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Primary/Secondary School Physical Fitness Award Scheme (SPFAS)

30th April 2009

Dear teachers,

**Application for Students' Certificates, Certificate of Appreciation to PE Teachers,
School Achievement Award, School Progressive Award and Sports Grant
via the Hong Kong Childhealth Foundation (HKCHF) Website**

A. Website, User Name and Login ID:

Website: <http://www.childhealthhongkong.com/spfas/registration20082009>

1. **School User Name:** (9 digits) i.e. p123456wd or s654321am
2. **School Login ID:** Schools set their own password by referring to item 3 below. If it is necessary, schools can amend the login ID when they register for participation in the SPFAS or up-date their school information
3. The first digit of the School User Name and School Login should be a small letter "p" for primary school and "s" for secondary school.
4. The second to seventh digit are numbers representing the 6 digit Registration No. for your school issued by EDB.
5. The eight to ninth digit are two letters, "wd" for whole day, "am" for morning session, "pm" for afternoon session. Special schools with both primary and secondary sections will have two Login IDs, one for the primary and one for the secondary section.

B. Registration for participating in the SPFAS and Application for Students' Certificates, Teachers' and Schools' Certificates, Certificate of School Award and Most Progressive School Award as well as the Sports Grant

Schools not registered in the scheme for 2008/09

[School Registration](#)

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.
2. If schools have registered in the scheme in 2007/08 school year, after entering the school registration page for 2007/08, schools can click the button "**retrieve school information from 2007/08**" and then update only those 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.
3. After having registered, go back to the webpage and choose "School Login".
Then follow the steps below for application for certificates.

[School Login](#)

Schools already registered in the scheme for 2008/09

Login and Application for Students' Certificates :

1. Enter the above mentioned website and click the box "School Login", key in the "School User Name" and "Password" you created, then click the box "Submit". If you have forgotten your password, click "forgot password" and your password will be forwarded to the email address you entered when your school registered in the scheme.
2. Steps for the application of Students' Certificates, Teachers' Certificates, Schools' Certificates, School Achievement Award, School Progressive Award and the Sports Grant:

[Submit](#)

When you have entered the website, you will see the following choices.

1. Update School Profile (if necessary)
2. SPFAS Data 2007/08 management
3. SPFAS Data 2008/09 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

Logout

Schools can **update** under

- (1) update school profile from 2008/09 under 1. above.
- (2) key in or amend students data for 2007/08, under 2. above.
- (3) key in or amend students data for 2008/09, under 3. 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).
- (4) update teachers' names for 2008/09 and print Certificates of Appreciation to Teachers and School under 4. above.
- (5) apply for students' certificates and print out the approval form, obtain address, time and details for collection of students' certificates under 5. 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).
- (6) apply for and find out their success in obtaining sports grant under 6. above, and lastly
- (7) logout from the website by clicking the word "logout".

C. Public Browse of School Physical Fitness Award Scheme Information

Without logging in, any member of the public, including all schools and students, visiting the website can also browse 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, **(if the participating teachers allow their name to appear on our web)** can be seen by clicking items (1) to (13) below.

1. [2008/09 Schools registered in the School Physical Fitness Award Scheme](#)
2. [SPFAS Primary School Student Awards](#)
3. [SPFAS Secondary School Student Awards](#)
4. [Appreciation of PE Teacher\(s\) for their participation in the SPFAS for the year 2008/09 Primary Schools](#)
5. [Appreciation of PE Teacher\(s\) for their participation in the SPFAS for the year 2008/09 Secondary Schools](#)
6. [SPFAS 2008/09 School Achievement Awards Primary Schools](#)
7. [SPFAS 2008/09 School Achievement Awards Secondary Schools](#)
8. [SPFAS 2008/09 School Progressive Awards Primary Schools](#)
9. [SPFAS 2008/09 School Progressive Awards Secondary Schools](#)
10. [SPFAS 2008/09 School Sport Grant Primary Schools Application and Awards](#)
11. [SPFAS 2008/09 School Sport Grant Secondary Schools Application and Awards](#)
12. [Appreciation to Primary Schools for their participation in the School Physical Fitness Award Scheme for the year 2008/09](#)
13. [Appreciation to Secondary Schools for their participation in the School Physical Fitness Award Scheme for the year 2008/09](#)

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

Yours truly,
Hong Kong Childhealth Foundation