2018/19 Hong Kong Budding Poets (English) Award
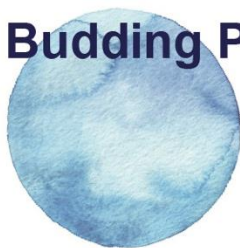
Organised by
The Hong Kong Academy for Gifted Education

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Commissioned to
DEPARTMENT OF ENGLISH
HANG SENG MANAGEMENT COLLEGE

Annex I: Online Platform User's Manual (for reference only)

(1) Online Registration for School Teacher Account

Step 1: Read the "Notes to Teachers-in-charge" carefully and then click "Continue Registration"

Step 2: Search for your school by entering SCRN/ School No./ School Name (keywords)

Step 3: Select your school and then click "Next" (bottom right hand corner).

2018/19 Hong Kong Budding Poets (English) Award

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香港資優教育學苑

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(1) Online Registration for School Teacher Account

Step 4: Fill-in required information and click "Submit" to complete online school registration. (please provide a valid email address and check it frequently for latest news.)

Step 5: A computer-generated School Application Form will be sent to your email account. (below image abstracted from the system shows how should it look like).

2016/17 Hong Kong Budding Poets (English) Award
School Application Form

Our school will nominate students to participate in the 2016/17 Hong Kong Budding Poets (English) Award. We confirm that our students are eligible to join the section(s) below, according to the regulations and conditions of the competition. We shall submit entry/entries, as the regulations of the competition require, on or before 6 Mar, 2017 11:59 a.m..

Step 6: Teacher-in-charge must print and complete the form (with Principal's signature and school chop), and return to the organizer by fax to 39400202 or by email to hkbpa@hkbpa.hkage.hk by 21 (Fri) December 2018.

Step 7: Your will then receive an email with login name and password for account activation.

2018/19 Hong Kong Budding Poets (English) Award

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Annex I: Online Platform User's Manual

(2) Hints for School Teacher-in-charge

Hint 1: Login by entering your username and password, which has been provided in the confirmation email after you have completed the whole online school teacher account registration.

Hint 2: You may change the password and information stated by clicking "Profile" and "Update".

Hint 3: You should create accounts for students by clicking the "Students", and then, click "Add".

Hint 4: You should input all students' information correctly (name should identical to ID document stated). By clicking "Submit", you/ your students will receive a confirmation email with the login name and password (depends if you have input your/ your students' email address).

Hint 5: You can interact with student by clicking "Students' Poem" to view and give comments. You can always "Return" the poems to student to ask for their further modification.
Hint 6: You should select only 30 entries for your school and tick "Submit to the organizer" by the deadline. Each student should only submit 1 poem in each section.
Hint 7: You are encouraged to "Save/Print Entries" for your/ students' reference.

2018/19 Hong Kong Budding Poets (English) Award

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香 港 資 優 教 育 學 苑
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恒生管理學院
HANG SENG MANAGEMENT COLLEGE

<u>Annex I: Online Platform User's Manual</u>

<u>(3) Hints for Students</u>

Hint 1: Login by entering your username and password, which has been provided in the confirmation email/ by your school teacher.

Hint 2: You may change the password and information stated by clicking "Profile" and "Update".
Hint 3: Make sure your name input is identical to your ID document!

Hint 4: You can compose as many poems as you want by clicking "My Poems", and then "Add". Yet, by the end of the day, you and your teacher can submit only 1 poem for each section.

2018/19 Hong Kong Budding Poets (English) Award

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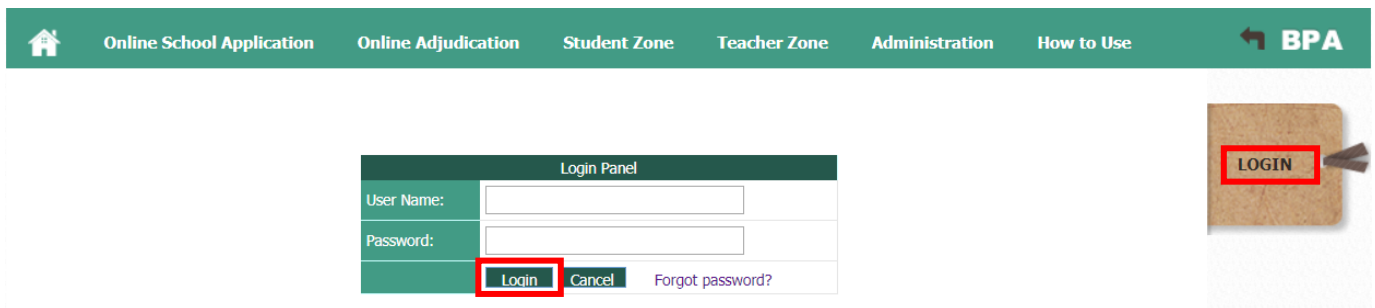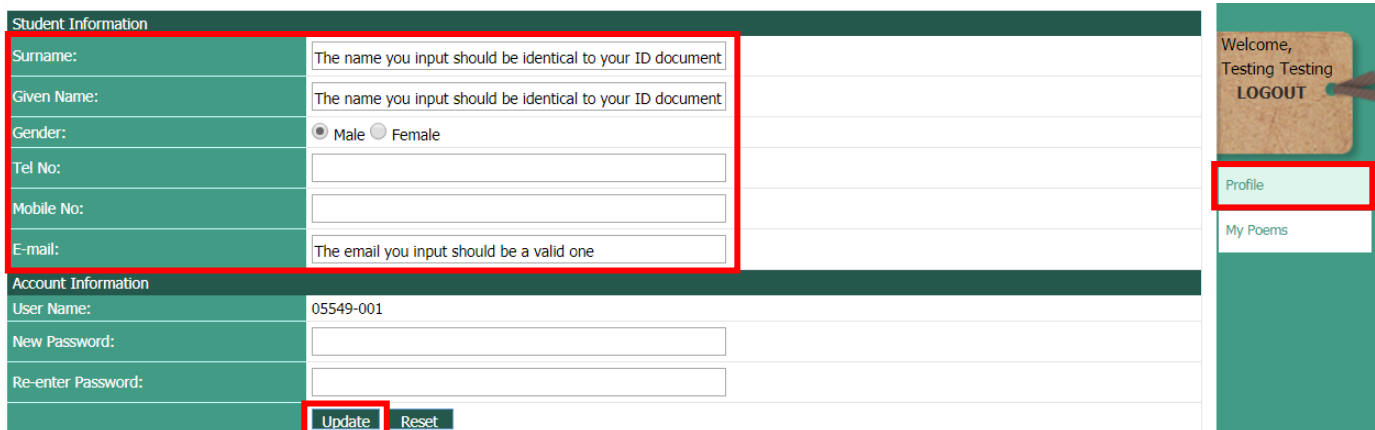**Supported by**
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Annex I: Online Platform User's Manual

(3) Hints for Students

Hint 5: Start composing your poems by selecting the section you are participating, then, the theme you have chosen. Remember to give a title for your poem!

Hint 6: Click "Save" and you can always revise your poem before the deadline. Count the total number of lines for your poem and fill in the blanks (e.g. 34). You can write up to 40 lines at most.

Hint 7: You can always see the "Status" and receive "Teacher's Comment" to edit your poems.

Hint 8: "Submit" your poems before the deadline, so that your teacher can have sufficient time to review them!