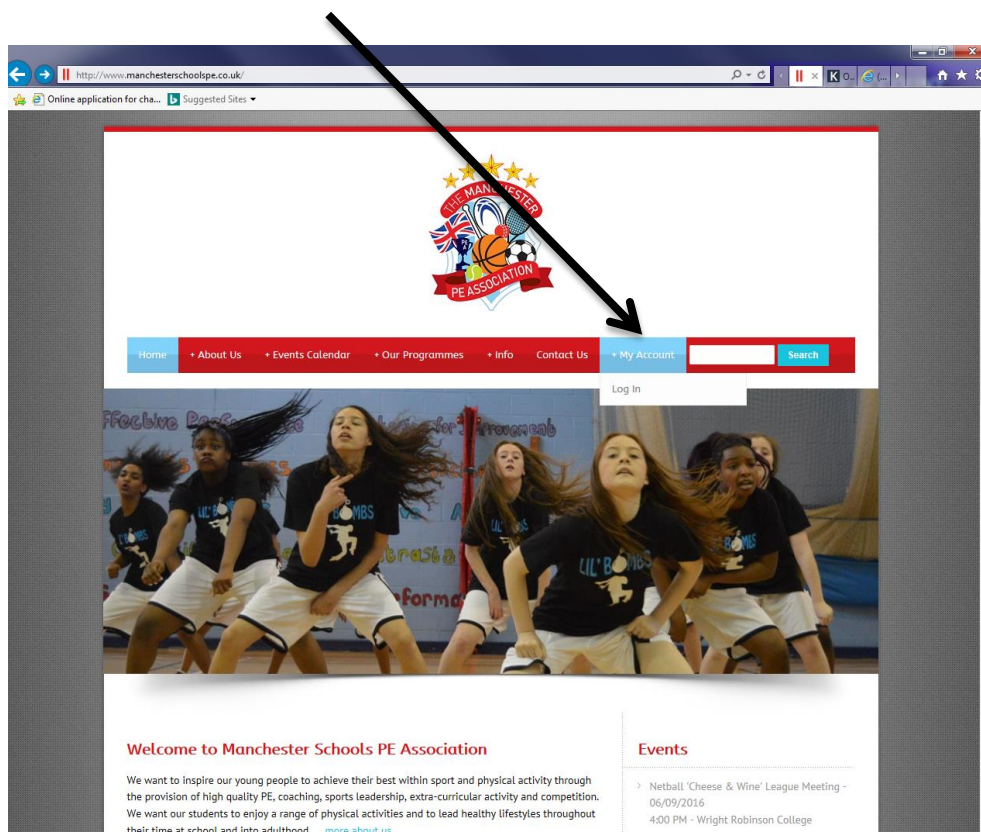


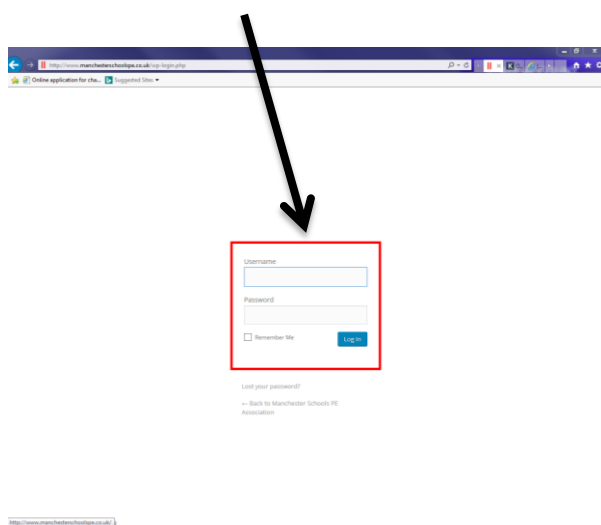
Manchester School's PE Association Website

How to 'Log-in'

1. Go to <http://www.manchesterschoolspe.co.uk/>
2. Click on 'My Account' then 'Log In'.

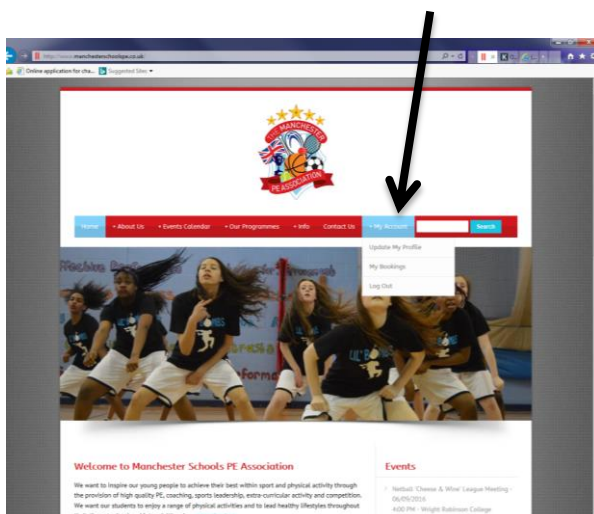


3. Enter your Username and Password

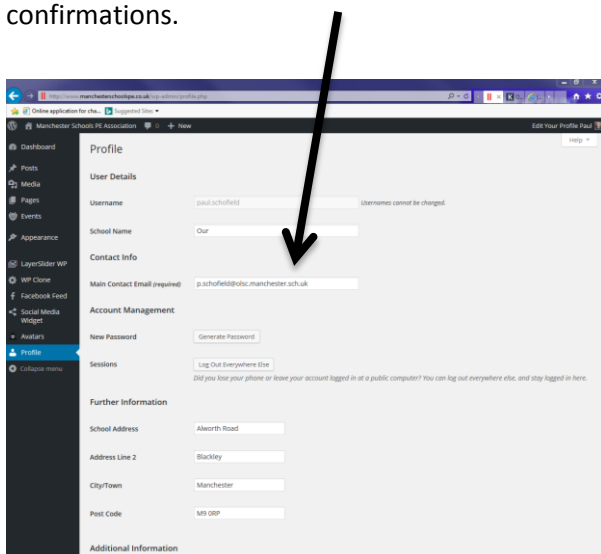


You will now be logged in and able to access the areas of the site. You must now update your profile.

4. Click on 'My Account' then on 'Update My Profile'



5. This will take you to the **Profile page**. There are several fields that you **MUST** complete. You will be guided through.
In particular update your **Main Contact Email** – which enables you to receive info and confirmations.



You will also need :-

- Telephone
- Headteacher email
- Business Manager email
- School Name

PE Subject Leader details:-

- Name
- Email
- Mobile

You can add another contact and add an image if you like. **Now click 'Update Profile'**.

Contact p.schofield@olsc.manchester.sch.uk if you have any queries.