



‘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**

1

Login your account

* Please refer to the Confirmation of Participation' email

Main Page	Procedures	Log in	Contact Us
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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.

2

Click “**My Account**”, and click “**Upload Record**”, then click “**Upload Steps Challenge Record**”.

Main Page	Procedures	My Account	Log out	Contact Us
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Upload Record

Update User Information

Certificate of participation and finisher pack

Upload Steps Challenge Record

Upload Event Challenges Record

Participant Name

Category

Total steps

No. of Completed Event Challenges

Certificate of participation and finisher pack collection method

Delivery Address

3

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

Main Page	Procedures	My Account	Log out	Contact Us
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Upload Record

Update User Information

Certificate of participation and finisher pack collection method

Upload Steps Challenge Record

Start Time
26/02/2022 00:00:00

Activity
- Select a value -

Steps
0

Location

Duration
Hours Minutes Seconds
0 0 0

Upload record
Choose file No file chosen
It must clearly show the activity date, types of activities, steps, and duration.
One file only.
10 MB limit.
Allowed types: png gif jpg jpeg.

Save

4

Click “**Choose File**” to upload the record (screenshots) and photos.

Main Page	Procedures	My Account	Log out	Contact Us
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Upload Record

Update User Information

Certificate of participation and finisher pack collection method

Upload Steps Challenge Record

Start Time
26/02/2022 00:00:00

Activity
- Select a value -

Steps
0

Location

Duration
Hours Minutes Seconds
0 0 0

Upload record
Choose file No file chosen
It must clearly show the activity date, types of activities, steps, and duration.
One file only.
10 MB limit.
Allowed types: png gif jpg jpeg.

Save

1

Upload Steps Challenge Record

Spring Charity Walk for Children



5

Click “**Save**”, record submitted.

Main Page

Procedures

My Account

Log out

Contact Us

Upload Record

Update User Information

Certificate of participation and finisher pack collection method

Upload Steps Challenge Record

Start Time

26/02/2022

00:00:00

Activity

- Select a value -

Steps

0

Location

Duration

Hours

Minutes

Seconds

0

0

0

Upload record

Choose file

No file chosen

It must clearly show the activity date, types of activities, steps, and duration.

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2

Click “**My Account**”, and click “**Upload Record**”, then click “**Upload Event Challenges Record**”.

[Main Page](#) [Procedures](#) [My Account](#) [Log out](#) [Contact Us](#)

Upload Record

Update User Information

Certificate of participation and finisher pack

Upload Steps Challenge Record

Upload Event Challenges Record

Participant Name

Category

Total steps

No. of Completed Event Challenges

Certificate of participation and finisher pack collection method

Delivery Address

3

Select **Challenge** and **Start Time**.

[Main Page](#) [Procedures](#) [My Account](#) [Log out](#) [Contact Us](#)

Upload Event Challenges Record

Challenge

- Select a value -

Start Time

26/02/2022

00:00:00

Upload record

Choose file

No file chosen

One file only.
10 MB limit.
Allowed types: png gif jpg jpeg.

Save

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Click “**Choose File**” to upload the record (screenshots) and photos.

[Main Page](#) [Procedures](#) [My Account](#) [Log out](#) [Contact Us](#)

Upload Event Challenges Record

Challenge

- Select a value -

Start Time

26/02/2022

00:00:00

Upload record

Choose file

No file chosen

One file only.
10 MB limit.
Allowed types: png gif jpg jpeg.

Save

2

Upload Event Challenges Record

Spring Charity Walk for Children



5

Click “**Save**”, record submitted.

Main PageProceduresMy AccountLog outContact Us

Upload Event Challenges Record

Challenge

- Select a value -

Start Time

26/02/2022

00:00:00

Upload record

Choose file

No file chosen

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Update Certificate of Participation and Finisher Pack Collection Method

Spring Charity Walk for Children



1

Login your account

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2

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

Main PageProceduresLog inContact Us

Log inReset 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.

Main PageProceduresMy AccountLog outContact Us

Upload Record ▾Update User InformationCertificate of participation and finisher pack collection method

Personal Information

Participant Name	
Category	
Total steps	
No. of Completed Event Challenges	
Certificate of participation and finisher pack collection method	
Delivery Address	

3

Select certificate of participation and finisher pack collection method.

Main PageProceduresMy AccountLog outContact Us

Upload Record ▾Update User InformationCertificate of participation and finisher pack collection method

Choose certificate of participation and finisher pack collection method

☐ By SF Express (pay on delivery)

Only available for local address and SF Network in Hong Kong. Details as below:
[SF Business Station](#)
[SF Store](#)
[SF Locker](#)

SF Express address type

☐ Residential

☐ Office

☐ SF Express business station , SF Express store or SF Express locker

SF Express delivery address

Submit

4

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

Main PageProceduresMy AccountLog outContact Us

Upload Record ▾Update User InformationCertificate of participation and finisher pack collection method

Choose certificate of participation and finisher pack collection method

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[SF Store](#)
[SF Locker](#)

SF Express address type

☐ Residential

☐ Office

☐ SF Express business station , SF Express store or SF Express locker

SF Express delivery address

Submit

4

Update Certificate of Participation and Finisher Pack Collection Method

Spring Charity Walk for Children



5

Click “**Submit**”, record submitted.

Main Page

Procedures

My Account

Log out

Contact Us

Upload Record ▾

Update User Information

Certificate of participation and finisher pack collection

Choose certificate of participation and finisher pack collection method

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Main PageProceduresMy AccountLog outContact Us

Upload Record Update User InformationCertificate of participation and finisher pack collection

Personal Information

Participant Name

Category

Total steps

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Certificate of participation and finisher pack collection method

Delivery Address

3

Fill in the existing password and new password.

Main PageProceduresMy AccountLog outContact Us

Upload Record Update User InformationCertificate of participation and finisher pack collection

Update User Information

Existing password

New password

Password strength:

Confirm password

Passwords match:

To change the current user password, enter the new password in both fields.

Save

4

Click “Save” to update the new password.

Main PageProceduresMy AccountLog outContact Us

Upload Record Update User InformationCertificate of participation and finisher pack collection

Update User Information

Existing password

New password

Password strength:

Confirm password

Passwords match:

To change the current user password, enter the new password in both fields.

Save