



ACCELERATE EDUCATIONAL
MINISTRIES

ACCELERATE CONVENTION PORTAL

School/HSSP Manual



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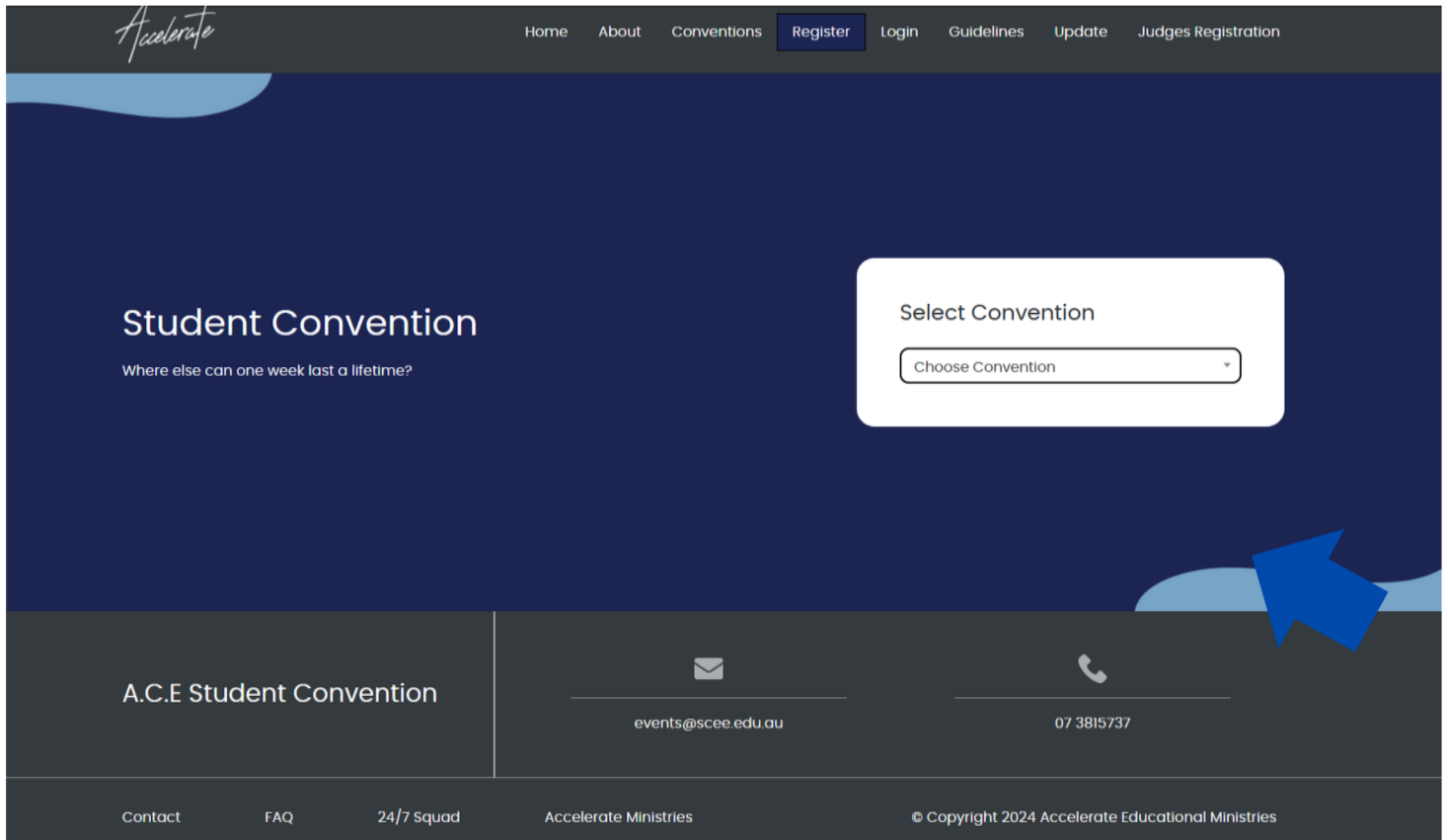
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Getting Started: First time in ACP



To register for the ACP:

- navigate to <https://convention.accelerateministries.com.au/acp>
- Select REGISTER in the top menu bar, then select convention you would like to register for in the drop down menu (see arrow)

Select Convention

Fiji Student Convention Test

Register Login

Check Customer Code

Enter Code

Check

Click REGISTER and then enter your Customer Code and select CHECK.



Check Customer Code

Check

Customer Code Found!

Login

You have already registered for this convention. Please login and continue.

If already registered in the system, you will be directed to log in. See page 3

Check Customer Code

Check

Customer Code Found!

Send Registration Link

Please note: Registration link will be sent to the email address connected with your customer code. If you do not receive a login link, please contact the events team to update your email address.

If customer code is found, select SEND REGISTRATION LINK.

Please note: Registration link will be sent to the email address connected with your customer code. If you do not receive a login link, please contact the events team to update your email address.

Verification email will be sent, please follow email instructions to verify your account. After selecting VERIFY, the below screen will appear.

Customer Code Verified !

Continue to Registration

Enter or Update details

School/HSSP Name

Main Contact Person

Email

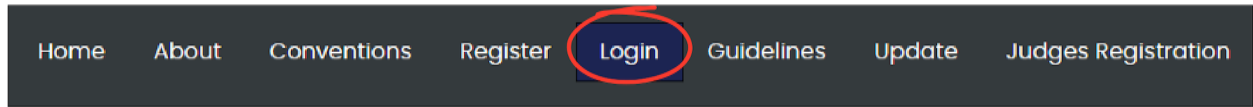
Phone

Continue to Registration

Enter and update any details. Please note, these details will only be update in the ACP. It will not update details with other AEM departments. When finished, select CONTINUE TO REGISTRATION



Getting Started: Returning User Login



Fill in details (as previously registered in ACP)

Choose Type:

School - Schools main log in, for admin officer, convention coordinators etc.

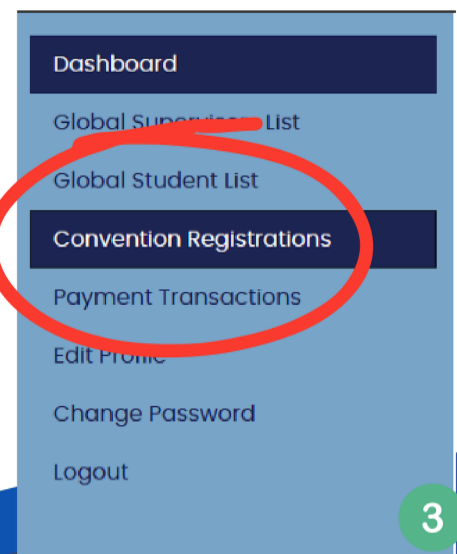
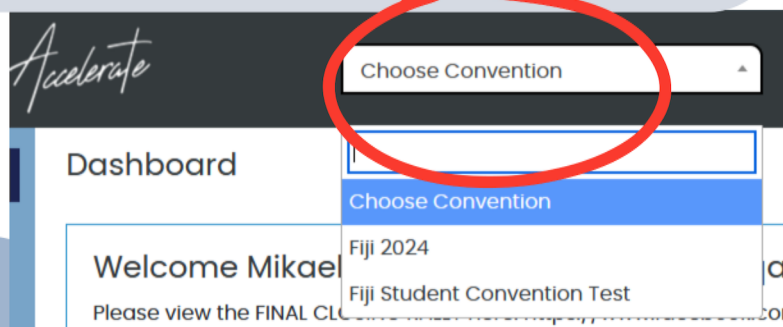
Supervisor - gives access to the allocated students (by school), event uploads etc.



NOTE: Supervisors who are also Judges, use this log in and then select SWITCH on top menu bar to access Judges Portal.

Judges - This log in gives you access to the judges portal, for those with Judge Only login. Supervisors or persons connected with a school/HSSP in any other capacity, please refer to above note. **24/7 Squad - please use this log in type.**

Once logged in, select the convention you are wanting to navigate to by either "Choose Convention" at top menu bar or by registering for convention using "Convention Registration" on side menu.





Getting Started: School / HSSP

Global Supervisor List: Use this tab to add/edit supervisor names and details. Once added, they will receive an email to create a log in. Supervisor details will remain here unless removed and can be used for future conventions.

Global Students List: Use this tab to add/edit student details. Students will remain a part of your school in the ACP unless removed.

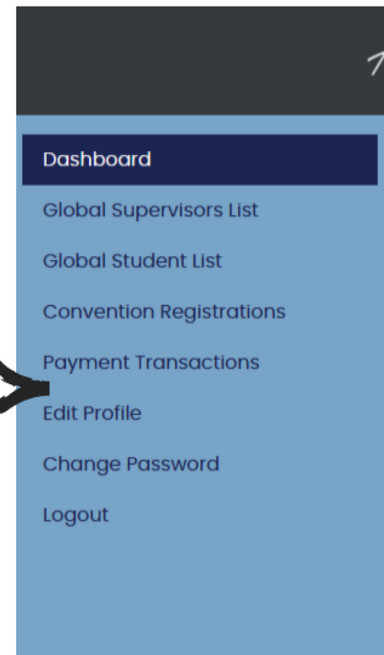
for return users, check these lists before beginning convention registrations

Convention Registrations: Use this tab to view previous/current registrations and to register for new conventions.

Payment Transactions: Use this tab to view payment transactions list

Edit Profile: Use this tab to edit school details including convention contact person, phone, email, address.

Change password: Use this tab to change school log in password. You must know old password to create a new password. If you have forgotten password, log out and select "forgot password". Follow email prompts to reset password.

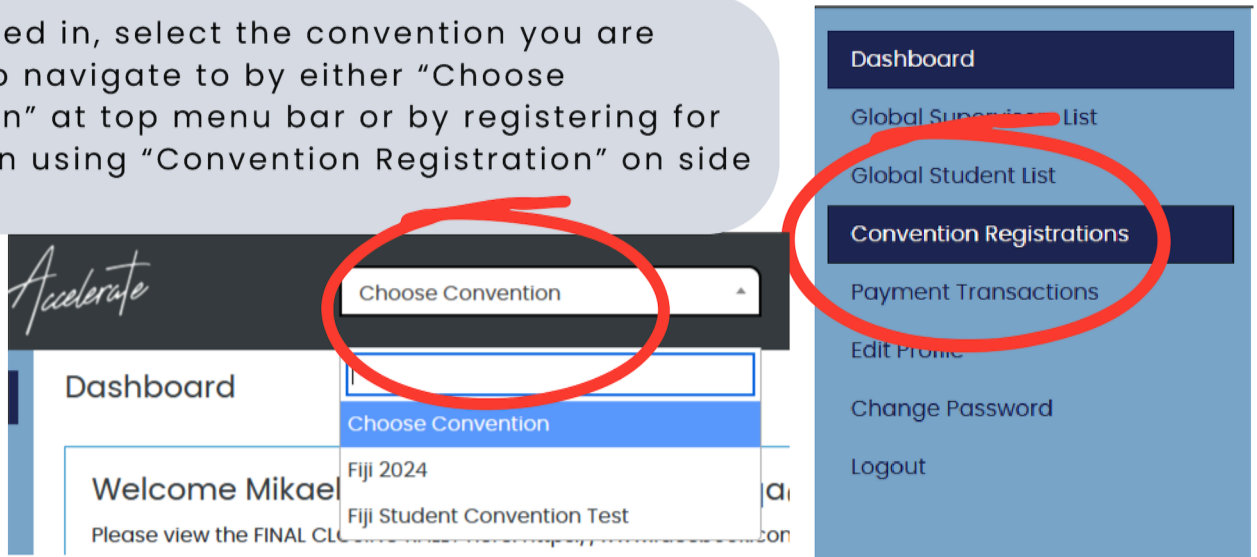




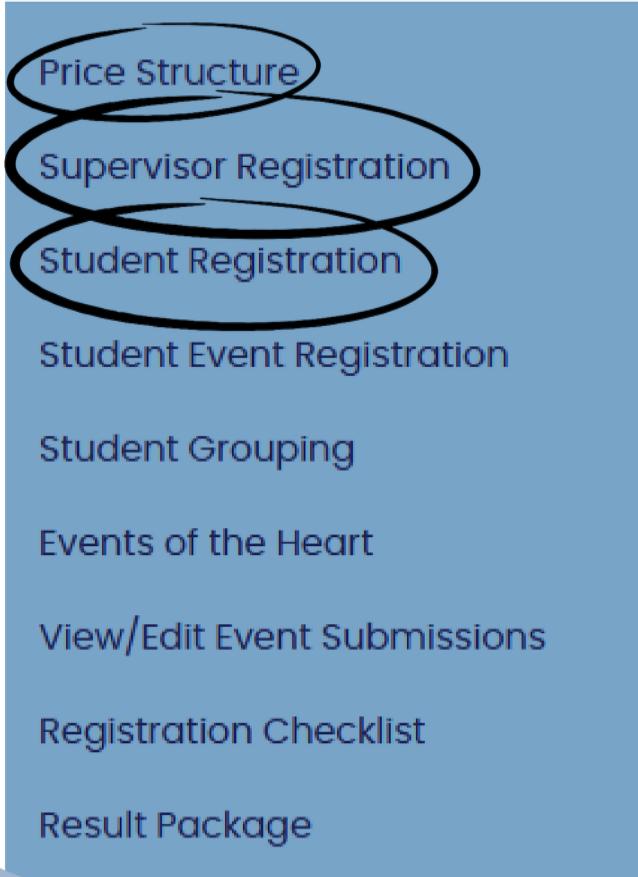
Entering Convention Registration Details: School / HSSP

Reminder:

Once logged in, select the convention you are wanting to navigate to by either "Choose Convention" at top menu bar or by registering for convention using "Convention Registration" on side menu.



Once you have selected the convention you would like to make changes to, additional menu options will appear on left side menu bar.



Price Structure: Use this tab to select Affiliate or Non-affiliate pricing

Supervisor Registration: Use this tab to allocate supervisors (from global list) to this convention.

Student Registration: Use this tab to add students (from global list) to this convention. Here you will also need to allocate each student to a supervisor.

DO NOT PROCEED TO PAYMENT UNTIL STUDENT EVENTS ARE ENTERED. Golden award discounts are applied automatically once submitted.



Entering Convention Registration Details: School / HSSP/Supervisor

Either School login or Supervisor login can continue from this step.

Price Structure

Supervisor Registration

Student Registration

Student Event Registration

Student Grouping

Events of the Heart

View/Edit Event Submissions

Registration Checklist

Result Package

Student Event Registration: Use this tab to enter student event registration. Choose student and then either type event numbers or select from drop down menu. (we are working on a new form for this step)

Add Student Event

Choose Student

Choose Event(s)

Student Grouping: AFTER entering all student registrations, use this tab to group students and check grouping numbers.

Entering Convention Registration Details: Grouping

Student Groups

+ Combined Team/Group Events

Search:

Event Number	Event Name	Group Event?	Min	Max	Total Students	Students Not Grouped	Action
1057	Bible Bowl	Yes		3	4	4	⋮ ⓘ
860	Mixed Duet	Yes		2	2	2	⋮ ⓘ
1000	Golden Apple Award	No		1	1		
12	Poetry Writing	No		1	1		
53	Spelling	No		1	1		
1058	Group Bible Speaking	Yes		30	0	0	⋮
414	Linear Powerpoint Presentation	Yes		2	0	0	⋮
415	Non-Linear Powerpoint Presentation	Yes		2	0	0	⋮
464	Linear Powerpoint Presentation	Yes		2	0	0	⋮
465	Non-Linear Powerpoint Presentation	Yes		2	0	0	⋮

Student group information can be sorted using the top row. You can sort by Event number, Event Name, Total students in the event or by number of Students not grouped.



Entering Convention Registration Details: Grouping

If action is required, icons will appear in Action column.

This icon means there are students entered in this event that have not been assigned to a group.

This icon means the number of students entered does not meet the minimum/maximum criteria for that event



Click this icon to organise students into groups.

Event Groups :: Mixed Duet (Min: Max: 2) (Total Students in this event: 2)

Create Group

Choose Student

Group

Select student from drop down menu. Only students entered in this event will appear.

Enter School name/abbreviation/family name and number of group.

Example:

- A school with one entry in mixed duet = ACEA 1
- A school with two entries in mixed duet = ACEA 1 & ACEA 2
- A HSSP = Surname 1
- *Combined group event = Smith/Johnson 1 (ensure this name is identical to other group members)*

Select create group. Groups will appear along the bottom of each event.



Entering Convention Registration Details: School / HSSP/Supervisor

Events of the Heart

View/Edit Event Submissions

Events of the Heart: Use this tab to upload documents for Events of the Heart Students.

- Select Add Events Heart → **Add Events Heart**
- Choose from registered students,
- Title document and upload document

Example: Medical certificate

View/Edit Event Submissions

Registration Checklist

Event Submission: When documentation or uploads are required there are two ways to do this in the portal.

1. Registration Checklist

In the registration checklist page, you will be able to see all registered students with their events listed. Use this page to check events registered match the students selected events.

Registration Checklist

Print

Karl TEST Duxfield

Year of Birth: 2007 **Male/Female:** Male

360 Scrapbooking

Number of Events Entered: 1

Tester Testing

Year of Birth: 2006 **Male/Female:** Female

262 400m (Female)
 274 Basketball (Female)
 52 Chess
 360 Scrapbooking

Number of Events Entered: 4

Upload

A green cross will appear if all required uploads are uploaded.

A red cross and an upload button will appear if there is something to be uploaded or completed for that event.

Select "Print" to print or save the package to PDF.



Entering Convention Registration Details: School / HSSP/Supervisor

View/Edit Event Submissions

Registration Checklist

2. View/Edit Event Submissions

In this tab you will be able to:

- see a list of submissions,
- view uploads
- delete submissions if you need to re upload
- submit a new event upload

View/Edit Event Submissions

+ Submit New Event

Search:

#Sub. ID	Student	Event No.	Event Name	Group Event?	Group	Context	File	Action
1592	Karl TEST Duxfield	360	Scrapbooking	No	-	N/A		

Showing 1 to 1 of 1 entries

Previous 1 Next

Accessing Results and Judges Forms: "School" log in only

Result Package

Result Package

Individual Student Report

Print

Scrapbooking (360)			
1	Karl TEST Duxfield	Mikaela Just Testing	
2	Tester Testing	Mikaela Just Testing	
Tambourine Solo (756)			
2	A 1	Mikaela Just Testing	

In Results package you will be able to:

- See student results
- Download participation certificate (if wanted) using this icon
- Access printable/saveable results package
 - Select "Individual report" then select "Print"

CONVENTION PORTAL CHECKLIST

(IN RECOMMENDED ORDER)

- Check Global lists are accurate (supervisors & students)
- Register for convention under “convention registration” tab
- Choose affiliate or non affiliate price structure
- Register supervisors that are attending this convention
- Register students that are attending this convention
- Enter Student events
- Complete student grouping for group events
- Check registration checklist is accurate and complete uploads
- Prior to deadline, complete payment process in “student registration” tab

REMINDER: MAKE SURE YOU ARE CHECKING THE GUIDELINES FOR EVENT SPECIFICS & REQUIREMENTS

Thank you for taking the time to learn the new system. This is a work in progress and we look forward to your feedback on how we can continue to improve.



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events@scee.edu.au](https://convention.accelerateministries.com.au/events@scee.edu.au)