

# 2019/20 Hong Kong Budding Poets (English) Award



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## 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"

**Online School Application**

**Notes to Teachers-in-charge:**

- To join the Award, schools are required to complete Part 1 and Part 2 of the application procedures.
- Part 1:** Schools are advised to appoint a Teacher-in-charge to fill in and submit the Online School Application Form on or before **13 October 2017 11:59 a.m.** via this Online School Application System. Each school will be registered for both the Open Section and the Primary/Secondary Section.
- Part 2:** Teacher-in-charge is required to print out a copy of the completed Online School Application Form. Please check that all the details provided are accurate and then stamp the school chop and ask your school principal to sign on the form. Then fax the stamped or signed form to the organiser on or before **13 October 2017 11:59 a.m.** (Fax number: 3940 0202).
- a. Upon receiving the School Application Form, a confirmation email will be sent to the email accounts of the school principal (if provided by school previously via this Online School Application System) and the Teacher-in-charge to notify the school that the application has been completed.
- b. Teacher-in-charge may use the account and password provided in the confirmation email to log in at "Teacher Zone" and to create accounts for their students to compose entries. For details, please read the notes to Teacher-in-charge at "Teacher Zone" or at "Home".
- For details of the "Rules and Conditions" of the Award, please click the "BPA" icon on the top right hand corner of the menu bar.

**Continue Registration**

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

Please select the school for registration:

Search by SCR/ School No.   Search by School No.   Search by School Name

SCR No.	School No.	School Level	English Name
no record found.			

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

Please select the school for registration:

Search by SCR/ School No.   Search by School No.   Search by School Name

SCR No.	School No.	School Level	English Name	
<input checked="" type="radio"/>	543560000423	543560	PRIMARY	PO LEUNG KUK CHOI KAI YAU SCHOOL
<input checked="" type="radio"/>	513580000123	513580	PRIMARY	S.K.H. ST. JAMES PRIMARY SCHOOL
<input type="radio"/>	250686000223	250686	PRIMARY	JOCKEY CLUB SARAH ROE SCHOOL

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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.)

Online School Application		Teacher Zone	How to Use
<b>School Information</b>			
School Name (Chinese):			
School Name (English):			
SCRN:			
Principal's Name (Chinese):			
Principal's Name (English):			
School Address:			
School Tel No:			
School Fax No:			
School E-mail Address:			
<b>Teacher-in-charge (TIC) Information</b>			
Title:	Mr. ▼		
Surname:			
Given Name:			
Gender:	<input checked="" type="radio"/> Male <input type="radio"/> Female		
Tel No:			
Mobile No:			
E-mail:			
		<b>Submit</b>	<b>Reset</b>

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 HKAGE by fax to 39400202 or by email to [hkbpa@hkbpa.hkage.hk](mailto:hkbpa@hkbpa.hkage.hk) on or before 5:00 p.m., 20 December 2019 (Fri).

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

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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.

Online School Application   Online Adjudication   Student Zone   Teacher Zone   Administration   How to Use   BPA

Login Panel

User Name:

Password:

[Forgot password?](#)

LOGIN

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

Online School Application   Teacher Zone   How to Use   BPA

School Information

School Name (Chinese):

School Name (English):

Principal's Name (Chinese):

Principal's Name (English):

Principal's E-mail:

School Tel No:

School Fax No:

School E-mail Address:

Teacher-in-charge Information

Title:  ▼

Surname:

Given Name:

Gender:  Male  Female

Tel No:

Mobile No:

E-mail:

Account Information

User Name:

New Password:

Re-enter Password:

Welcome, LOGOUT

Profile

Students

Students' Poems

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

Online School Application Teacher Zone How to Use BPA

Welcome,   
 LOGOUT

Profile

**Students**

Students' Poems

Add

Actions	Class	Section	Student No.	Surname	Given Name	Gender	User Name
Edit Delete	S4 Grade 10		1			M	01757-001
Edit Delete	S4 Grade 10		4			F	01757-004
Edit Delete	S4 Grade 10		3			F	01757-003
Edit Delete	S4 Grade 10		2			F	01757-002
Edit Delete	S4 Grade 10		1			F	01757-001

Page 1 Entries from 1 to 5

Hint 4: You should input all students' information correctly (name should be 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).

Online School Application Teacher Zone How to Use BPA

Welcome, A B   
 LOGOUT

Profile

Students

Students' Poems

Student Information

Class: S1 or Grade 7

Student No.:  You may input a code to identify different students

Surname:  You should input students' name according to their ID document.

Given Name:

Gender:  Male  Female

Tel No:

Mobile No:

E-mail:

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.

[Save/Print Entries](#)

**Important Reminder:**

- You may view (writing comment is optional) and return each entry to its author (student) by choosing the relevant button at the "Action" column.
- To submit an entry to the organizer, please check its relevant box at the "Submit to the organizer" column. To change your choice of entry **before the deadline**, you may uncheck the relevant box and then check the box of another entry. Please note that **confirmation email** will be sent out from the system to your email account, confirming your successful submission of each entry to the organizer.
- The deadline for you to submit students' entries to the organizer is 20 October 2017 11:59 a.m. Please note that no amendment could be made after this date.
- You are strongly advised to save your record of submission once you have completed all entry submission to the organizer.**
  - At "Search for" (see top left hand corner), choose "Submitted to the organizer", then click "Go". The list of entry which has been submitted to the organizers will be shown.
  - Please check to see if the list is correct.
  - Click "Save/Print Entries" to save and/or print all the submitted entry/entries of all the section(s) of your school. Entry with "Status: Submitted to the organizer" indicates that it has been successfully submitted to the organizer.

Actions	Student's Name	Section	Theme	Remarks	Comment	Submit to the organizer	Status
<input type="button" value="View"/> <input type="button" value="Return"/>	Testing Testing	Secondary	Past-Present-Future			<input type="checkbox"/>	Composing
<input type="button" value="View"/>	Testing Testing	Secondary	Any Title			<input type="checkbox"/>	Composing
	Testing Testing	Open	Any Title			<input type="checkbox"/>	To be viewed
	Testing Testing	Secondary	Past-Present-Future			<input checked="" type="checkbox"/>	Submitted to the organizer

Page 1 Entries from 1 to 4

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Commissioned to  
 英文系  
 DEPARTMENT OF ENGLISH  
 香港中文大學  
 THE HONG KONG UNIVERSITY  
 OF HONG KONG

## Annex I: Online Platform User's Manual

### (3) Hints for Students

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.

Actions	Section	Theme	Title	Teacher's Comment	Status
<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Submit</a>	Secondary	(202) Past-Present-Future	test		Draft
<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Submit</a>	Secondary	(205) Any Title			Draft
	Open	(206) Any Title	Candy Cane Cant Crash Kelly Kane		Being viewed by teacher.
	Secondary	(202) Past-Present-Future	Mortal Murders Mother Monet		Submitted to organiser.

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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 in, 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.

The screenshot shows the 'Poem Information' form in the 'Student Zone'. The form has several sections: 'Section' with radio buttons for 'Secondary Section' and 'Open Section'; 'Theme' with radio buttons for 'Any Title', 'Good-Bad', 'Self-Others', and 'Past-Present-Future'; 'Title' with a text input field; 'Poem' with a large text area and a rich text editor toolbar; and 'Total Lines' with a text input field. At the bottom, there are 'Save' and 'Reset' buttons. A red box highlights the 'Section' and 'Theme' selection options. Another red box highlights the 'Total Lines' input field and the 'Save' and 'Reset' buttons.

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!

The screenshot shows a table of submitted poems. The table has the following columns: Actions, Section, Theme, Title, Teacher's Comment, and Status. A red box highlights the 'Teacher's Comment' and 'Status' columns. The table contains four rows of data.

Actions	Section	Theme	Title	Teacher's Comment	Status
<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Submit"/>	Secondary	(202) Past-Present-Future	test		Draft
<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Submit"/>	Secondary	(205) Any Title			Draft
	Open	(206) Any Title	Candy Cane Cant Crash Kelly Kane		Being viewed by teacher.
	Secondary	(202) Past-Present-Future	Mortal Murders Mother Monet		Submitted to organiser.