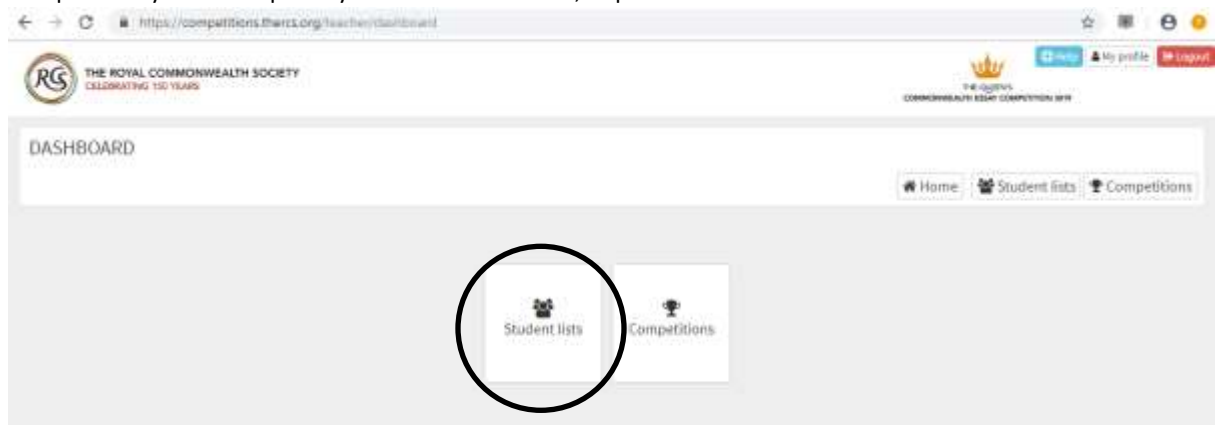# How-to guide for teachers using the new online platform

In 2019, the Royal Commonwealth Society launched a new online platform to accept submissions for The Queen's Commonwealth Essay Competition. This new platform is more modern, user-friendly and works on all devices – not just computers! It requires less data for mobile users and will hopefuly allow a wider range of young people to enter the Competition.
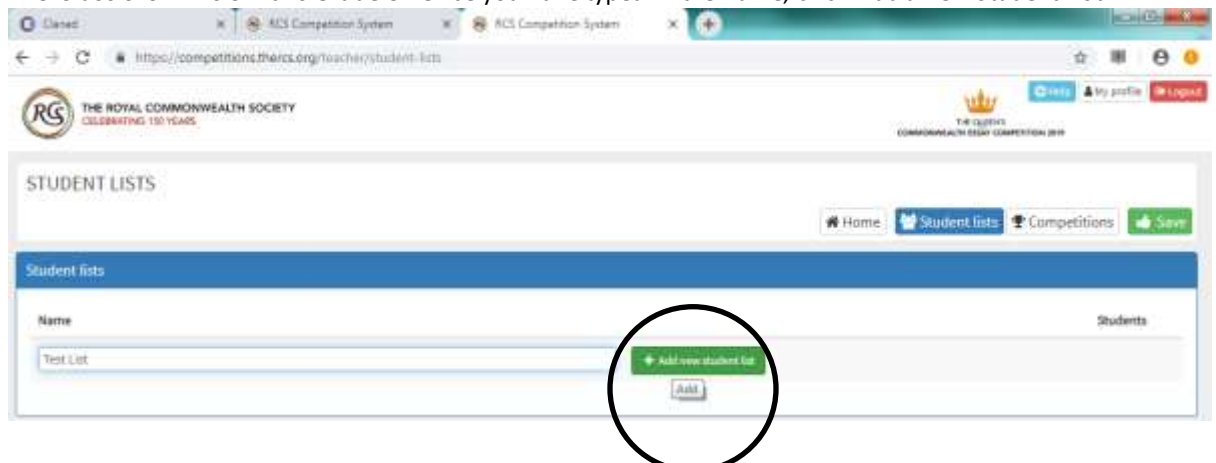
As many people new to this platform, we have put together the below guide to support teachers in uploading their students entries. Please read this thoroughly as it may answer a lot of your questions! If you are still unsure, feel free to contact competitions@thercs.org

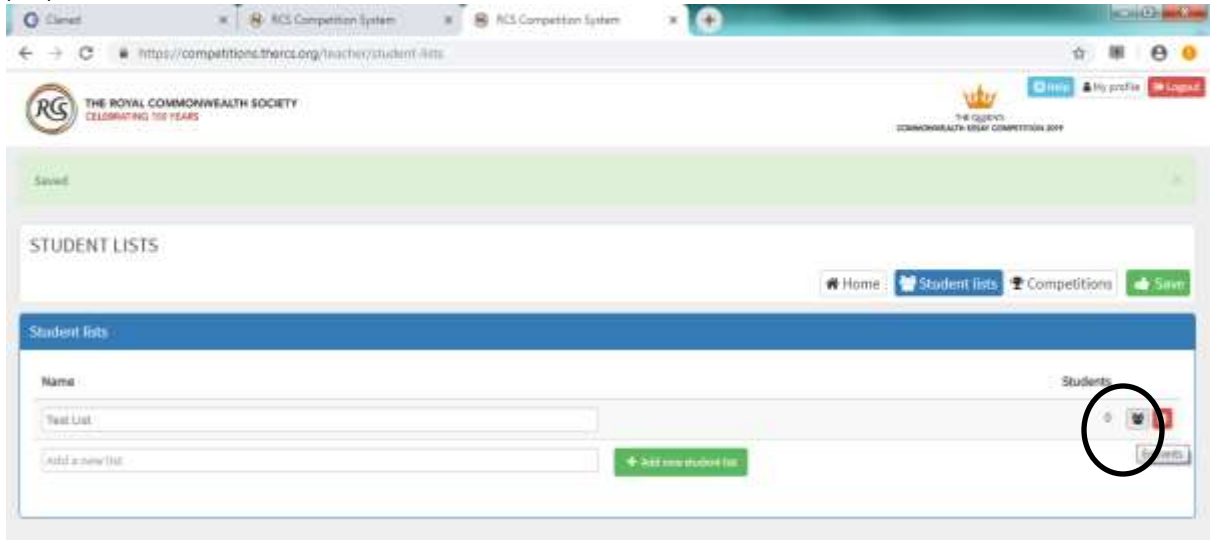**Guidance for creating 'Student Lists'**

1. Visit https://essay.thercs.org and log in to your account. If you entered your student's pieces last year, please log on using the same email address and password as last year. If you have forgotten your password, please click 'Forgot my password' to receive an email to reset it.

2. If you didn't enter last year and are new to this platform please 'Register for an account'. All new users will need to create a new account. You should ensure you select 'Teacher' as your account type. Where possible, please use your official school email (e.g name@school.org) rather than a personal one (eg. Hotmail, Yahoo or Gmail).

3. Once you have created your account you will see a 'Dashboard' (pictured here). Before entering the Competition you must upload your students' details, so please click 'Student Lists'
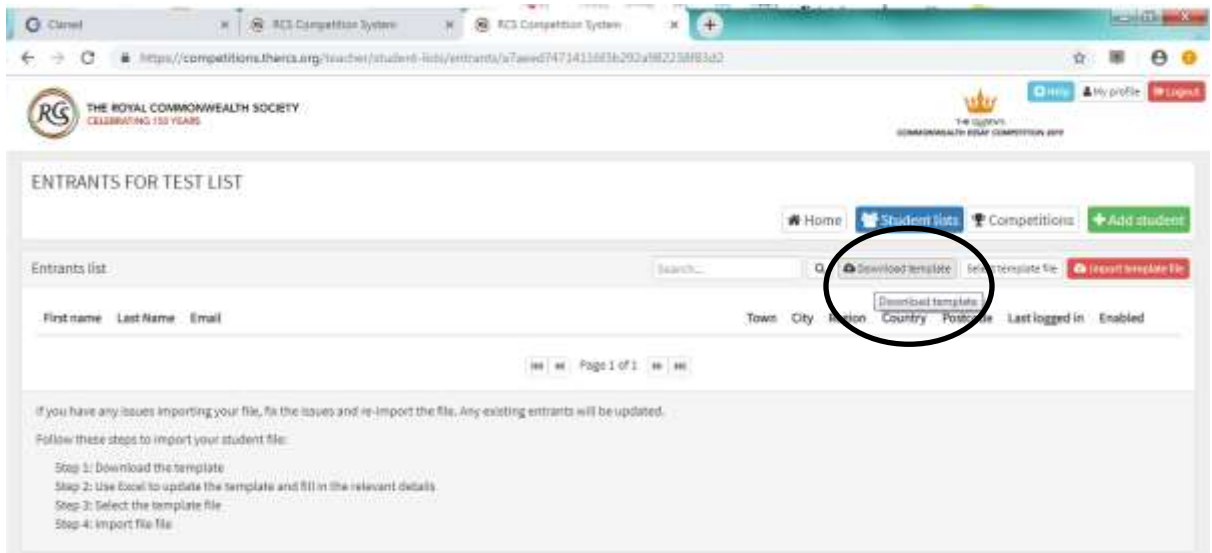

4. Following this, type the name of your student list into the text box. This should be something recognisable like 'Class 6' or 'Mrs Smith's Grade 3'. Once you have typed in the name, click 'Add a new student list'

5. Next, you need to populate your list, so you should click the 'entrants' button, which is the icon showing people, as seen below:
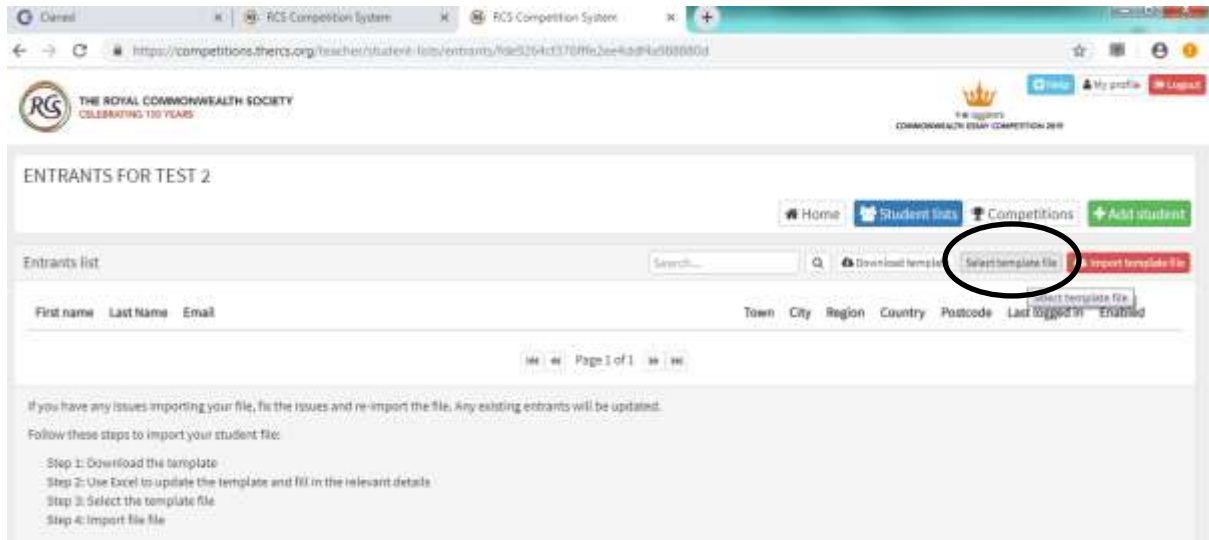
6. Once you are on to the details screen, you need to download the file which will hold your data. To do this click 'download template' as seen here:
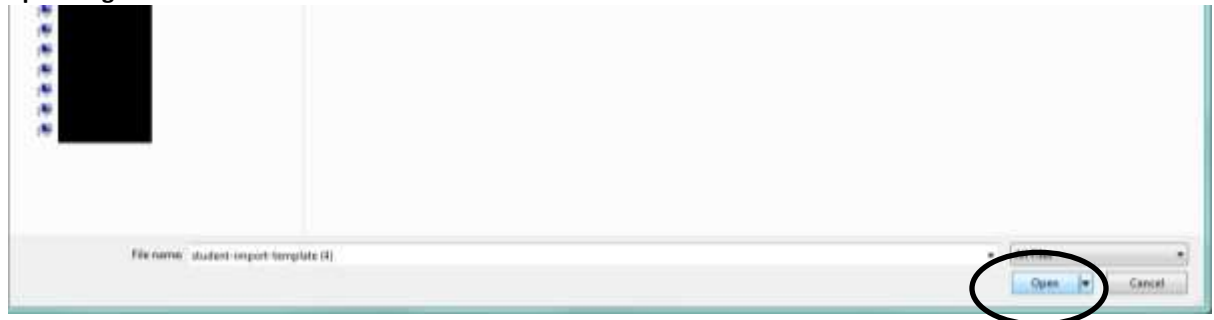
7. Your template will look like the below. You should enter each of your students' details in to a new row. If you do not know the student address please use the school address. If you use the student's email address they will be able to access their own account and download their certificate. **If you do not know their email address, leave it blank, DO NOT input your email address here.** **Note: you must enter the details **exactly** as they are requested on the spreadsheet or they will not be recognised by the system. For example, date of birth **must** be entered in dd/mm/yyyy with '/' used between numbers.
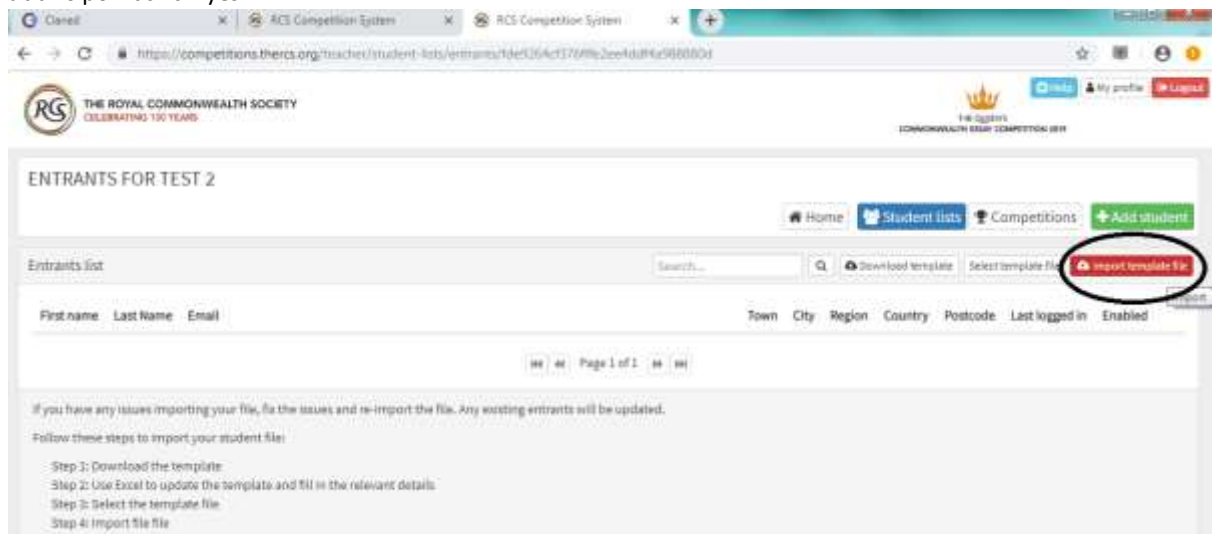
8. Once you have populated the spreadsheet and saved the file (making sure it is a .csv file and not a .xls file!), go back to the platform and click 'Select template file'

9. You will then be able to choose a file from your computer (as below). Once you click 'open' **the platform will not acknowledge you have uploaded your file, you need to complete the next step to finish uploading.**

10. After you have clicked 'open', you should click 'Import template file'. The platform will ask 'Are you sure?', at this point click 'yes'.

11. Once your file is imported, you will see the students details come up as below:

12. If you do not see the students details and instead see a red error message (below), please review the spreadsheet and ensure you have entered each field correctly. The error message will tell you which field or fields need to be changed. You should edit the spreadsheet accordingly and return to step 8.
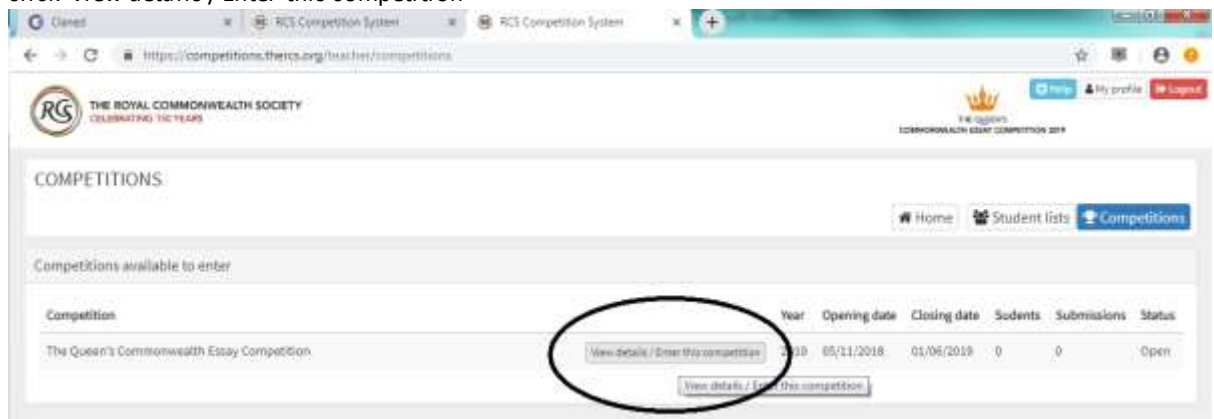
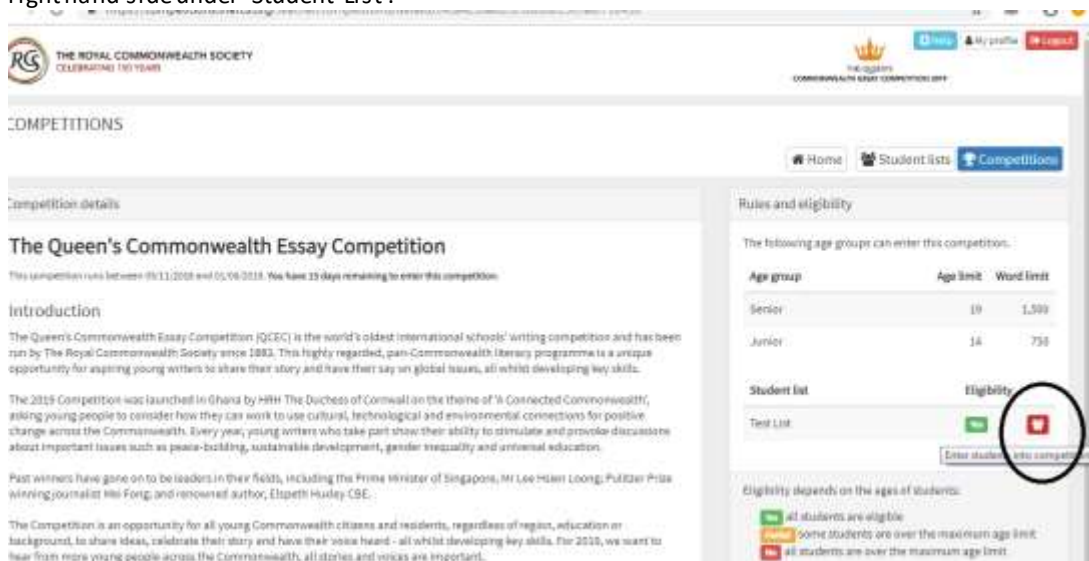**Guidance for teachers uploading entries**

1. Once you have uploaded your student list, you need to upload the entries for each student. To do this, go back to your dashboard or 'Home' and click 'Competitions'
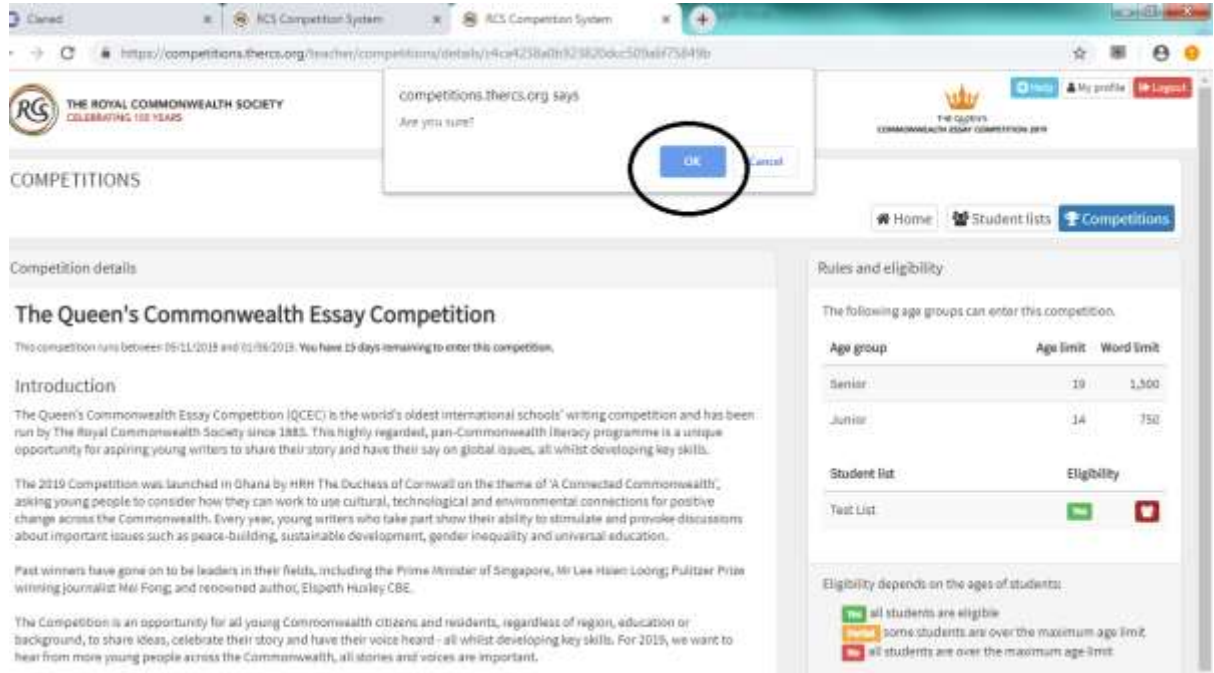

2. Now you will see The Queen's Commonwealth Essay Competition for 2019. To enter your students details click 'View details / Enter this competition'

3. Next, you will see the introduction to the Competition and instructions. Please ensure you and your students have read these thoroughly before entering! When you are ready, click the people' icon on the right hand side under 'Student List'.
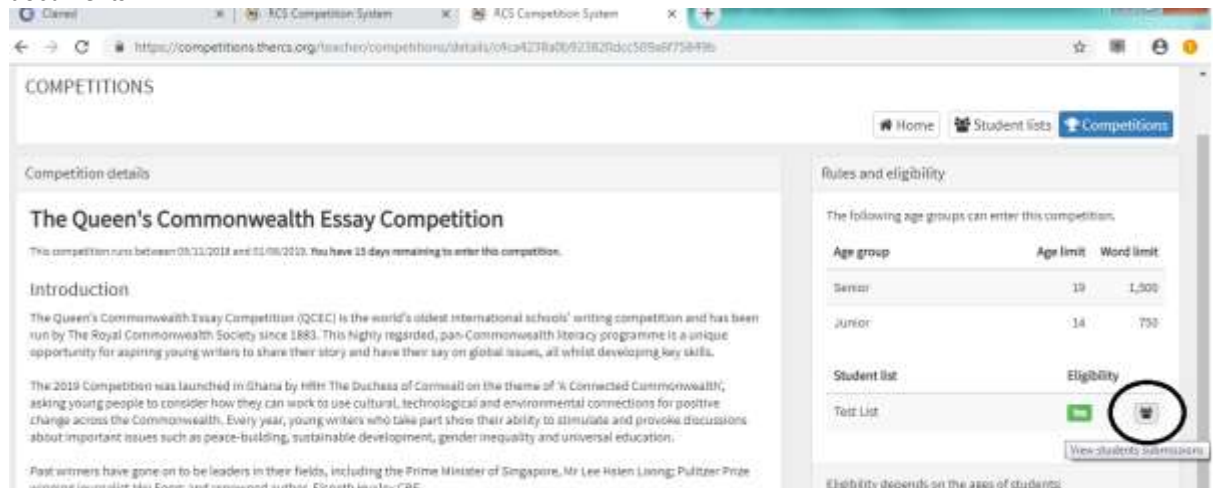
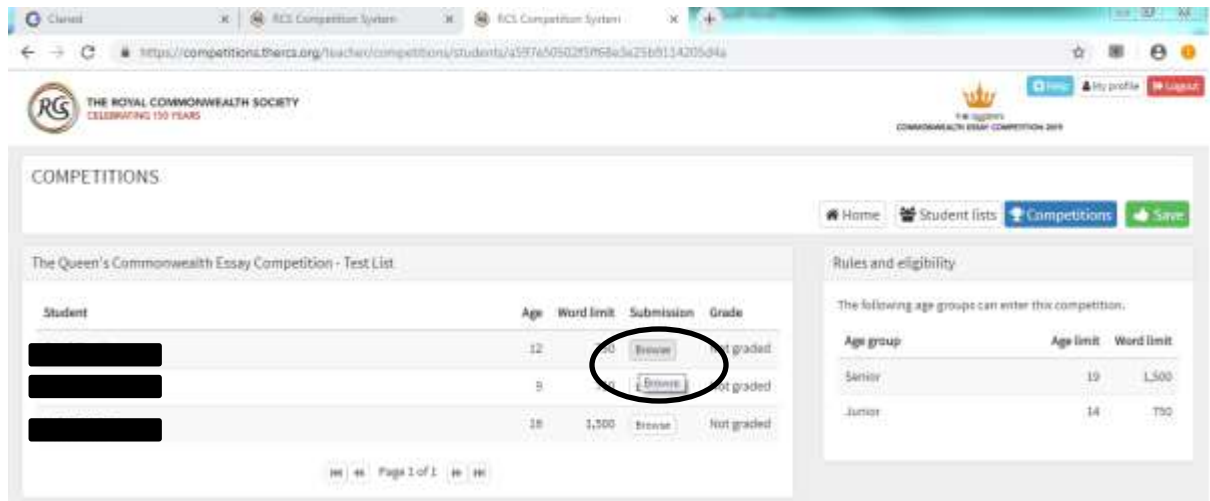4. The platform will ask 'Are you sure?', at this point click 'yes'.

5. Then, the page will refresh and you will see a green message at the top of the screen to confirm the list was added.
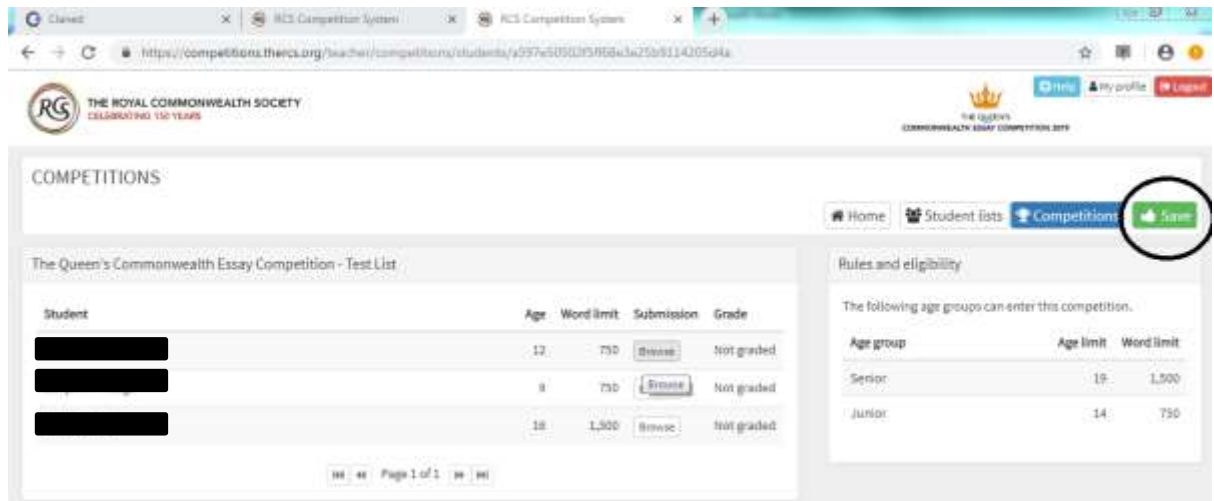

6. Next you should go back to Competitions and click 'View Details' and click the same people icon to add the documents
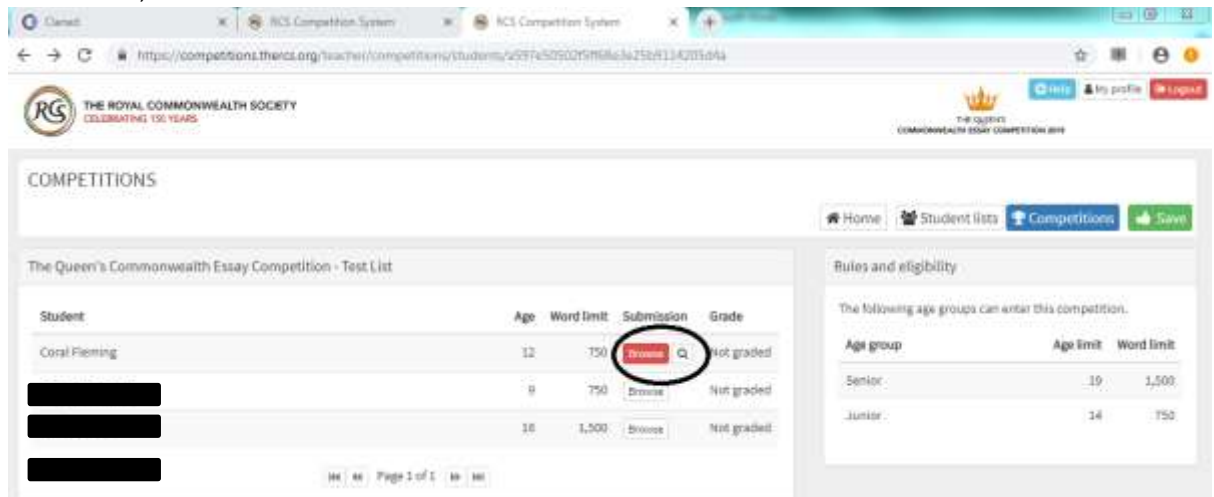
7. This will take you to a screen where you can see all students in the Competition. To add the documents click 'browse' and select the relevant file.

8. **The platform will not acknowledge that a file has been uploaded,** they are not uploaded until you click 'Save'

9. When you have saved your work, the 'Browse' icon next to the student's name will turn red and a magnifying glass icon will appear next to it, should you wish to view the file. If you upload another file over the first one, the second submission will be taken forward and the first submission will not be counted.

10. Once you have uploaded all your student's entries, return to the Competition page and you will see the class is now 'Entered'.