Move Makers Admin Guide

Use this step-by-step guide to get your school ready to use Move Makers

STEP 1

Visit: MOVEMAKERS.ORG.UK

Select the 'Champion login' tab and enter the username and password you have been provided.

STEP 2

Check your school's details

You will arrive at the Dashboard.

This is where you will set up and manage classes, download the parent/carer letter and monitor which classes are still in baseline mode.

Select the 'Manage School' view from the left hand menu to check your school's details and make any necessary updates.

You can also view your school's classroom access code from this screen.

At the bottom of this page, click on the green 'Edit school holidays' button. The top half of the screen shows Local Authority holidays; you can add additional school closures in the second half of the screen and even apply these to individual classes.

It is essential to add your school's holiday and Inset dates to Move Makers so that any days when pupils are not in school are ignored when calculating points and rewards.

When you begin using Move Makers, it is important to add a pre-launch holiday covering the period between the start of term and your baseline date to avoid these non-recording dates impacting your engagement points.

Holiday dates are inclusive. When adding new holidays please ensure the start and end dates are part of the holiday, not the first or final day of term.

Remember to click 'Save' when you've finished.

STEP 3

Create classes

When you're logged into the Champion account select 'Create a new class' from either the 'Dashboard' or 'Manage Classes' view.

Enter the class name, and select which year group it is in. You can select more than one year group if needed. Select 'Next' to create the class.

You have the option here to include pupils' first names, or to use icon names.

- If using **pupils' names**, enter one name and year group (where applicable) per line in the format 'Fred, Year 2'. Alternatively, you can upload this information in a CSV file. If you have duplicate names, include their second initial, or a number, e.g. 'Fred T, Year 2.'
- If using **icons only**, toggle this option off and enter the number of pupils in this class.

Select 'Next'.

Check and edit the class details on the next screen. If you wish, you can change the icons allocated to each child. Once you're happy, you can create your class.

STEP 4

Baseline/practice mode

Once your school is booked onto a launch assembly, or once you have a date set to self-launch, you can complete your baseline.

Baseline (or 'Practice mode') is where each class records how pupils **usually** travel to school each day. It's important to complete the baseline in all classes before launching or talking about Move Makers, to ensure you set an accurate baseline for the challenge.

Class teachers should select the 'Classroom login' tab and enter the three-word classroom access code. This can be found in the 'Manage School' view in the Champion account.

Each pupil can tap their name/icon, followed by how they usually travel to school. Once every class has completed their baseline, you can join a launch assembly or self-launch using the presentation on our website in school to encourage pupils to travel actively to school.

STEP 5

The challenge begins!

Give each class a classroom pack containing a classroom guide, poster, stickers, parent/carer leaflets and Move Makers bookmarks.

Your school has access to a Move Makers parent/carer portal to help involve families in the challenge. The parent/carer letter in your dashboard includes a unique link – just print it out and share it with them, or copy the text into your newsletter.

Questions?

There are more resources available on our website, in the 'Help' section of the Move Makers platform, or you can email: movemakers@livingstreets.org.uk.