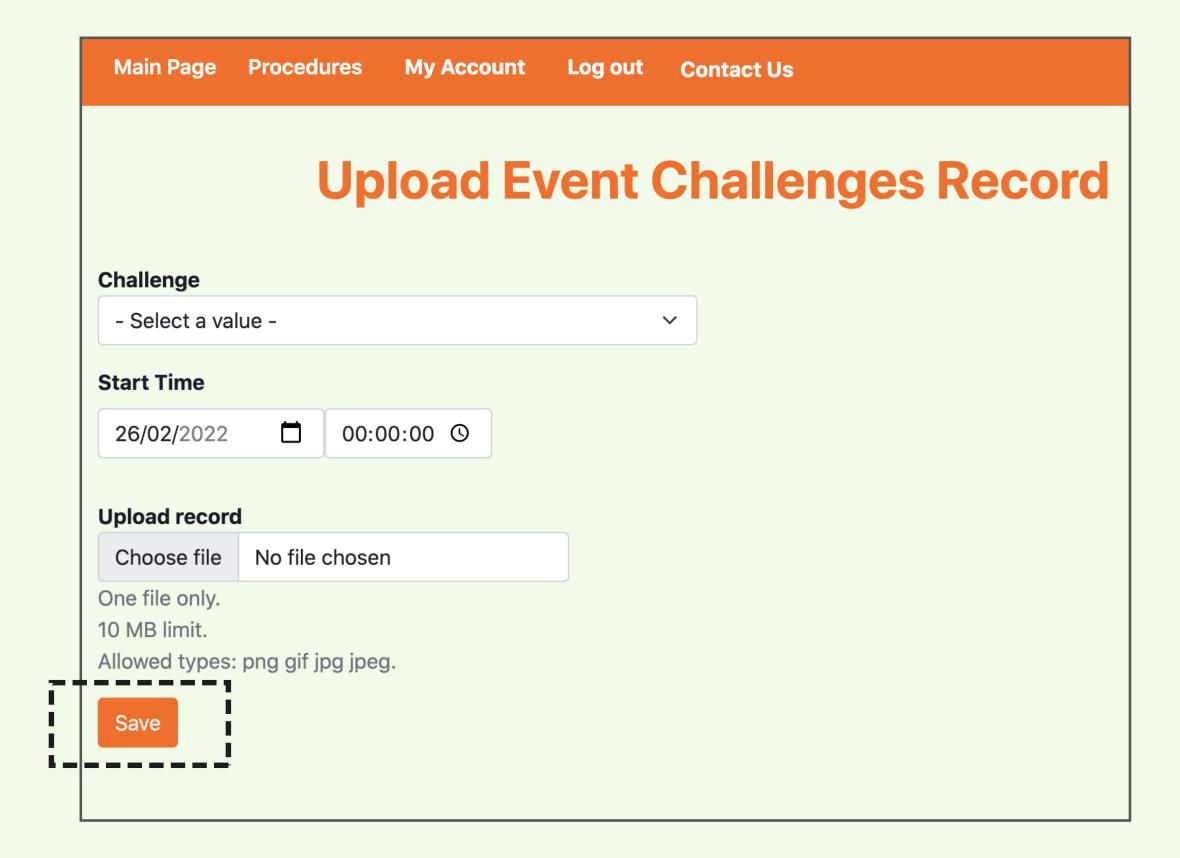


Click "Choose File" to upload the record (screenshots) and photos.

Main Page	Procedure			Challenges Record
Challongo		pioaa	LVCIII	orialicinges record
- Select a val	ue -			~
Start Time				
26/02/2022		00:00:00		
Upload record				
Choose file	No file ch	osen		
One file only. 10 MB limit. Allowed types:	png gif jpg	jpeg.		
Save			'	





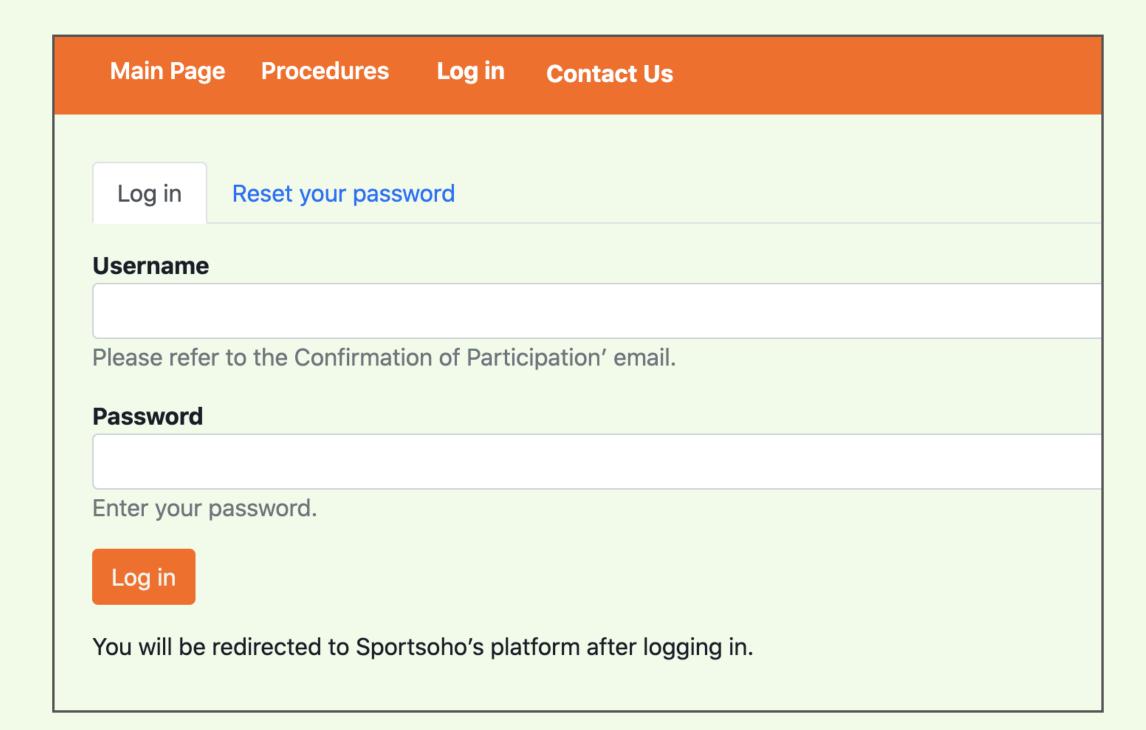






Login your account

* Please refer to the Confirmation of Participation' email



Click "View", "Edit" and "Delete", you can view, edit and delete challenge record respectively.

ain Page Procedures	My Account Log out (Contact Us						EN
pload Record • Upo		te of participat	ion and fir	nisher pack o	collection metho	d		
Participant Name								
Category								
Total steps								
No. of Completed Eve	nt Challenges							
Certificate of particip	ation and finisher pack collection	n method						
Delivery Address								
	eps Challenge Re							
Name of Participant	<u>Activity</u>	Date *	<u>Steps</u>	<u>Duration</u>	Prev	riew	<u>Upload Time</u>	Setting
								View Edit Delete

Click "My Account", "My / Our Steps Challenge Record" and "My / Our Event Challenges Record" will appear at the bottom.

Main Page Procedure	s My Account	Log out	Contact Us							
Upload Record ▼ Up	date User Informatior	Certificat	te of participati	ion and fir	nisher pack o	collection metho	d			
Personal Inf	formation									
Participant Name										
Category	Category									
Total steps	Total steps									
No. of Completed Eve	No. of Completed Event Challenges									
Certificate of particip	Certificate of participation and finisher pack collection method									
Delivery Address										
My / Our St	one Challe	ngo Po	oord							
My / Our St	eps Challe	nge ke	Coru							
Name of Participant	<u>Activity</u>	y .	<u>Date</u> *	<u>Steps</u>	<u>Duration</u>	Prev	/iew			
My / Our Eve	ent Challer	iges Re	cord							
Name of Participant	Date *	Eve	ent Challenge			Preview				





Login your account

* Please refer to the Confirmation of Participation' email

Main Page Procedures Log in Contact Us

Log in Reset your password

Username

Please refer to the Confirmation of Participation' email.

Password

Enter your password.

Log in

You will be redirected to Sportsoho's platform after logging in.

Select certificate of participation and finisher pack collection method.

Main Page	Procedures	My Account	Log out	Contact Us
Upload Reco	rd 🕶 Updat	e User Information	Certifi	icate of participation and finisher pack coll
By SF Expre	ess (pay on deli	• •		lection method Kong. Details as below:
		n , SF Express stor	e or SF Exp	oress locker
Submit				

Click "My Account", and click "Certificate of participation and finisher pack collection method".

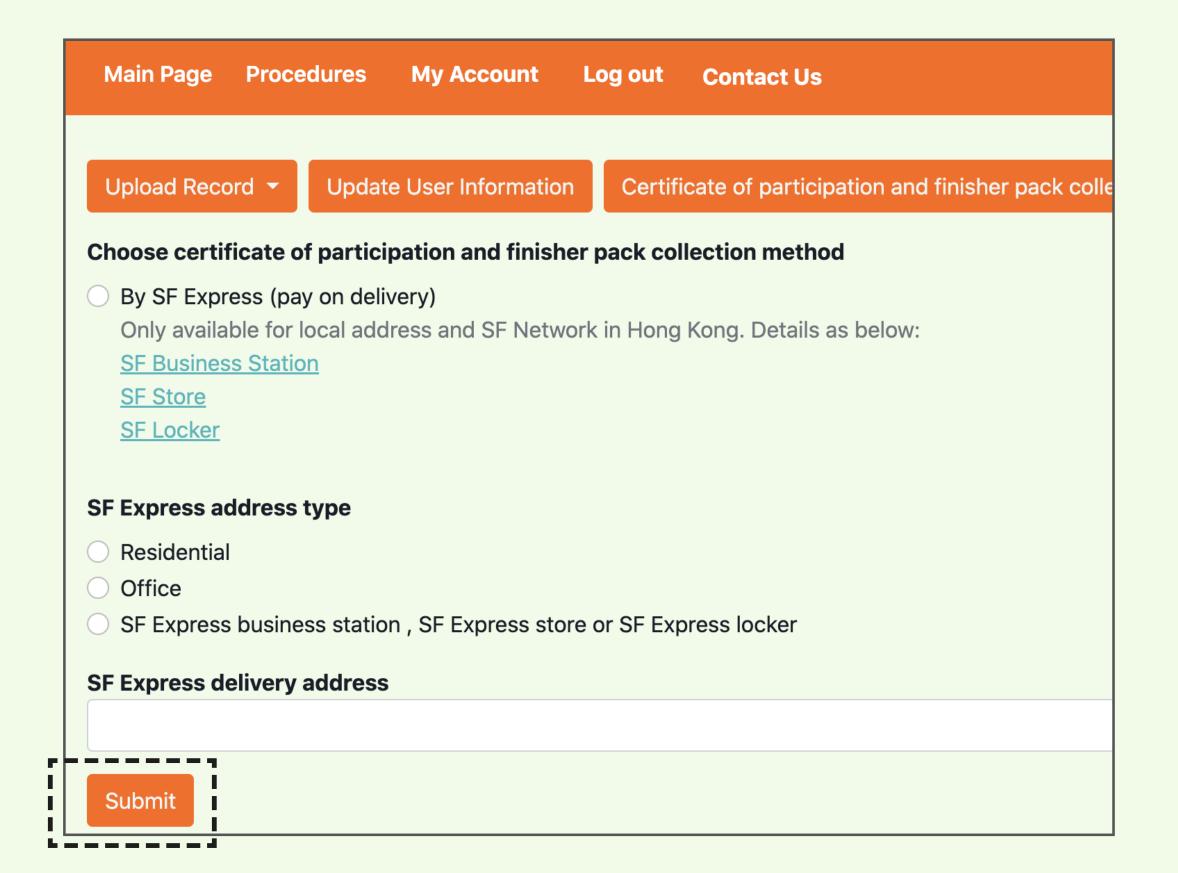
ain Page	Procedures	My Account	Log out	Contact Us	
pload Reco		te User Information	Certifi	icate of participation and finisher pack collection method	
Participa	nt Name				
Category					
Total ste	os				
No. of Co	mpleted Event	Challenges			
Certifica	te of participat	ion and finisher p	oack collect	tion method	
	Address				

If choosing "SF Express delivery", please fill in the SF Express address type and SF Express delivery address.

Upload Reco	ord ▼ Updat	te User Information	Certif	icate of participation and finisher pack col
Choose certif	icate of partici	ipation and finishe	er pack col	llection method
Only availal SF Busines SF Store SF Locker		dress and SF Netwo	ork in Hong	Kong. Details as below:
SF Express ac	-	. – – – – – .		
Residential	-			
ResidentialOffice		on , SF Express stor	re or SF Exp	oress locker
Residential Office SF Express			e or SF Exp	oress locker



Click "Submit", record submitted.





Login your account

* Please refer to the Confirmation of Participation' email

Main Page Procedures Log in Contact Us
Log in Reset your password
Username
Please refer to the Confirmation of Participation' email.
Password
Enter your password.
Log in
You will be redirected to Sportsoho's platform after logging in.

Fill in the existing password and new password.

Main Page	Procedures	My Account	Log out	Contact Us			
Upload Recor	d - Update	User Information	Certific	cate of partici _l	oation and t	finisher pack colle	ctio
		Upo	late	User	Infor	mation	
Existing passw	ord						-(
New password							
Password stren Confirm passw							
Passwords mate	ch:				2		
To change the	current user pas	sword, enter the n	ew passwo	ord in both fiel	ds.		
Save							

Click "My Account", and click "Update User Information"

Main Page Procedures My Account Log out Contact Us
Upload Record ▼ Update User Information Certificate of participation and finisher
Personal Information
Participant Name
Category
Total steps
No. of Completed Event Challenges
Certificate of participation and finisher pack collection method
Delivery Address

Click "Save" to update the new password.

Main Page	Procedures	My Account	Log out	Contact Us		
Upload Reco	rd ▼ Updat	e User Informatior	Certifi	cate of partic	pation and finisher pack o	ollectio
		Up	date	User	Informatio	n
Existing pass	word					
New passwore	d					
Password stre	ngth:					
Confirm pass	word					
Passwords ma	tch:					
To change the	current user pa	ssword, enter the	new passw	ord in both fie	lds.	
Save						