

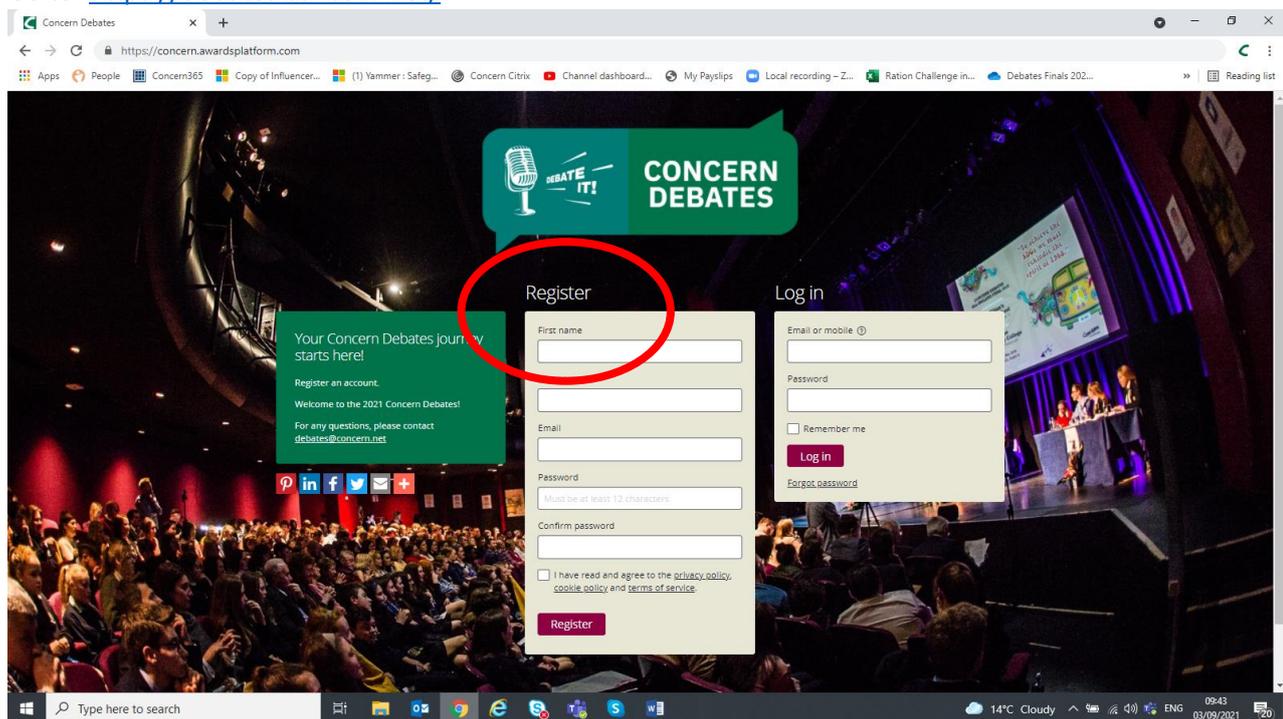
## Debates Online platform: A guide for teachers



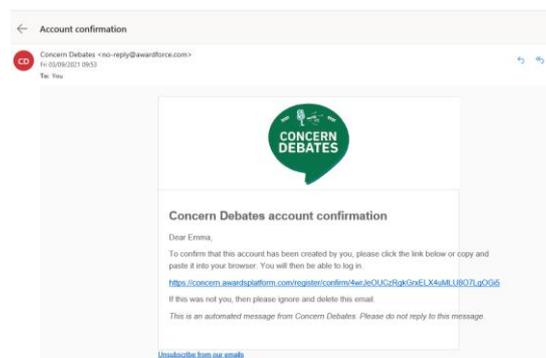
### Registration:

Before using the platform, all schools must register with their email address and create a password. Please do take note of this password, although there is a 'Forgot your password' function as a back-up. You only have to do this once. We would recommend you save/ bookmark the address. You can also access the system from your mobile device.

1. Go to: <https://debates.concern.net/>



2. Under 'Register' enter the fields as listed: First Name, Last Name, Email, Password, Confirm Password and tick the box below (having viewed the policies outlined in the links).
3. Click the purple Register button.
4. You will then be sent an email for verification:



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5. Click on the link to confirm your registration.
6. This will take you back to the Debates Platform homepage where you can now log in with your email and newly created password.

A screenshot of the 'Log in' form on the platform. The form is titled 'Log in' and contains fields for 'Email or mobile' and 'Password'. Below the password field is a checkbox for 'Remember me' and a purple 'Log in' button. At the bottom of the form is a link for 'Forgot password'. The form is overlaid on a background image of a debate stage.

\*You can see the 'Forgot password' option at the bottom of the log in section, if you need it\*

Registration on the Concern Debates platform is now complete!

## Creating your school account within the Debates Platform

1. Once logged in, you will be taken to the homepage and see 'My registrations'. Beneath this, click on the purple button 'Start new registration'

A screenshot of the Concern Debates homepage. The top navigation bar is dark green with 'Concern Debates' on the left and 'Emma Hassard' on the right. Below the navigation bar is a 'My registrations' sidebar. The main content area features a 'CONCERN DEBATES' logo with a microphone icon and the text 'DEBATE IT!'. Below the logo is a section titled 'Important Information about this years Concern's Debates' with a dropdown arrow. The text below reads: 'Concern Debates 2021- 22. Please ensure that all debates are submitted by 12 noon on the scheduled date your debate is due. Adjudicating may take up to 72 hours after the video is submitted, we will notify you asap when the results and feedback are ready. If you have any questions about uploading your debates videos, please contact the organisers by email to [debates@concern.net](mailto:debates@concern.net). • You may edit your entry after submitting, up until the debate deadline. • Please make sure all your personal details are entered accurately, including contact details.' Below this is a 'My registrations' section with the text 'Hello, Emma Hassard!' and 'You have no registrations yet. What are you waiting for?'. At the bottom of this section is a purple button labeled 'Start new registration'.

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2. Enter your details under the 'Start here' tab: Category is already inputted, now input your School name

A screenshot of a web browser showing the CONCERN Debates registration platform. The browser address bar shows the URL: https://concern.awardsplatform.com/entry-form/entrant/startTabSlug=2L2Dm0a. The page title is 'My registrations → Start Registration'. Below the title, it says 'All questions must be answered, unless marked optional.' There are two tabs: 'Start here' (active) and 'School Information'. Under the 'Start here' tab, there is a 'Category' dropdown menu with 'Concern Debates' selected. Below that is a 'School name' text input field. At the bottom of the form are two buttons: 'Save + next' and 'Cancel'. A message below the buttons says 'Please select a category and registration name.' The Windows taskbar is visible at the bottom of the screenshot.

3. Once the School name is entered, click the purple button 'Save+next'

4. This will take you to the next tab 'School information'

A screenshot of the same web browser showing the CONCERN Debates registration platform, now on the 'School Information' tab. The page title is 'My registrations → Start Registration'. Below the title, it says 'All questions must be answered, unless marked optional.' There are two tabs: 'Start here' and 'School Information' (active). Under the 'School Information' tab, there are three text input fields: 'Roll No. (if applicable)', 'Debates Mentor Name', and 'Email address'. To the right of the 'Roll No.' field, there is a note: 'For ROI schools only. NI schools can write in 'n/a''. At the bottom of the form are four buttons: 'Save + next', 'Save + close', 'Preview', and 'Submit registration'. The Windows taskbar is visible at the bottom of the screenshot.

5. Enter your school details:
  - Roll No. – for NI schools enter n/a

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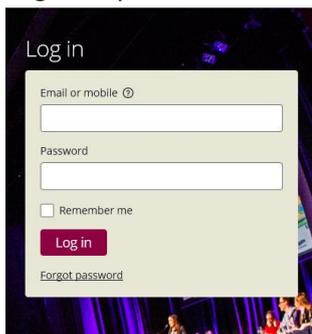


- Debates mentor name
  - Email address
6. Once all details are inputted, click on the purple 'Submit registration' button at the bottom.
  7. This will take you to a page saying 'Thanks for submitting your registration'

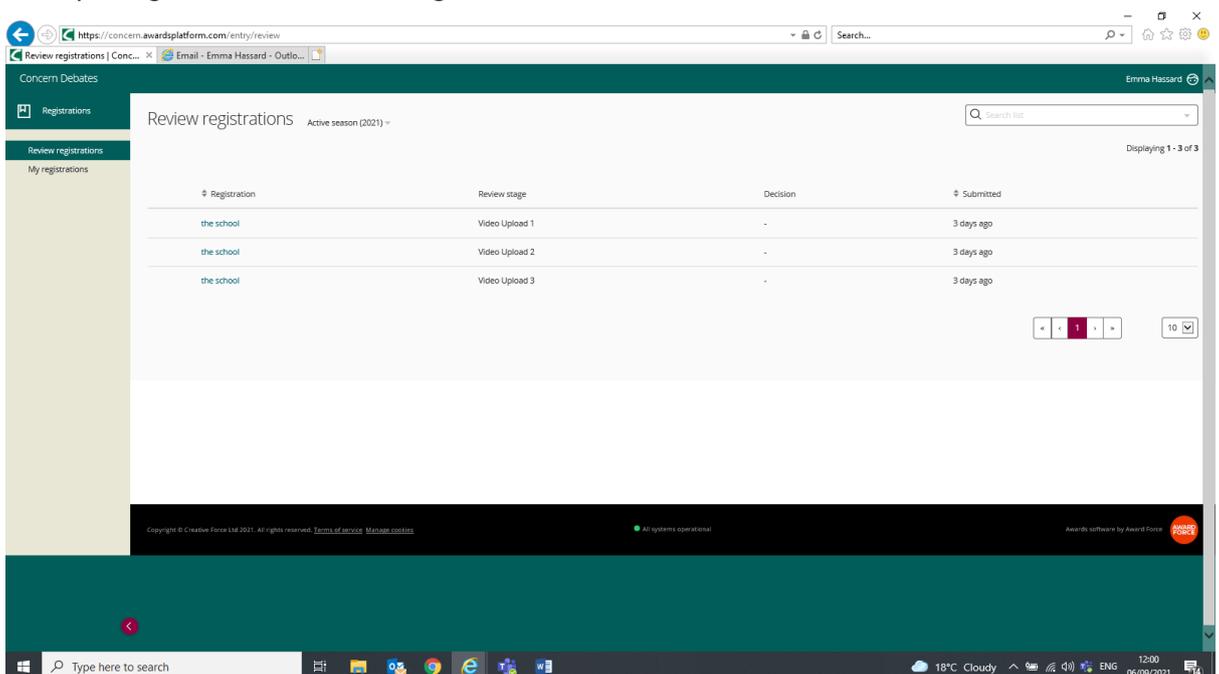
Your school account registration on the Concern Debates platform is now complete!

### Uploading a debate video onto the Debates Platform:

1. Go to: <https://debates.concern.net/>
2. Log in to your account

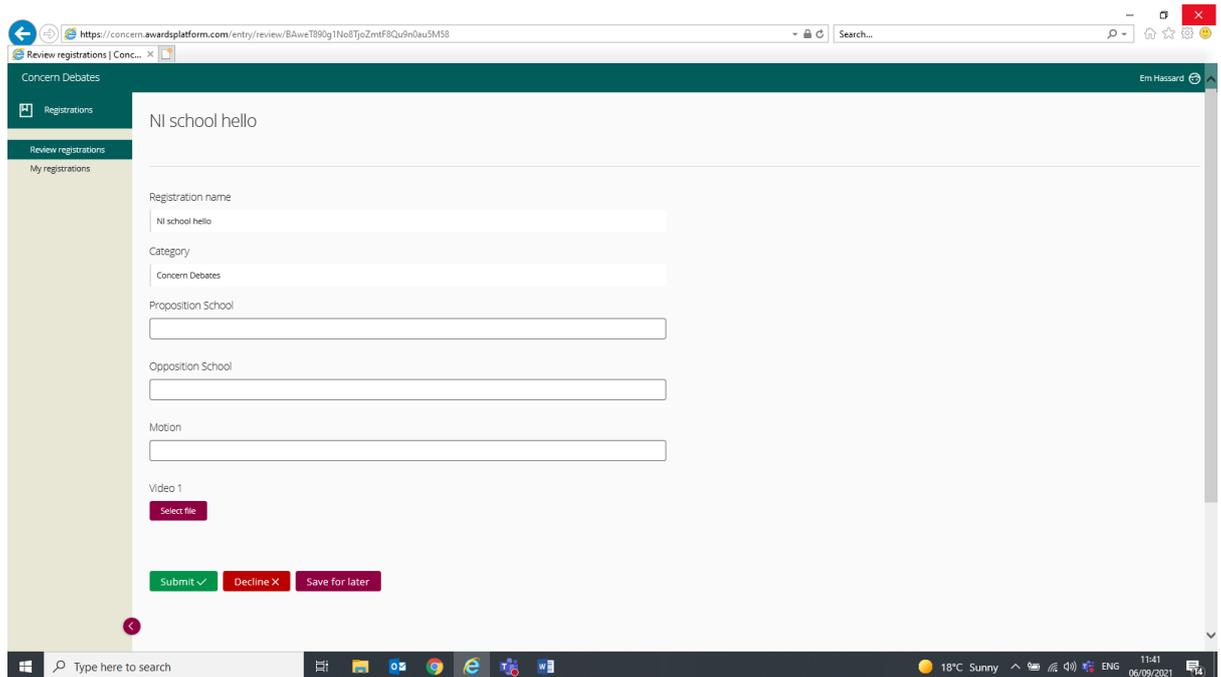


3. Once you log in, click on 'Review Registrations' at the left hand side.



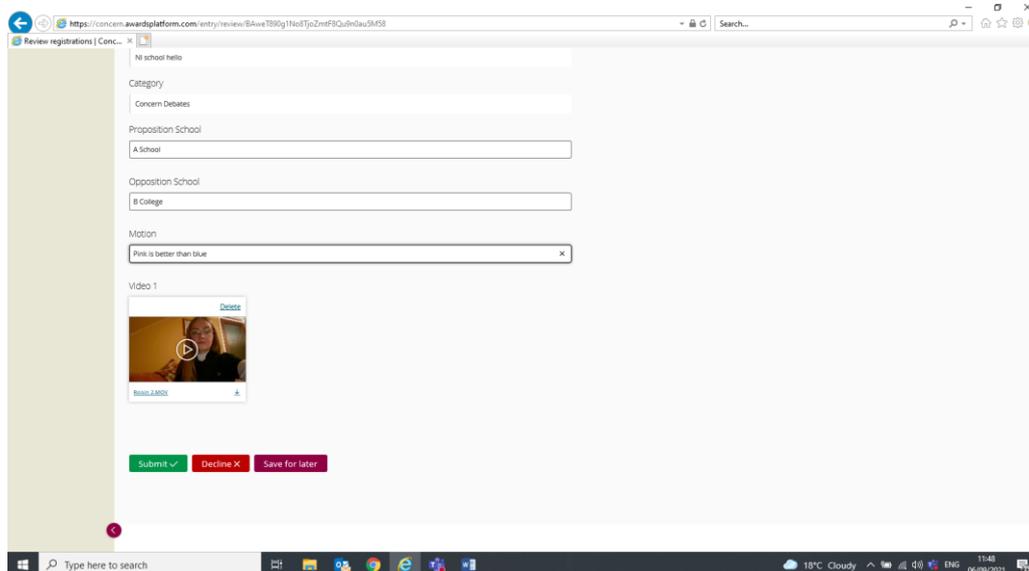


4. Select Video Upload 1/ 2/ 3
5. Enter the debate details: Proposition, Opposition and Motion

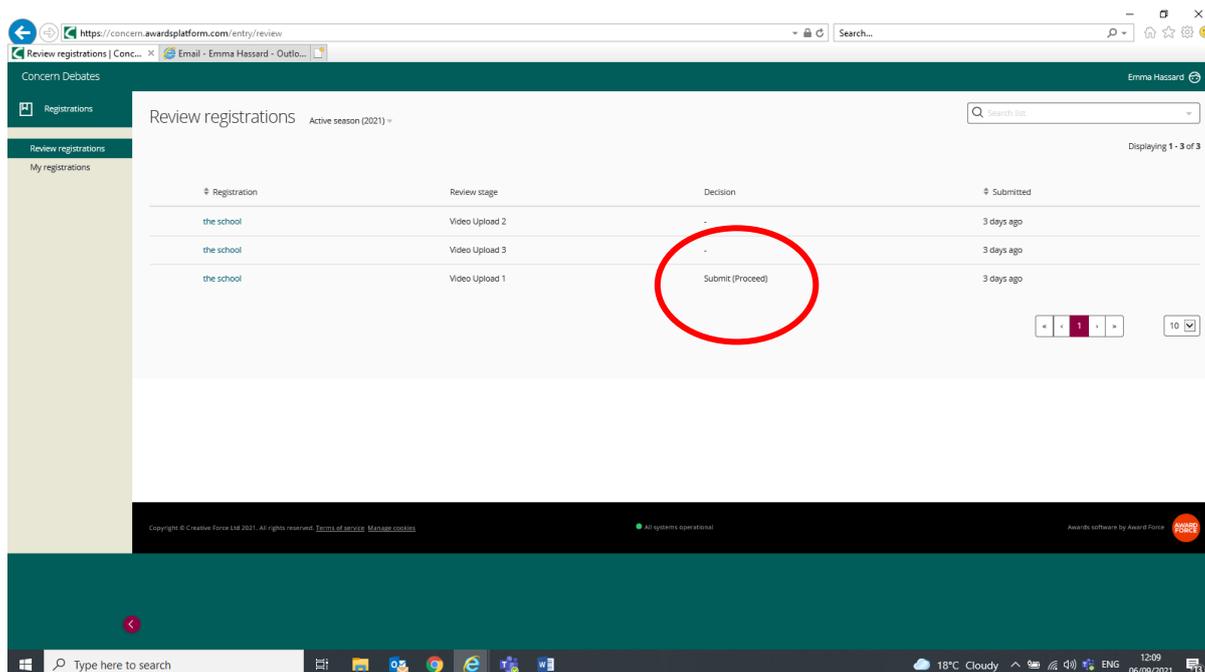


6. Click on the Video 1 (2/3) purple button 'Select File'. Select the file- you will see it uploading and then 'Transcoding.'
7. Once the video is uploaded, you will see it as below. **Please Click the green SUBMIT button**— if you do not click submit, the videos will not be received by the debates team.

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8. You will see in 'Review registrations' the video is listed as 'Submit':



This means the video has been received by the debates team and will now be shared securely by the allocated adjudicator.

You have now uploaded a debate video to the Concern Debates platform!

Once the adjudication process is complete, the Concern Debates team will then contact you by email within 72 hours with the result and feedback. Please do not delete your copy of the



video until you have received your feedback in case of any technical difficulties. The videos will be automatically deleted on your behalf.