

Hong Kong Budding Poets (English) Award Online Platform User Manual

(1) Online Registration for School Teacher Account

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

The screenshot shows the top navigation bar with a home icon and the following menu items: Online School Application, Online Adjudication, Student Zone, Teacher Zone, Administration, and How to Use. Below the navigation bar is the title "Online School Application". Underneath, there is a section titled "Notes to Teachers-in-charge:" followed by five numbered points. A red box highlights the "Continue Registration" button at the bottom of the notes section.

Notes to Teachers-in-charge:

1. To join the Award, schools are required to complete Part 1 and Part 2 of the application procedures.
2. **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.
3. **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).
4. 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.
4. 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".
5. 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)

The screenshot shows the search interface with three input fields: "Search by SCR/ School No.", "Search by School No.", and "Search by School Name". Each field has a "GO" button. Below the search fields is a table with the following columns: SCR No., School No., School Level, and English Name. The table contains the text "no record found."

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

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

The screenshot shows the search interface with three input fields: "Search by SCR/ School No.", "Search by School No.", and "Search by School Name". Each field has a "GO" button. Below the search fields is a table with the following columns: SCR No., School No., School Level, and English Name. The table contains three rows of school information. A red box highlights the radio button next to the first row. Below the table is a "Next" button.

SCR No.	School No.	School Level	English Name	
<input checked="" type="radio"/>	54356000423	543560	PRIMARY	PO LEUNG KUK CHOI KAI YAU SCHOOL
<input type="radio"/>	51358000123	513580	PRIMARY	S.K.H. ST. JAMES PRIMARY SCHOOL
<input type="radio"/>	250686000223	250686	PRIMARY	JOCKEY CLUB SARAH ROE SCHOOL

Page 1 2 >> **Next** Entries from 1 to 50

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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.)

School Information	
School Name (Chinese):	
School Name (English):	
SCR N:	
Principal's Name (Chinese):	
Principal's Name (English):	
School Address:	
School Tel No:	
School Fax No:	
School E-mail Address:	
Teacher-in-charge (TIC) Information	
Title:	Mr. ▼
Surname:	
Given Name:	
Gender:	<input checked="" type="radio"/> Male <input type="radio"/> Female
Tel No:	
Mobile No:	
E-mail:	
<input type="button" value="Submit"/> <input type="button" value="Reset"/>	

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..

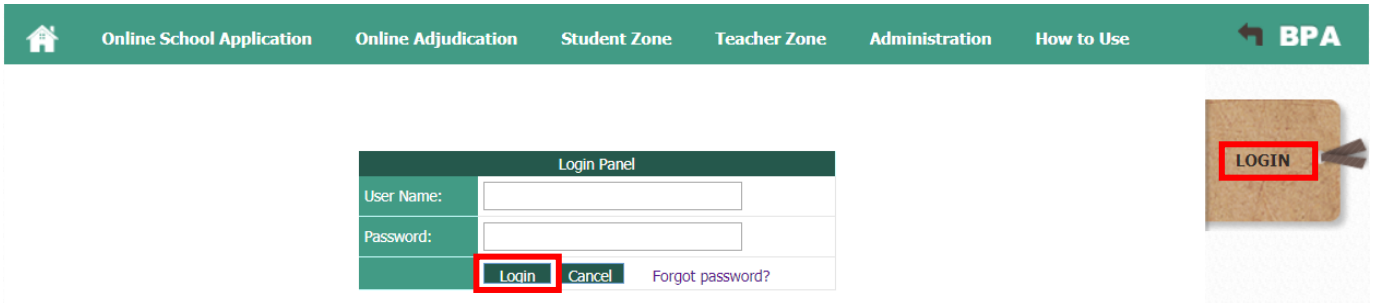
Step 6: Teacher-in-charge must print and complete the form (with Principal's signature and school chop), and return to Academic Programme Development Division of the HKAGE by fax to 3940 0202 or by email to hkbpa@hkbpa.hkage.hk on or before 12:00 n.n., 22 December 2020 (Tue).

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

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(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 registration for school teacher account.



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

Login Panel

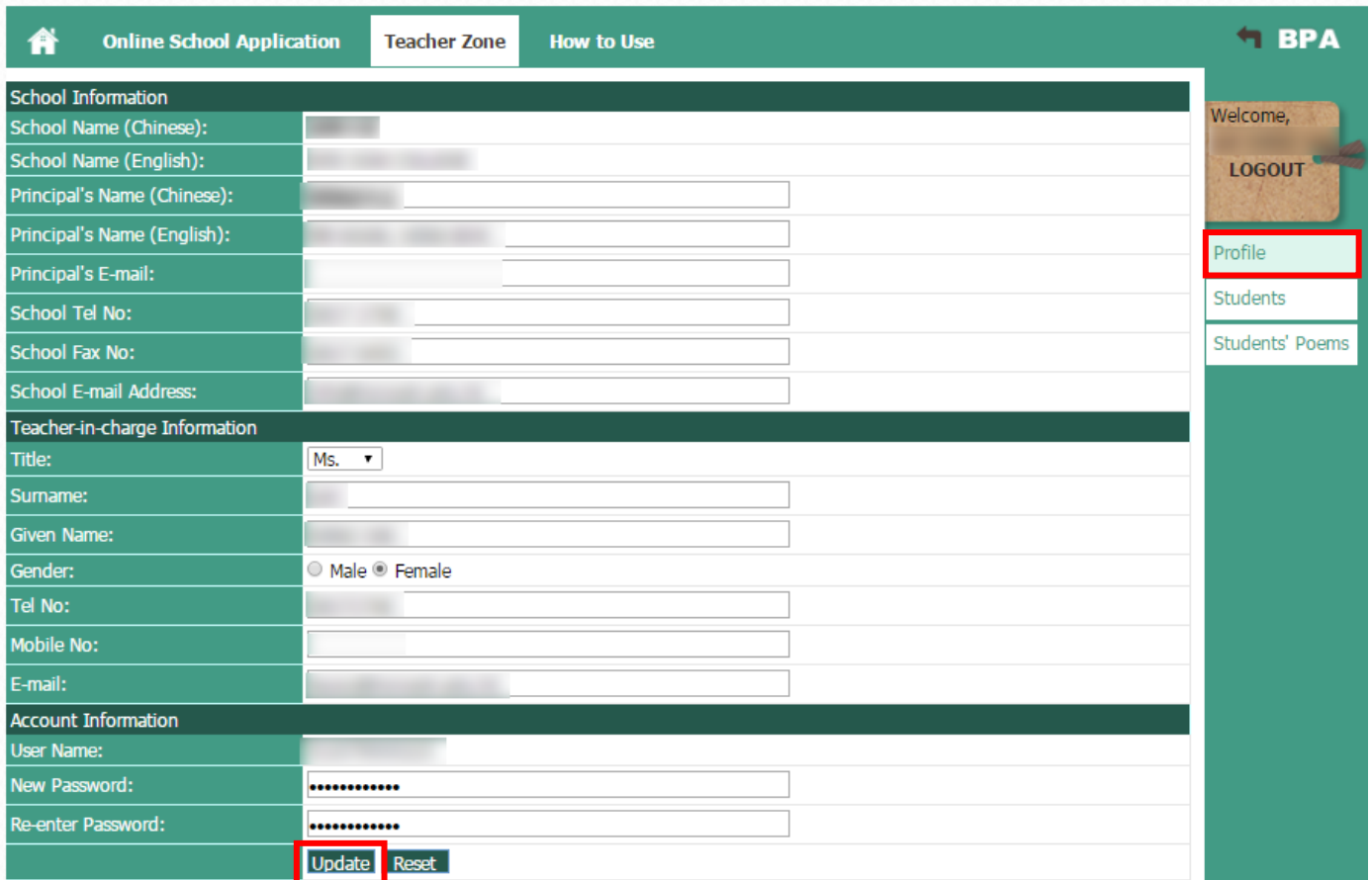
User Name:

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

Welcome,
LOGOUT

Profile
Students
Students' Poems

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:

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

The screenshot shows the 'Teacher Zone' interface. At the top, there are navigation tabs: 'Online School Application', 'Teacher Zone', and 'How to Use'. A red box highlights the 'Add' button in the top left. Below it is a table with columns: Actions, Class, Section, Student No., Surname, Given Name, Gender, and User Name. The table contains five rows of student data. On the right sidebar, there is a 'Welcome, BPA' message, a 'LOGOUT' button, and a menu with 'Profile', 'Students' (highlighted with a red box), and 'Students' Poems'. At the bottom, it says 'Page 1' and '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).

The screenshot shows the 'Student Information' form. The 'Class' dropdown is set to 'S1 or Grade 7'. The 'Student No.' field has a red box around it with the text 'You may input a code to identify different students'. The 'Surname' and 'Given Name' fields have a red box around them with the text 'You should input students' name according to their ID document.'. The 'Gender' section has radio buttons for 'Male' and 'Female'. There are input fields for 'Tel No.', 'Mobile No.', and 'E-mail:'. At the bottom, there are 'Submit' and 'Reset' buttons, with 'Submit' highlighted by a red box. The right sidebar is the same as in the previous screenshot.

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 **40** entries for your school and tick “Submit to the organiser” by the deadline. Each student should only submit 1 poem in each section.

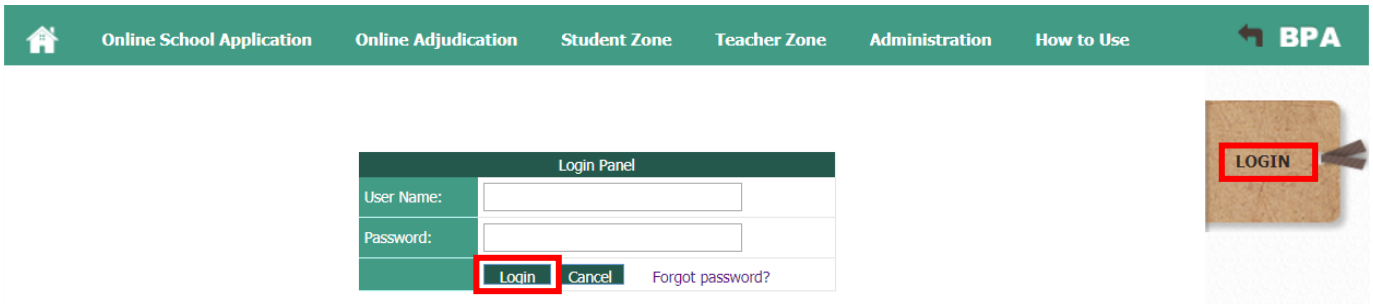
Hint 7: You are encouraged to “Save/Print Entries” for your/ students' reference.

The screenshot shows the 'Save/Print Entries' page. At the top left, there is a 'Save/Print Entries' button highlighted with a red box. Below it is an 'Important Reminder:' section with a list of instructions. At the bottom, there is a table with columns: Actions, Student's Name, Section, Theme, Remarks, Comment, Submit to the organiser, and Status. The 'Submit to the organiser' column has checkboxes, with the bottom row checked. A red box highlights this column. At the bottom left, there are 'View' and 'Return' buttons, with 'Return' highlighted by a red box. At the bottom right, there is a 'View' button. The right sidebar is the same as in the previous screenshots. At the bottom, it says 'Page 1' and 'Entries from 1 to 4'.

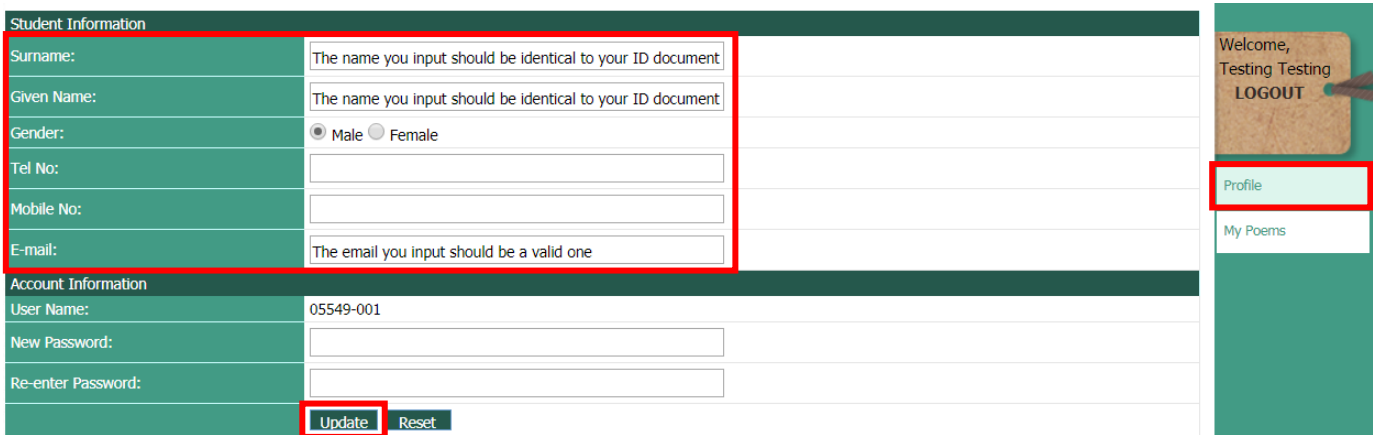
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(3) Hints for Students

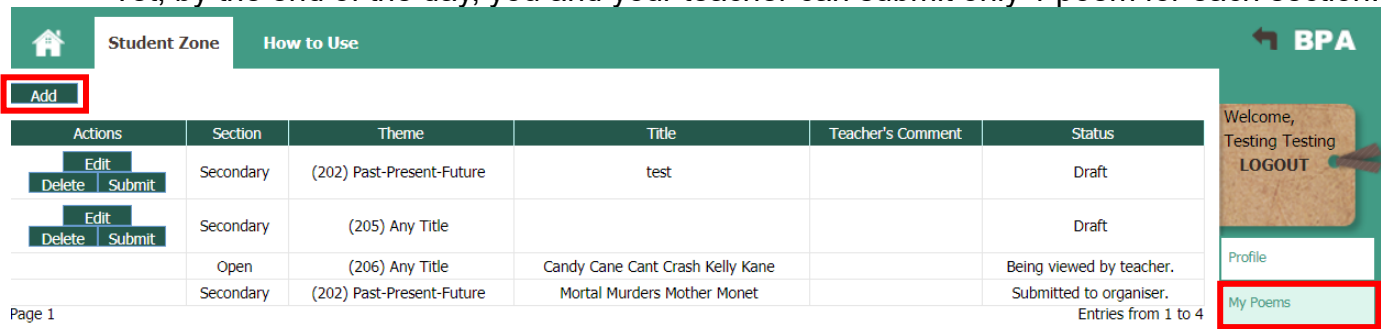
Hint 1: Login by entering your username and password, which has been provided in the confirmation email/ by your school teacher-in-charge.



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.



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(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.

The screenshot shows the 'Poem Information' form in the Student Zone. The form has the following fields and options:

- Section:** Radio buttons for Secondary Section and Open Section.
- Theme:** Radio buttons for Any Title, Good-Bad, Self-Others, and Past-Present-Future.
- Title:** A text input field.
- Poem:** A large text area with a rich text editor toolbar.
- Total Lines:** A text input field.
- Buttons:** 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 and data:

Actions	Section	Theme	Title	Teacher's Comment	Status
Edit Delete Submit	Secondary	(202) Past-Present-Future	test		Draft
Edit Delete 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.