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School Physical Fitness Award Scheme (SPFAS)

Annex 1

APPLICATION FOR CERTIFICATES, AWARDS AND SPORTS GRANT

29th March 2010

A. Important Information:

1. **Website:** <http://www.childhealthhongkong.com/spfas/registration20092010>
2. **School User Name and Login ID:** A 9-digit (with letters) school user name and a login ID are generated for your school i.e. p123456wd or s654321am. The pre-set user name and login ID are the same.
3. If it is necessary, schools can amend the login ID when they register for participation in the SPFAS or update their school information
4. The first digit of the School User Name and School Login should be a small letter “p” (for primary schools) and “s” (for secondary schools). The second to seventh digit are numbers representing the 6 digit Registration No. of your school issued by EDB. The eight to ninth digit are two letters, “wd” for whole day, “am” for morning session, “pm” for afternoon session.
5. Special schools or any schools with both primary and secondary sections will have two Login IDs, one for the primary and one for the secondary section.

B. Points to note:

1. For schools not registered in the scheme for 2009/10

1.1 After entering the webpage, schools should choose “**School Registration**”, fill in details to register in the scheme and then choose “**Submit**”. After submitting the registration, schools have to print out the “**Confirmation Form**” and fax it to EDB for necessary action.

[School Registration](#)

1.2 If schools have registered in the scheme in 2009/10 school year, after entering the school registration page for 2009/10, schools can click on the button “**retrieve school information from 2008/09**” and then update only the information which has changed and then choose “**Submit**”. Again, schools have to print out the “**Confirmation Form**” and fax it to EDB for necessary action.

1.3 After completing the above registration process, go back to the webpage and choose “School Login”. Then follow the steps below for application for certificates.

[School Login](#)

2. For schools already registered in the scheme for 2009/10

Login and apply for Students' Certificates :

2.1. Enter the above mentioned website and click on the box "School Login", key in the "School User Name" and "Password" you created, then click on the box "Submit". If you have forgotten your password, click on "forgot password" and your password will be forwarded to the email address you entered when your school registered in the scheme.

[Submit](#)

2.2. **When you have entered the website** to apply for Students' Certificates, Teachers' Certificates, Schools' Certificates, School Achievement Award, School Progressive Award and the Sports Grant, **you will see the following choices.**

1. Update School Profile (if necessary)
2. SPFAS Data 2008/09 management
3. SPFAS Data 2009/10 management
4. Information on Teachers conducting the Scheme, Printing of Certificates of Appreciation to Teachers and Schools.
5. Application or amended application for Gold, Silver and Bronze Certificates for Students
6. Application for Sports Grant

3. Updating information, school may:

- 3.1 update school profile from 2009/10 under choice 1 in above.
- 3.2 key in or amend students data for 2008/09, under choice 2 in above.
- 3.3 key in or amend students data for 2009/10, under choice 3 in above. In order to compete for the School Achievement and Progressive Awards, key in or amend students performance (that is the number of gold, silver or bronze awards obtained).
- 3.4 update teachers' names for 2009/10 and print Certificates of Appreciation to Teachers and School under choice 4 in above.
- 3.5 apply for students' certificates and print out the approval form, obtain address, time and details for collection of students' certificates under choice 5 as shown in above. (Please note that information in this item applies only to the number of certificates schools wish to obtain and does not go towards the application for School Achievement and Progressive Awards. If schools want to apply for School Achievement and Progressive Awards, please refer to items 3 above).
- 3.6 apply for and find out the results of their application for sports grant under choice 6 in above, and lastly
- 3.7 logout from the website by clicking on the word "logout".

C. Viewing of School Physical Fitness Award Scheme Information by the Public

Without logging in, any member of the public, including all schools and students, visiting the website can also browse through the data on the School Physical Fitness Award Scheme. Details of the names of the schools that are participating in the Scheme, their performance in the Scheme, the names of the teachers participating in the scheme, (only applicable to those **participating teachers who have allowed their name to appear on our web**) can be seen by clicking items (1) to (13) below.

1. [Schools registered in the School Physical Fitness Award Scheme 2009/10](#)
2. [SPFAS Primary School Student Awards](#)
3. [SPFAS Secondary School Student Awards](#)
4. [Appreciation to PE Teacher\(s\) for their participation in the SPFAS for 2009/10 \(Primary Schools\)](#)
5. [Appreciation to PE Teacher\(s\) for their participation in the SPFAS for 2009/10 \(Secondary Schools\)](#)
6. [SPFAS 2009/10 School Achievement Awards Primary Schools](#)
7. [SPFAS 2009/10 School Achievement Awards Secondary Schools](#)
8. [SPFAS 2009/10 School Progressive Awards Primary Schools](#)
9. [SPFAS 2009/10 School Progressive Awards Secondary Schools](#)
10. [SPFAS 2009/10 School Sport Grant Primary Schools Application and Awards](#)
11. [SPFAS 2009/10 School Sport Grant Secondary Schools Application and Awards](#)
12. [Appreciation to Primary Schools for their participation in the School Physical Fitness Award Scheme for 2009/10](#)
13. [Appreciation to Secondary Schools for their participation in the School Physical Fitness Award Scheme for 2009/10](#)

If you have any problems in web application, please email your enquiry to spfas@childhealthhongkong.com.