

User Guide

Everything you need to take part in, supervise, judge and run competitions on NextArena: step by step, with screenshots.

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PART 1

Getting started

For everyone. How NextArena is organised, how to get into your account and how to find your way around.

1.1 How NextArena works

NextArena runs school competitions from registration to results. Everything is organised in four levels:

Competition	The contest itself, for example <i>Albanian Science & Engineering Fair</i> , <i>Konkursi i Artit dhe Letërsisë</i> or <i>COGITO</i> .
Edition	One round of a competition, for example <i>202G ASEF Social Sciences</i> . Each edition has its own dates, rules and fees.
Category	A subject and level inside an edition, with a short code, for example <i>History and Geography Junior (HG)</i> , grades 6–9.
Phase	A stage of the edition, for example a school round, a final or an exam day. Jurors score, and students are seated, phase by phase.

A **submission** is one entry: one student, or a team of students, in one category. It gets a code made of the category code and a number (for example `HG001`). Jurors see only this code, never the students' names.

Who does what

ROLE	WHAT THEY DO	MENU
Student	Applies to competitions, uploads documents, follows the status, finds their seat, downloads certificates.	Dashboard · My Applications · Certificates · Notifications
Supervisor	Teacher who supervises students' submissions and can submit for them.	Dashboard · Competitions · Submissions · Applicants
School admin	Manages one school: students, staff, account requests and transfers.	Dashboard · Competitions · Submissions · School · Applicants
Juror	Scores the submissions assigned to them during the evaluation.	Dashboard · Evaluations · Notifications
Finance	Records fee payments.	Dashboard · Competitions · Finance · School
Approver	Approves or rejects submissions of an edition (any user can be made an approver).	Submissions
Edition admin	Sets up and runs the editions they're responsible for.	Dashboard · Competitions · Submissions · Evaluations · Users · School · Applicants · Venues
Administrator	Everything, including finance and the audit log.	All of the above · Finance · Audit Logs

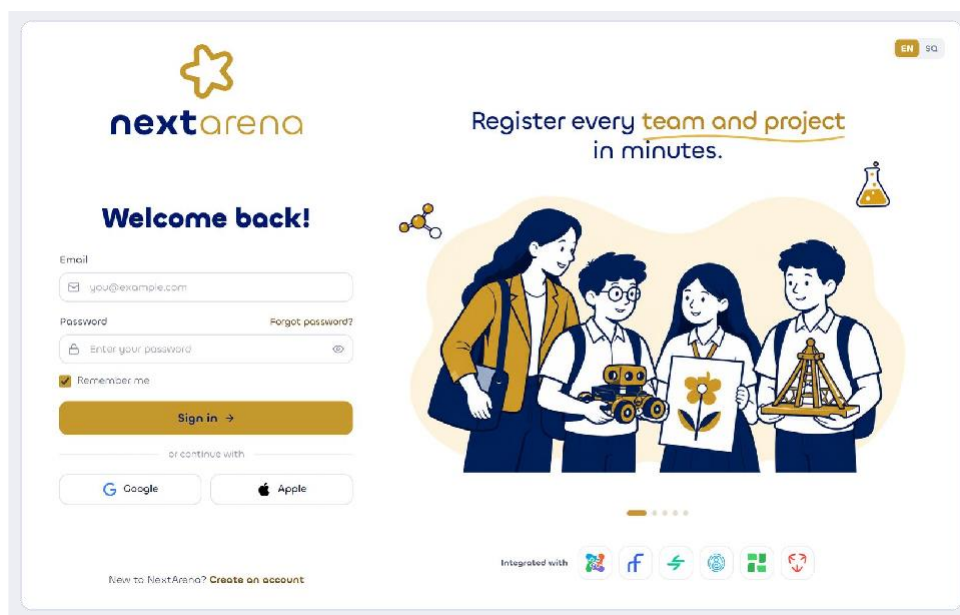
Submission statuses

STATUS	MEANING
Submitted	Received and waiting for review. Required documents and fees may still be missing.
Approved	Everything is in order; the submission takes part.
Rejected	Not accepted. The reason is sent by email and notification.
Cancelled	Withdrawn by the organisers.

1.2 Signing in

- 1 Open NextArena in your browser. The page **Welcome back!** appears.
- 2 Enter your **Email** and **Password**. The eye icon shows the password while you type.
- 3 Leave **Remember me** ticked to stay signed in on this device. Untick it on a shared computer: you're then signed out when the browser closes.
- 4 Click **Sign in**. Your dashboard opens.

You can also click **Google** if your NextArena account uses the same Google email address. Google sign-in only works for existing accounts.



The sign-in page.

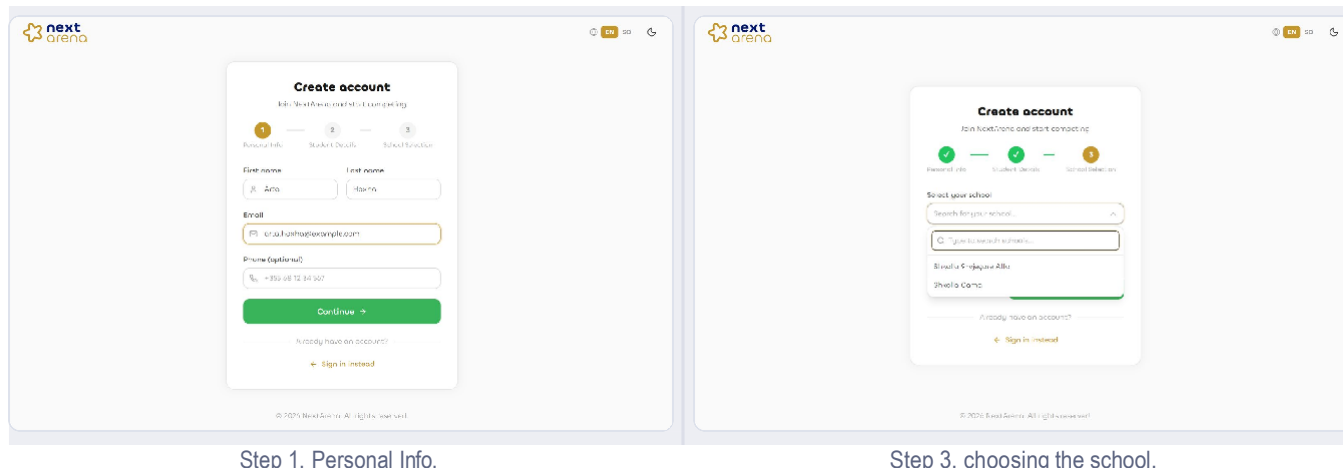
Sign-in doesn't work? Check the email address and password. If your account was never activated, or the activation link has expired, use **Forgot password?** (section 1.5): it sends a fresh link. If your account was switched off, contact your school or the organisers.

1.3 Creating a student account

Students can ask for an account themselves. The request goes to their school, which approves it. Staff (teachers, jurors, admins) don't use this page: their accounts are created by the organisers or the school.

- 1 On the sign-in page, click **Create an account**.
- 2 **Personal Info**: enter **First name**, **Last name**, **Email** and, optionally, your phone. Click **Continue**.

- 3 **Student Details:** pick your **Date of Birth** from the calendar, your **Gender** and your **Grade**. Click **Continue**.
- 4 **School Selection:** choose your school under **Select your school**. Only schools that accept online sign-up and teach your grade are listed.
- 5 Tick **I agree to the Terms of Service and Privacy Policy** and click **Submit Application**.



What happens next. The page shows **Application Submitted!**. Your school's admins are notified and review the request:

- **Approved:** you receive the email *Welcome to NextArena — Set Up Your Account*. Continue with section 1.4.
- **Not approved:** you receive the email *Your NextArena account request*, with the school's note if they wrote one. You may apply again.

Your school isn't in the list? Some schools create their students' accounts themselves and don't use online sign-up. Ask your school for an account.

"An account with this email already exists": you already have an account; sign in, or use **Forgot password?**.

1.4 Activating your account

New accounts (approved sign-ups, students imported by the school, new staff) receive an email with a button **Set your password**. The link is valid for **48 hours**.

- 1 Open the email and click **Set your password**. The page **Set Your Password** opens, showing your email.
- 2 Type a **New Password** of at least 8 characters, and type it again under **Confirm Password**.
- 3 Click **Activate Account**. You see **Account Activated!**.
- 4 Click **Go to Login** and sign in with your email and the new password.

"Link Invalid or Expired": the 48 hours have passed. Go to the sign-in page, click **Forgot password?** and enter your email to receive a new link.

1.5 Forgotten password

- 1 On the sign-in page, click **Forgot password?**.
- 2 Enter your **Email Address** and click **Send Reset Link**.
- 3 Open the email *Reset Your Password — NextArena* and click **Reset password**. The link is valid for **1 hour**; check your spam folder if it doesn't arrive.

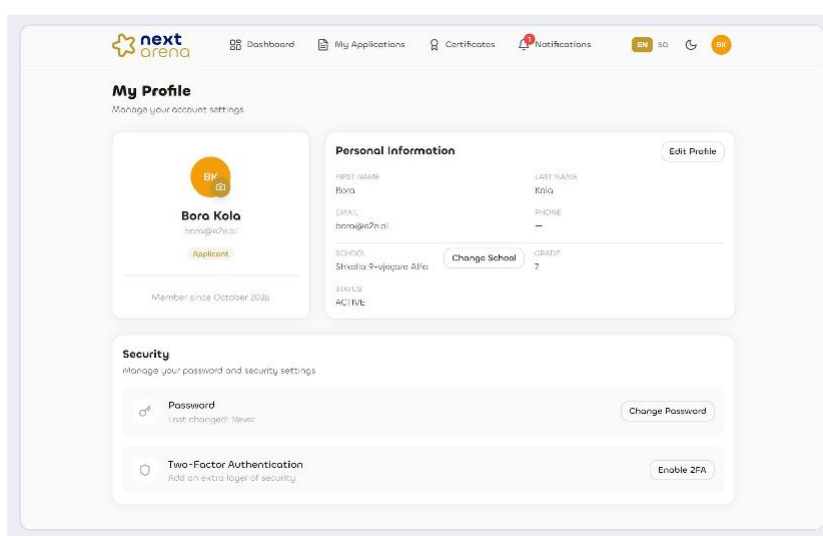
- 4 Enter the **New Password** twice and click **Reset Password**, then **Go to Login**.

For your safety, the page always says the email was sent, even if no account uses that address.

1.6 Your profile

Click your picture or initials at the top right, then **My Profile**.

- **Photo**: click the camera button, choose a JPG, PNG or GIF (up to 5 MB), adjust it in **Crop Photo** and click **Save Photo**.
- **Name and phone**: click **Edit Profile**, change **First Name**, **Last Name** or **Phone**, and click **Save Changes**. Your email can't be changed; ask the organisers if it's wrong.
- **Password**: in the **Security** card click **Change Password**, enter the **Current Password** and the new one twice (at least 8 characters). You receive a confirmation email.
- **Students** also see their school, grade and status, and can ask to change school (section 2.7).



My Profile.

1.7 Notifications, language and dark mode

- **Notifications**: important events (submission received, approved, a document to replace, a fee, a new supervisor, evaluation started...) appear in the app and usually also by email. Students open them from the **Notifications** menu; staff from the bell at the top right, then **View all**. Click a notification to open the related page; use **Mark all as read** to clear them.
- **Phone notifications**: when the browser asks to show notifications, click Allow. Seat assignments and exam results are sent only by email and as phone/browser notifications, so allow them and check your email.
- **Language**: switch between **EN** and **SQ** at the top of any page. The choice is remembered.
- **Dark mode**: the moon/sun icon at the top switches between dark and light.
- **On a phone**: students find the menu as tabs at the bottom of the screen; staff open it with the ☰ button at the top left.

PART 2

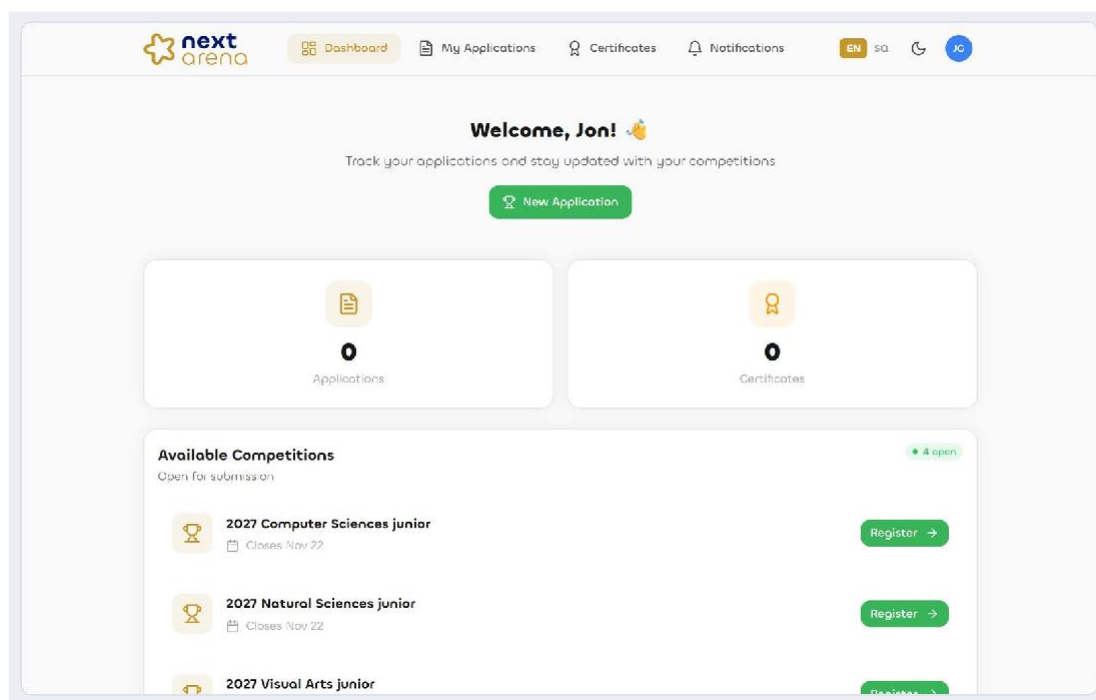
Students

How to apply to a competition, upload what's needed, follow your application and find your place on competition day.

2.1 Your dashboard

After signing in you see your dashboard:

- **New Application:** starts an application (section 2.2).
- **Available Competitions:** editions open for you right now, with their closing date and a **Register** button.
- **My Applications** and **My Certificates:** your latest applications and certificates.
- On competition days, cards about your evaluation appear at the top (section 2.5).

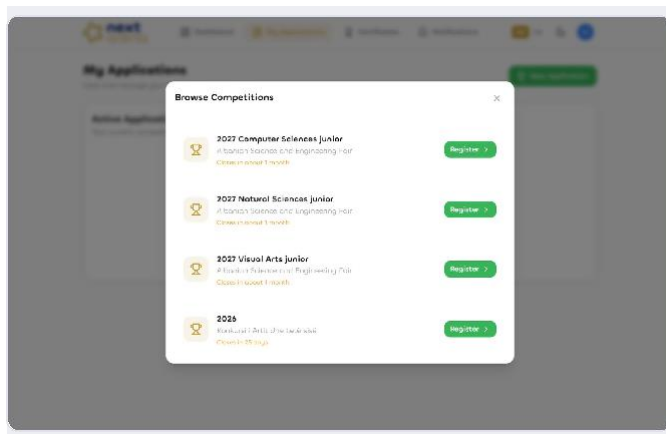


A student's dashboard, with the competitions open for their grade.

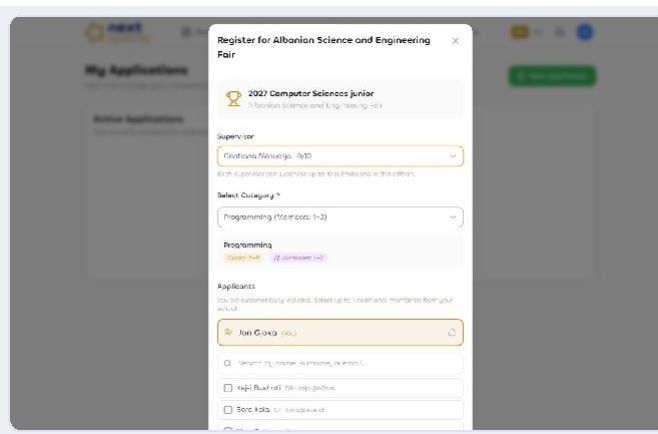
2.2 Applying to a competition

- 1 Click **New Application** (on the dashboard or in **My Applications**). The window **Browse Competitions** lists the editions you can apply to.
- 2 Click **Register** next to the edition. The window **Register for ...** opens.
- 3 **Supervisor** (if the edition uses supervisors): choose your supervisor under **Choose a supervisor** Only supervisors of your school are listed. A supervisor marked **— unavailable** already supervises the maximum number of submissions; choose another one.
- 4 **Category:** open **Select a category** and choose your subject and level. The chips under it show the allowed grades and team size.
- 5 **Team members** (team categories only): you're included automatically. Tick your teammates' names; the counter shows how many members are needed.

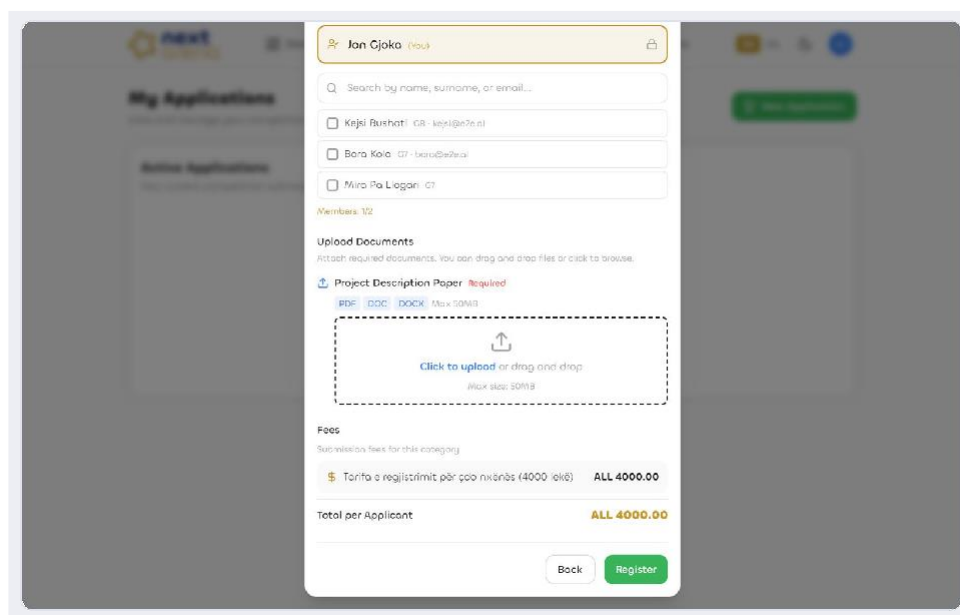
- 6 **Additional Information:** fill in the fields the edition asks for (for example the project title). Fields marked * are required.
- 7 **Upload Documents:** drag each file into its box or click **Click to upload**. Each document shows the allowed file types and maximum size. You can also upload later from your submission page.
- 8 **Fees:** check the fee shown under **Total per Applicant**.
- 9 Click **Register**. You see **Submission created successfully!**



Browse Competitions: the editions you can apply to.



Choosing the supervisor and category.



The end of the form: teammates, documents, fee and the Register button.

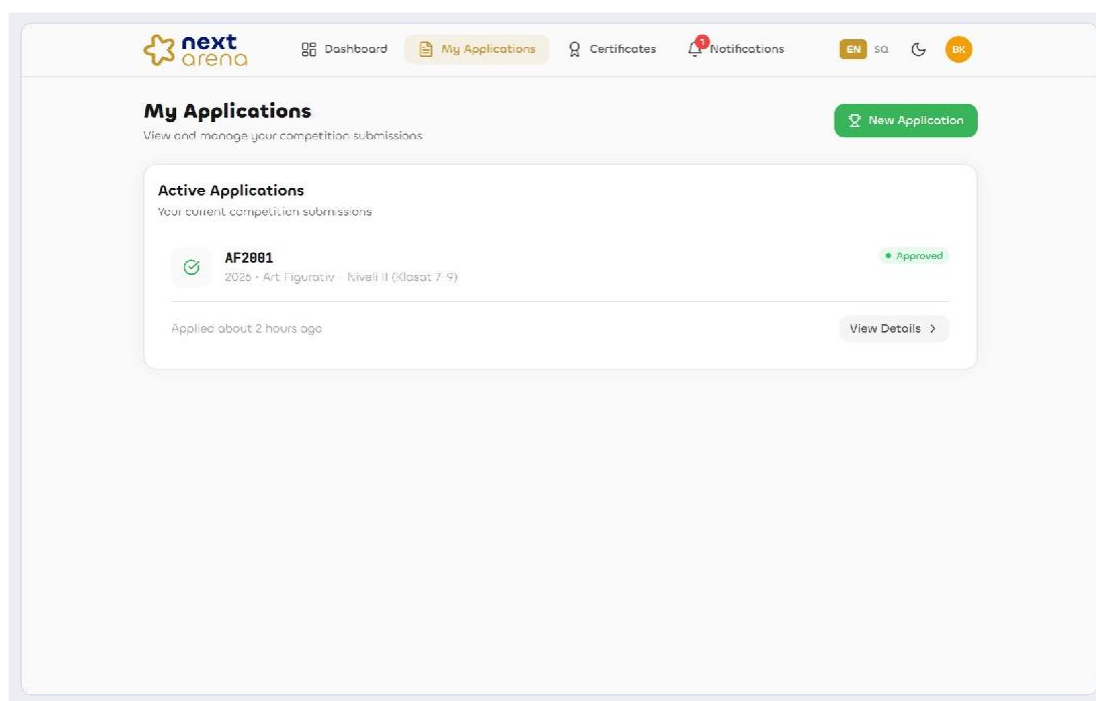
No competitions listed? An edition only appears while its registration is open, if one of its categories is for your grade, and if you meet its rules (for example one project per student). If you think one is missing, ask your supervisor or school.

Can't choose a supervisor? If the list is empty, your school hasn't added supervisors yet. If all are *unavailable*, they're full. Ask your school admin.

2.3 After you apply

Your submission is created straight away with status **Submitted**. You and your teammates receive *We received your submission*, which also shows any fee to pay; your supervisor is notified too.

- **Approval:** the organisers approve the submission once everything required is in place: required documents uploaded, required fields filled and fees paid. Some editions approve automatically as soon as that's done. You're notified with *Your submission has been accepted*.
- **Not approved:** you receive *Your submission was not approved* with the reason. The submission moves to **Past Applications**.
- **Withdrawing:** students can't cancel a submission themselves. Contact your school or the organisers.
- **Team changes:** if the organisers change an approved team, the submission goes back to Submitted for review (*Submission back under review*).

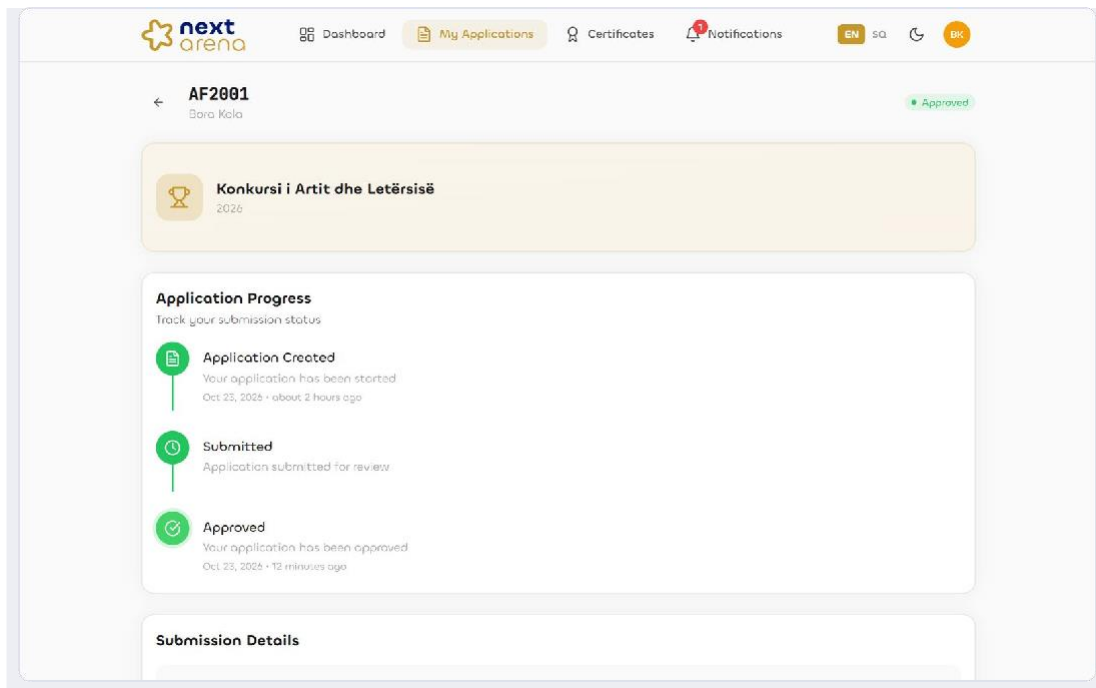


My Applications: your applications and their status.

2.4 Your submission page

In **My Applications**, click a card or **View Details**. The page shows everything about your submission:

- **Application Progress:** Created → Submitted → Approved (or Rejected).
- **Submission Details:** category, current phase, team members, school and supervisor.
- **Additional Information:** the answers you gave.
- **Required Documents:** what you still need to upload (**N documents missing**) and the review status of each file: **Pending Review**, **Approved** or **Rejected** with the reason.
- **Your Assignment:** once approved and seated, your venue, room, seat, date and time.
- **Payment Information:** the fee, **Paid** or **Pending**, and the due date.
- **Important Dates:** when registration closes, the competition days and the phases.

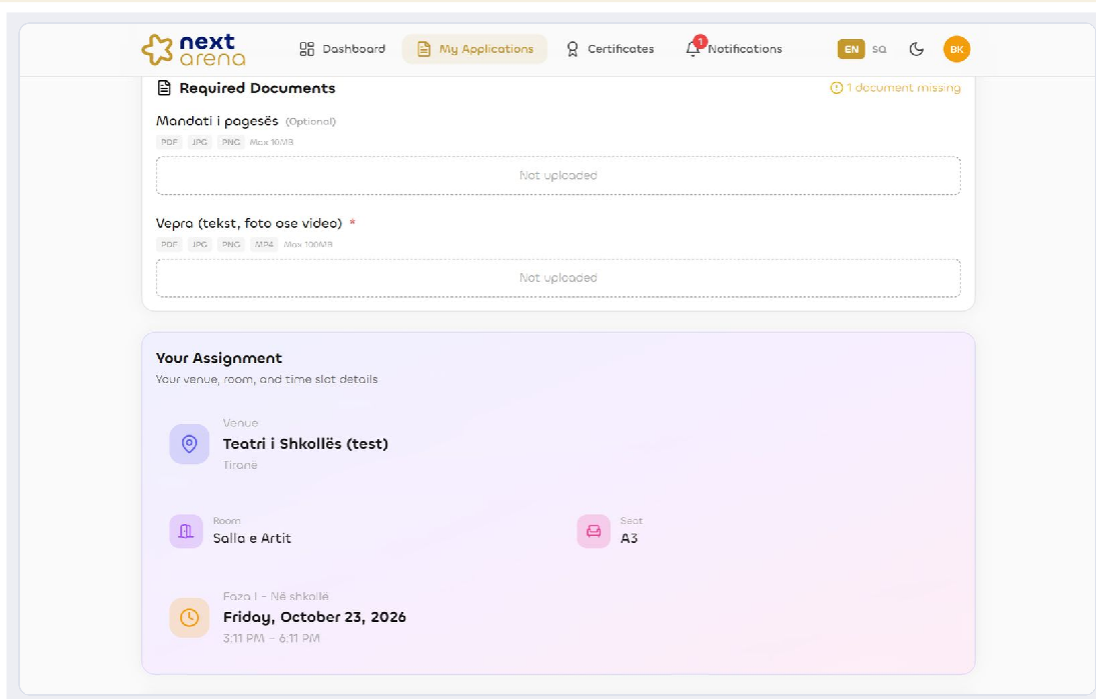


The top of a submission page.

Uploading or replacing a document

- 1 In **Required Documents**, drag the file into the box of the right document, or click it to choose the file.
- 2 The file appears as **Pending Review** until the organisers check it.
- 3 To replace a file, delete it with the X (**Delete file**) and upload the new one. Approved files can't be deleted.
- 4 If a file is rejected, you're notified with *An upload needs to be replaced* and the reason: delete it and upload a corrected one.

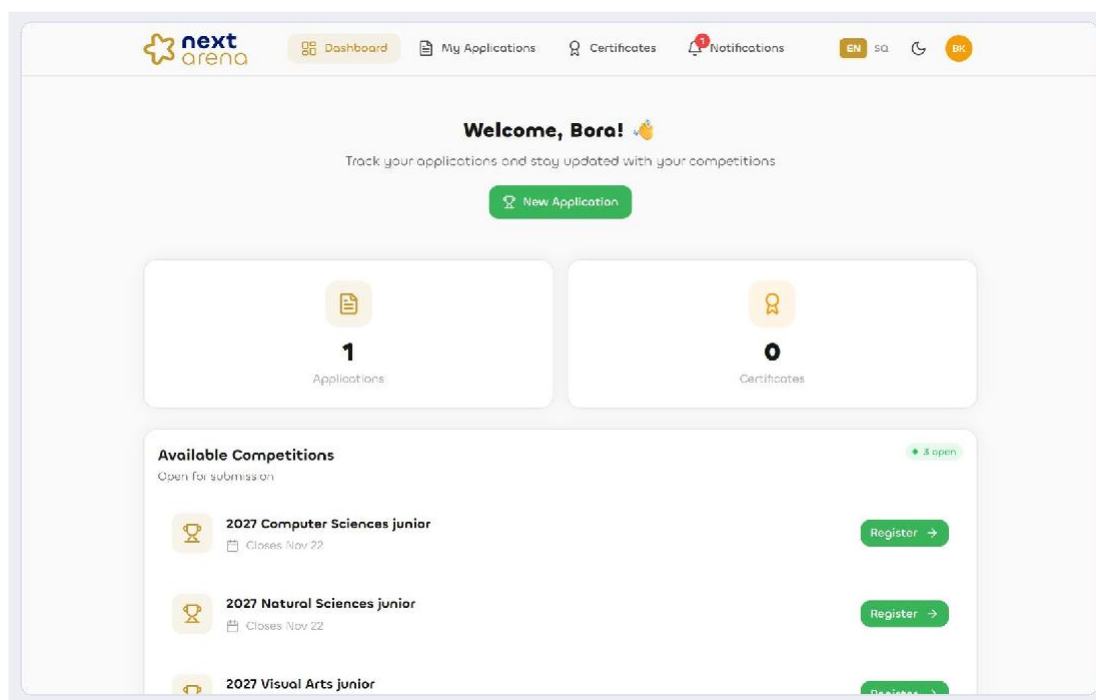
Paying the fee. NextArena doesn't take payments online. Pay as your school or the organisers tell you (often by bank transfer, uploading the payment order as a document). When finance records your payment, you receive *Payment received* and the fee shows **Paid**.



Required Documents and Your Assignment, with the venue, room, seat and time.

2.5 Competition day

- **Your seat:** when the organisers assign seats you receive the email *Seat assigned* with the venue, room, seat and time and a plan of the room. The same details are under **Your Assignment** on your submission page.
- **During the evaluation,** your dashboard shows **Today's Evaluations** and how many jurors have finished, and a bar at the top counts down until the evaluation ends.
- **Absent:** if you don't come, the organisers mark your submission absent and your dashboard shows **Submission Marked Absent**.
- **Next phase:** if your submission goes through to the next phase you receive *You're through to ...*
- **Exam results** (exam competitions): when results are published you receive them by email and phone notification.



A student's dashboard on evaluation day.

2.6 Certificates

Open **Certificates** in the menu. Each certificate shows when it was issued and has a **Download PDF** button. Certificates appear here only after the organisers issue them; until then the page says **No certificates yet**.

2.7 Changing school

- 1 Open **My Profile** and click **Change School**.
- 2 Choose the **New School** and the **Requested Grade**, and optionally add a note.
- 3 Click **Apply to Change School**. The new school's admins review the request.

Your profile shows the request as Pending, Approved or Rejected; the decision also arrives as a notification. While a request is pending you can't send another one.

PART 3

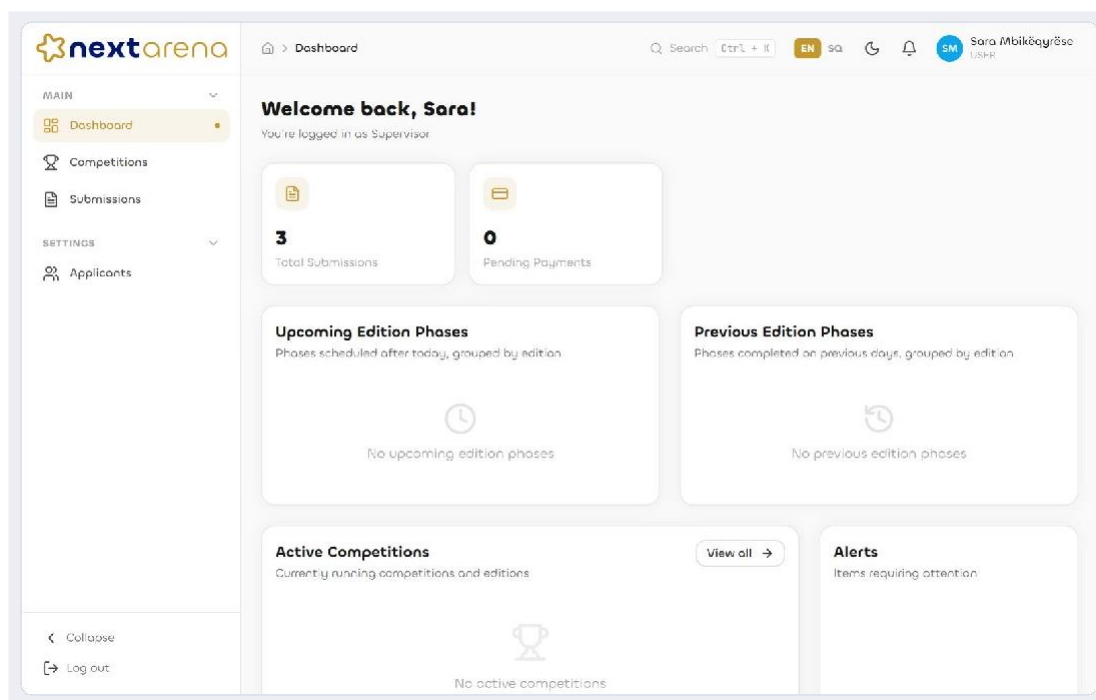
Supervisors

Supervisors are teachers who guide students' projects. They can submit on their students' behalf and follow every submission they supervise.

3.1 What supervisors see

- **Dashboard:** your submissions, upcoming deadlines and quick actions (**New Submission**, **Add Applicant**).
- **Submissions:** only the submissions you supervise, whoever created them.
- **Applicants:** the students of your school.

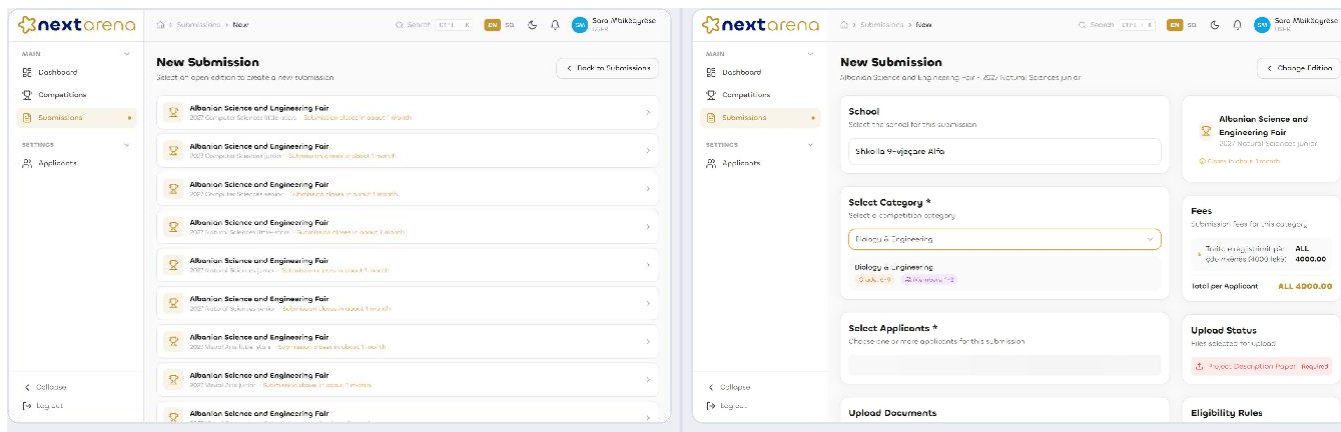
To be offered as a supervisor to students, you must be on your school's staff list as a supervisor. Your school admin does this (section 4.2).



A supervisor's dashboard.

3.2 Creating a submission for your students

- 1 Go to **Submissions** and click **New Submission**. The open editions where supervisors can submit are listed.
- 2 Click the edition. (A red line under an edition means you've reached your supervisor limit there; see section 3.4.)
- 3 **School:** chosen automatically if you work at one school; otherwise pick it.
- 4 **Select Category:** choose the subject and level. Only categories for your school's grades are listed.
- 5 **Select Applicants / Select Team Members:** choose the student(s). The counter shows the required team size.
- 6 Fill in the **Submission Fields** and upload the documents under **Upload Documents**. The right-hand panel shows the fee and which required files are still missing.
- 7 Click **Create Submission**. The submission opens; you're its supervisor automatically.



Step 1: the open editions.

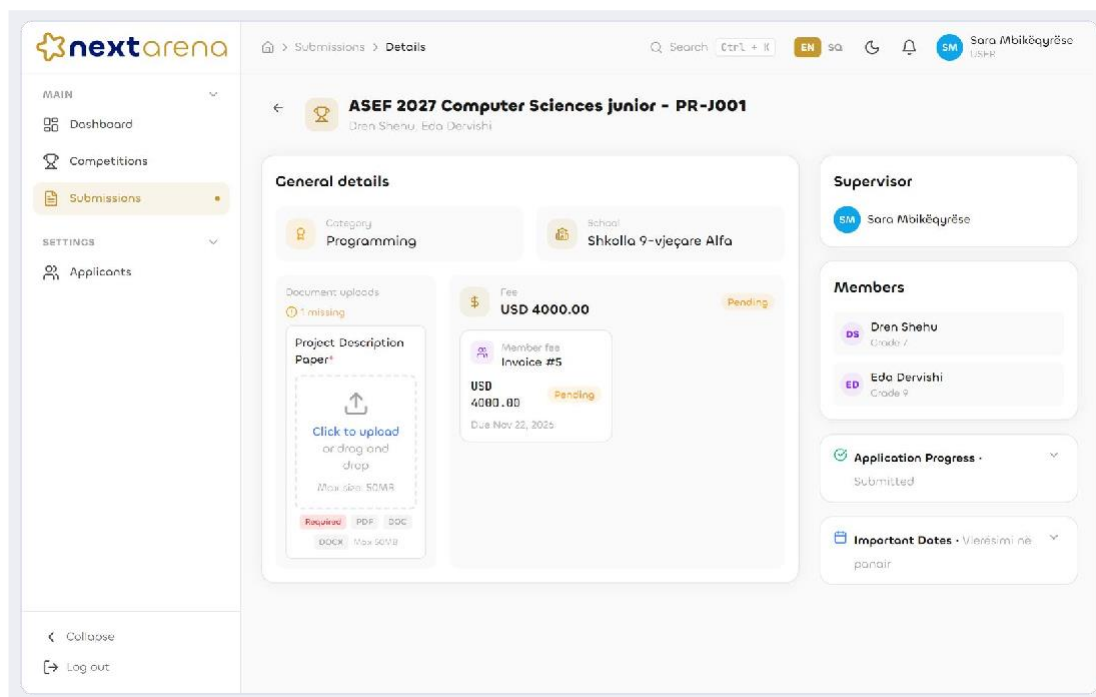
The submission form.

Common messages. *"Quota limit reached for this category"*: your school has used all its places in that category. *"Applicant ... is not eligible"*: the student's grade or the edition's rules don't allow it (for example the student already has a submission). *"In this edition supervisors don't submit"*: in that edition students submit themselves and choose you as supervisor.

3.3 Following your submissions

The **Submissions** page lists your submissions with their edition, category and status. Use the filters (**All Competitions**, **All Editions**, **All Statuses**, **More Filters**) and the search box; **Export Excel** downloads the list.

Click a submission to open it. You can see the members, the fee, the progress and the important dates, and you can upload or delete documents that aren't approved yet. Approving or rejecting submissions and changing the team is done by the organisers.



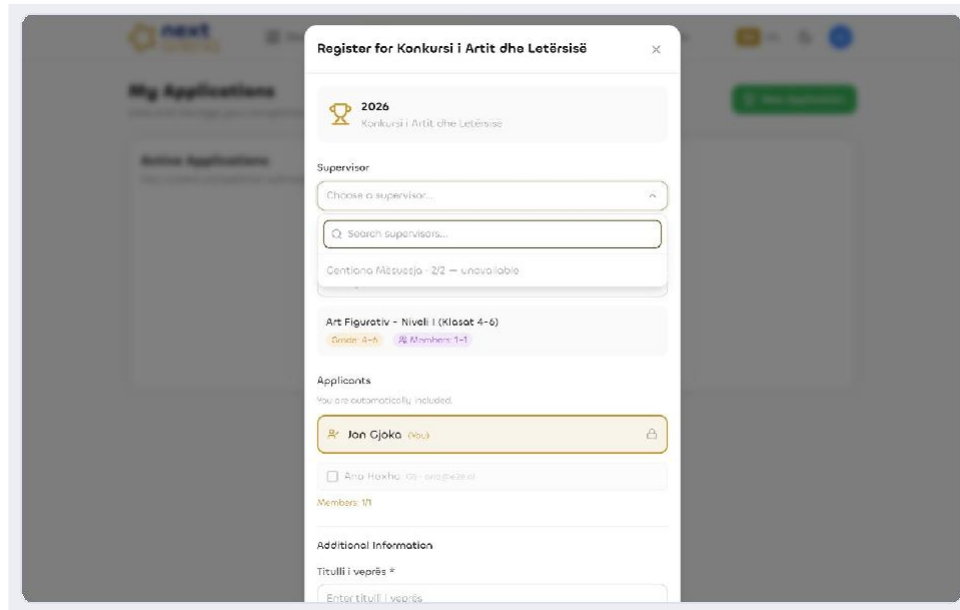
A submission seen by its supervisor.

3.4 The supervisor limit

An edition can limit how many submissions each supervisor supervises (for example 10). When you reach the limit:

- students see you as — **unavailable** and can't choose you;
- on **New Submission**, the edition shows *You have reached the limit of N supervised submissions in this edition* and doesn't open.

Cancelled and rejected submissions don't count. If you need more places, ask the edition admin.



A supervisor at the limit appears as "unavailable" to students.

3.5 Adding students

- 1 Open **Applicants** and click **Add Applicant**.
- 2 Fill in **First Name**, **Last Name**, **Grade** (only your school's grades), and if you have them the date of birth, gender, email and phone.
- 3 Click **Add Applicant**. Use **Edit** on a row to correct a student.

Creating a login account for a student, moving everyone up a grade and deleting students are done by the school admin (section 4.3).

MAIN

Dashboard
Competitions
Submissions

SETTINGS

Applicants

Collapse
Log out

Applicants
Manage student applicants

Promote Applicants
Add Applicant

Search applicants...
Export

APPLICANT	GRADE	STATUS	DATE OF BIRTH	EMAIL	GENDER	LINKED USER
ED Edo Dervishi	Grade 9	Active	Mar 14, 2011	edo@e2e.al	Female	CS
AN Ana Hoxha	Grade 5	Active	Mar 14, 2015	ana@e2e.al	Female	CS
BR Bara Kola	Grade 7	Active	Mar 14, 2013	bara@e2e.al	Female	CS
ML Mira Pa Llogari	Grade 7	Active	Mar 14, 2013	—	Female	No account
DS Dren Shehu	Grade 7	Active	Mar 14, 2013	dren@e2e.al	Male	CS

Showing 1 to 5 of 5 results
20 / page
1 / 1

The Applicants page.

PART 4

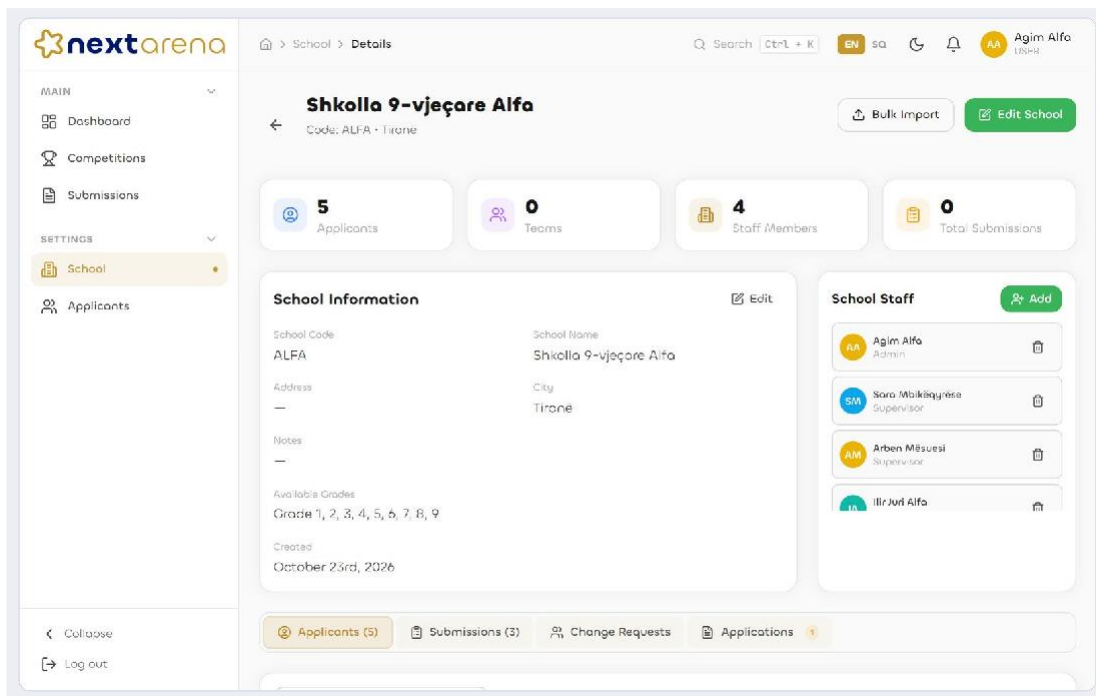
School admins

School admins look after one school: its students, its staff, students' account requests and transfers.

4.1 Your school page

Click **School** in the menu. If you manage one school its page opens directly. It shows:

- counts of **Applicants**, **Staff Members** and **Total Submissions**;
- **School Information** (code, name, address, city, notes, **available grades**), editable with **Edit**;
- **School Staff**: the school's admins and supervisors;
- the tabs **Applicants**, **Submissions**, **Change Requests** and **Applications** (account requests, with a count of pending ones).



A school page as seen by its school admin.

Keep the available grades correct. They decide which grades students can be added with, which categories your school can enter and whether the school appears on the Create account page for a grade.

4.2 Adding supervisors and school admins

School admins add staff with the import (it creates new accounts and sends their activation emails, or adds people who already have an account):

- 1 On your school page click **Bulk Import**, and under **What would you like to import?** choose **School Admin / Supervisor**.
- 2 Click **Download Excel Template** and fill in one row per person: First Name, Last Name, Email, Phone, Role (school admin or supervisor) and School.

- 3 Upload the file under **2. Upload Filled File**, check the preview and click **Save All School Staff**.

New people receive an activation email (section 1.4). To remove someone, click the bin icon next to their name in **School Staff** and confirm with **Remove**.

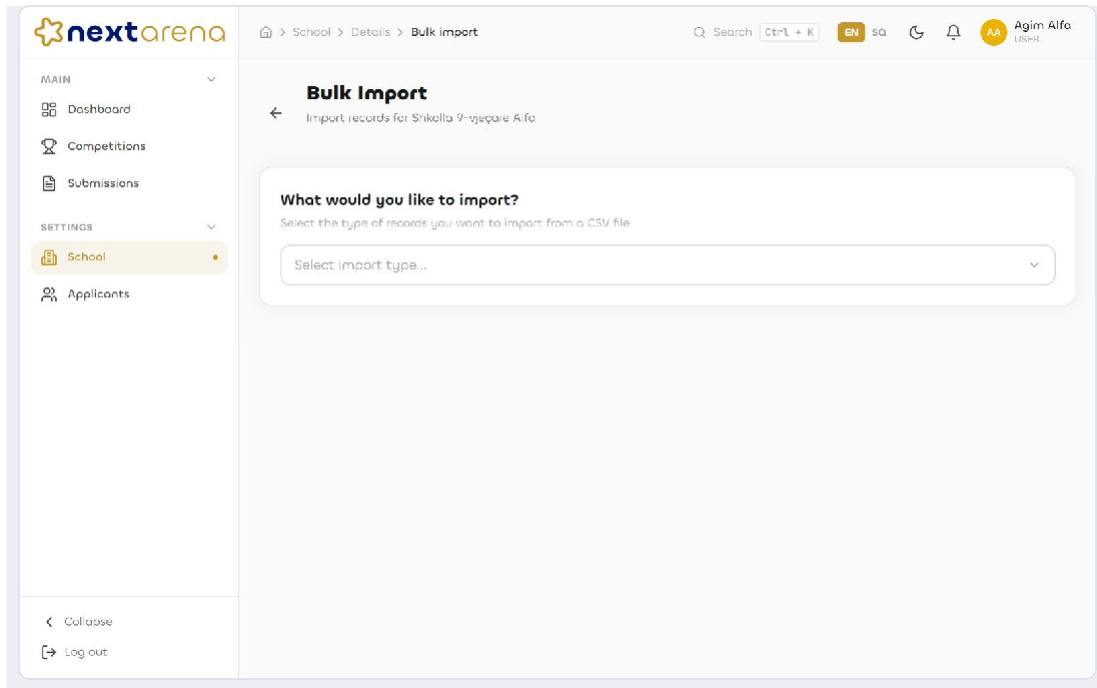
A person is either a school admin or a supervisor at a given school, not both. To change their role, remove them and add them again. Students can't be staff.

4.3 Managing students

- **Add one student:** **Applicants** → **Add Applicant** (as in section 3.5).
- **Give a student a login:** on the student's row click **Create User Account**, then **Create & Send Email**. The student needs an email address and receives the activation email.
- **New school year:** **Promote Applicants** shows who will move up a grade and who will graduate; click **Apply Promotion** to do it.
- **Correct a student:** **Edit** on the row, or open the student's page.
- **Delete a student:** ask the organisers (only administrators and edition admins can delete).

4.4 Importing students from Excel

- 1 On your school page click **Bulk Import** and choose **Applicant**.
- 2 Under **1. Download Template** set the number of rows and click **Download Excel Template**.
- 3 Fill in the file: First Name, Last Name, Email, Phone, Date of Birth (pick it or type YYYY-MM-DD), Grade and Gender (dropdowns), School (already filled in). Tick **Create User** for students who should get a login; they need an email.
- 4 Drop the file under **2. Upload Filled File**. NextArena checks every row and looks for students already in the system.
- 5 Check the preview:
 - **new to create:** will be saved. You can still edit a row or remove it (**Remove this record**);
 - **with errors (will not be saved):** each problem is listed; correct the row directly in the preview and it moves to the new records;
 - **already exist:** these students are already in NextArena and won't be added twice.
- 6 Click **Save Applicants**. Students with Create User ticked receive their activation email.



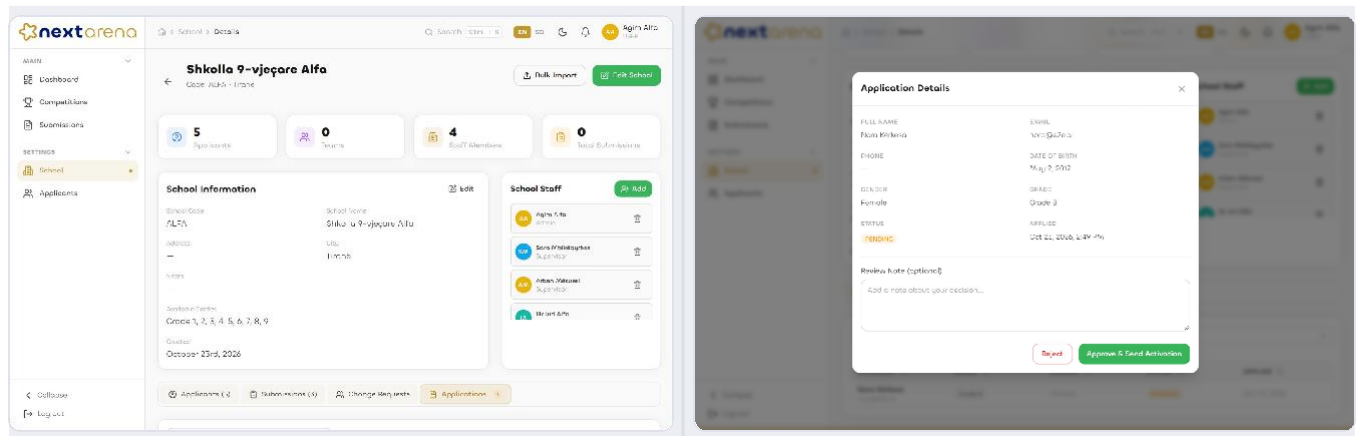
Bulk Import for a school.

Frequent row errors: "Grade N isn't offered at ..." (check the school's available grades), "Email is required when creating a user account", "... belongs to ..., who is school staff" (a student can't use a staff member's email; use a different email).

4.5 Approving account requests

When a student asks for an account (section 1.3), you receive *New account request* by email and notification.

- 1 Open your school page and the **Applications** tab. Filter by **Pending** if needed.
- 2 Click the request. **Application Details** shows the student's name, email, date of birth, gender and grade.
- 3 Optionally write a **Review Note**.
- 4 Click **Approve & Send Activation** (the account is created and the student receives the activation email), or **Reject** (the student receives an email with your note).



The Applications tab.

Reviewing a request.

Check that the person is really a student of your school and that the grade is right before approving.

4.6 School changes and transfers

- **A student asks to join your school** (section 2.7): you're notified. Open the **Change Requests** tab, click the request, check it and click **Approve Request** or **Reject**. Approving moves the student to your school and the requested grade.
- **You bring a student over:** in **Change Requests** click **Transfer Applicant Here**, enter the student's name and current school, click **Search**, pick the student, choose the **Grade to register** and click **Add Applicant**.

4.7 Changing a submission's supervisor

- 1 Open the submission (from **Submissions** or your school's Submissions tab).
- 2 In the **Supervisor** card click **Change** (or **Set**).
- 3 Choose the new supervisor and click **Save**.

The students, the new supervisor and the previous one are notified by email. Supervisors who are full show as unavailable.

What school admins don't do: approve or reject submissions and uploads (unless the organisers made you an approver), change a submission's team, delete submissions or students, or switch online sign-up on or off for the school. Contact the organisers for these.

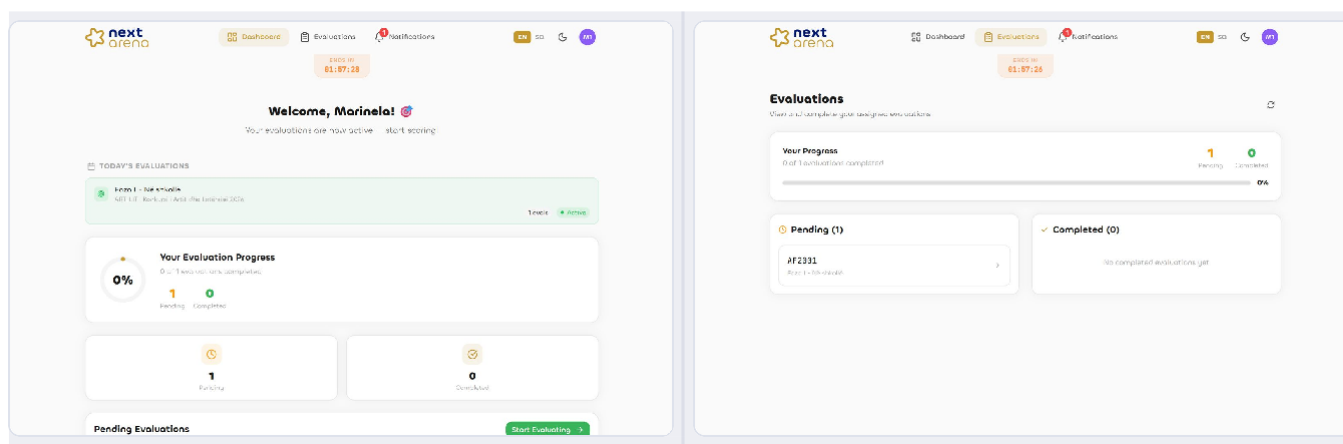
PART 5

Jurors

Jurors score the submissions assigned to them, during the evaluation time of each phase.

5.1 Before and during the evaluation

- Sign in with the account the organisers gave you. Your menu has **Dashboard**, **Evaluations** and **Notifications**.
- Before the evaluation the dashboard shows **Upcoming Evaluations** with the date and time.
- **Scoring is only possible during the evaluation time**. When it starts you see *EVALUATION STARTED* and the notification *Evaluation Started*, and a bar at the top shows **Ends in**. It turns red in the last 20 minutes.
- **Pending Evaluations** lists the submissions waiting for you; click **Start Evaluating**.



A juror's dashboard during the evaluation.

Evaluations: Pending and Completed.

You see only the submission code, category and phase, never the students' names. If the organisers use the same-school rule, you're not given submissions from a school you work at.

5.2 Scoring a submission

- 1 Click a submission under **Pending** (on the dashboard or in **Evaluations**).
- 2 Score every criterion. For **points**, move the slider or type the number in the box (up to the maximum shown, e.g. /30). To give 0, type 0. For **stars**, click the number of stars.
- 3 A tick appears next to each scored criterion; the footer shows the **Total Score**. If some are missing, the button shows how many are left.
- 4 Click **Submit Score**, check the **Final Score** in **Submit Evaluation**, and click **Confirm and Submit**.

The screenshot shows the 'Participant' evaluation page in NextArena. At the top, there's a navigation bar with 'Dashboard', 'Evaluations', and 'Notifications'. A timer indicates 'ENDS IN 01:57:18'. The page title is 'Participant' with a sub-header 'Art Figurativ - Niveli II (Klasat 7-9) - Faza I - Në shkollë'. Below this, there are four criteria, each with a slider and a score input field:

Criteria	Score	Max
1 Originaliteti ✓	24	30
2 Mjeshtëria / Teknika ✓	26	30
3 Mesazhi dhe interpretimi ✓	20	25
4 Paraqitja ✓	12	15

At the bottom, the 'Total Score' is 82 / 100, and there is a 'Submit Score' button.

Scoring: one slider per criterion and the total at the bottom.

Finish a submission before leaving the page. Scores aren't saved until you click Confirm and Submit; if you close the page or go back, what you entered is lost.

5.3 Changing a score, absent students

- **Changing a score:** while the evaluation time is still running, open the submission from **Completed**, change the scores and submit again. After the evaluation ends, scores can't be changed.
- **Absent students:** if the organisers mark a submission absent, it moves to **Absent Submissions** and can't be scored. You're notified with *Submission Absent*.
- **Reminders:** if you fall behind, the organisers may send you an *Evaluation reminder*.
- After the last phase you were assigned to, a jury-only account is switched off automatically. It's switched on again if you're assigned in a later edition.

PART 6

Finance

Finance users record fee payments. A submission is approved only once its fees are paid.

6.1 Invoices and payments

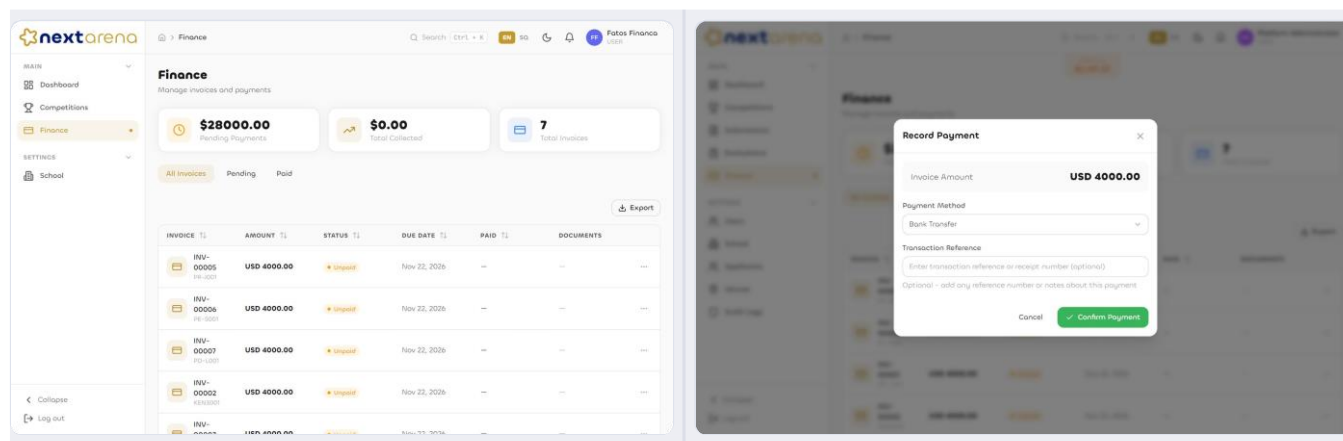
Invoices are created automatically when a submission is created, due in 30 days. Open **Finance** in the menu to see them.

- Tabs: **All Invoices**, **Pending** (unpaid) and **Paid**.
- Each row shows the invoice number, the student or submission, the amount, status and dates.
- **Documents**: files the students uploaded for finance, such as the payment order. Click the count to open or download them.

Recording a payment

- 1 Find the invoice in **Pending** and check the payment (for example against the payment order in **Documents**).
- 2 Click the ... menu on the row and choose **Record Payment**.
- 3 Choose the **Payment Method** (**Bank Transfer**, **Cash** or **Online Payment**) and optionally a **Transaction Reference** such as the receipt number.
- 4 Click **Confirm Payment**. The students and their supervisor receive *Payment received*.

If an edition approves automatically, recording the last unpaid invoice can approve the submission at once. If you recorded a payment by mistake, choose **Mark as Unpaid** in the ... menu. **Export** downloads the list shown.



The Finance page.

Record Payment.

