

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 'Online School Application' menu item highlighted in green. Below the menu, the 'Online School Application' section is titled. Underneath, there are 'Notes to Teachers-in-charge' with five numbered points. A red box highlights the 'Continue Registration' button at the bottom of the notes section.

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)

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 columns: SCR No., School No., School Level, and English Name. The text 'no record found.' is displayed below the table.

Please select the school for registration:

Search by SCR/ School No. GO

Search by School No. GO

Search by School Name GO

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 results table with three rows of data. The first row is selected, indicated by a radio button in the first column. Below the table, there is a 'Page 1 2 >>' indicator and a 'Next' button highlighted with a red box. The text 'Entries from 1 to 50' is also visible.

Please select the school for registration:

Search by SCR/ School No. GO

Search by School No. GO

Search by School Name GO

	SCR No.	School No.	School Level	English Name
<input checked="" type="radio"/>	543560000423	543560	PRIMARY	PO LEUNG KUK CHOI KAI YAU SCHOOL
<input type="radio"/>	513580000123	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.)

The screenshot shows a web interface for the 'Online School Application' process. At the top, there is a green navigation bar with a home icon, the text 'Online School Application', and two menu items: 'Teacher Zone' and 'How to Use'. Below this, the form is divided into two main sections: 'School Information' and 'Teacher-in-charge (TIC) Information'. The 'School Information' section includes fields for School Name (Chinese), School Name (English), SCR N, Principal's Name (Chinese), Principal's Name (English), School Address, School Tel No, School Fax No, and School E-mail Address. The 'Teacher-in-charge (TIC) Information' section includes fields for Title (with a dropdown menu showing 'Mr.'), Surname, Given Name, Gender (with radio buttons for Male and Female), Tel No, Mobile No, and E-mail. At the bottom of the form, there are two buttons: 'Submit' (highlighted with a red box) and '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).

The abstracted image shows a document titled '2016/17 Hong Kong Budding Poets (English) Award School Application Form'. The text on the form reads: '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..'

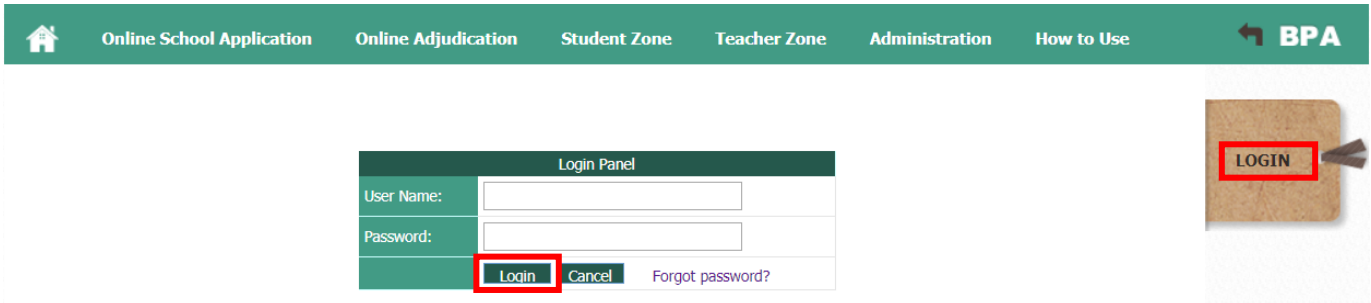
Step 6: Teacher-in-charge must print and complete the form (with Principal's signature and school chop), and return to HKAGE by fax to 3940 0202 or by email to hkbpa@hkbpa.hkage.hk on or before 12:00 n.n., 22 December 2021 (Wed).

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

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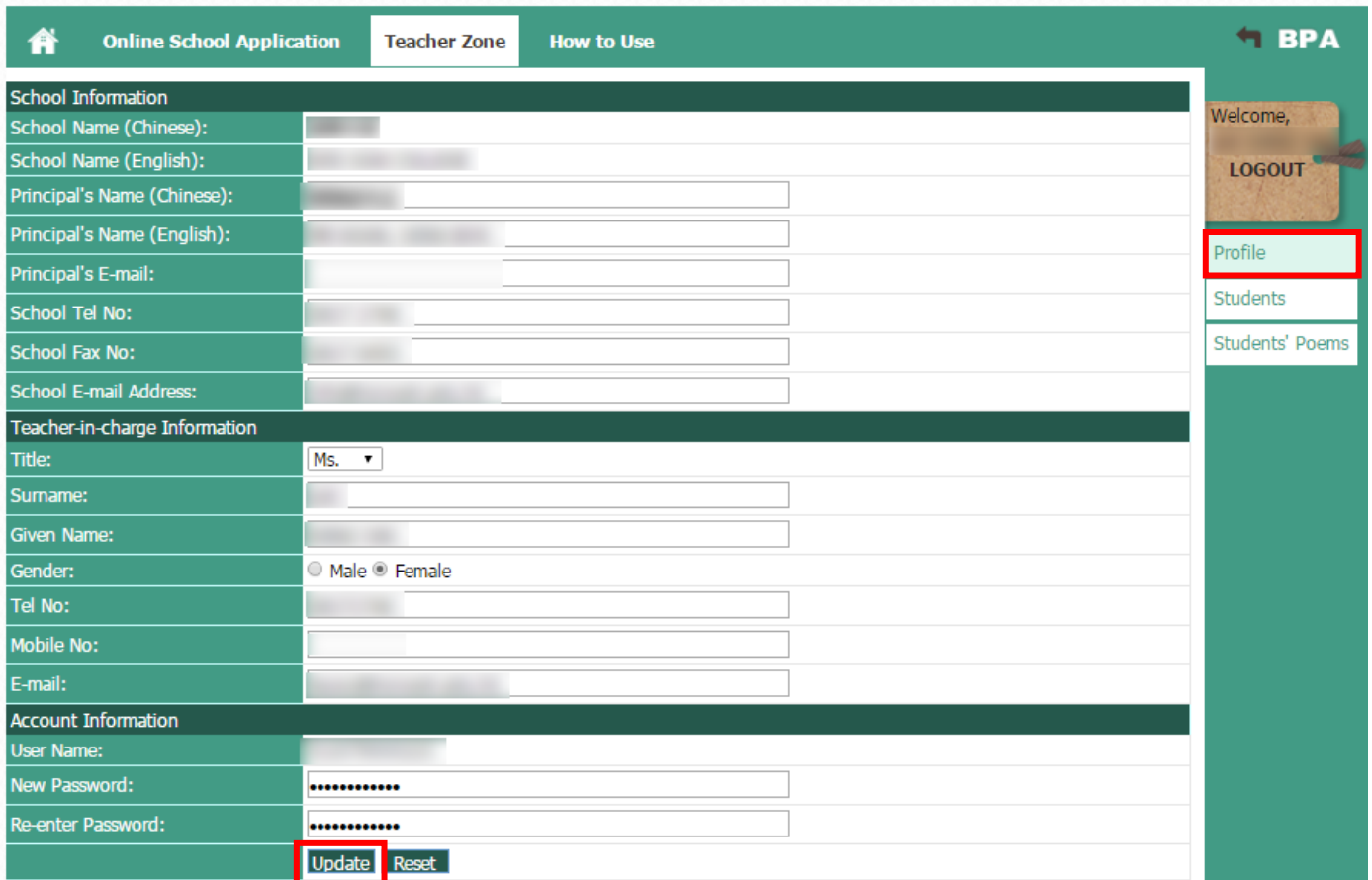
(2) Hints for School Teacher-in-charge

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.



The screenshot shows the top navigation bar of the BPA online platform with links for Online School Application, Online Adjudication, Student Zone, Teacher Zone, Administration, and How to Use. The BPA logo is in the top right. Below the navigation bar is a 'Login Panel' form with fields for 'User Name' and 'Password'. A red box highlights the 'Login' button. To the right of the form is a graphic of a corkboard with a 'LOGIN' note pinned to it.

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



The screenshot shows the 'Teacher Zone' profile page. The navigation bar includes 'Online School Application', 'Teacher Zone', and 'How to Use'. The BPA logo is in the top right. The page is divided into three main sections: 'School Information', 'Teacher-in-charge Information', and 'Account Information'. Each section contains several input fields for text, numbers, and a dropdown menu. A red box highlights the 'Update' button at the bottom of the 'Account Information' section. On the right side, there is a vertical sidebar with a 'Welcome,' message, a 'LOGOUT' button, and three menu items: 'Profile' (highlighted with a red box), 'Students', and 'Students' Poems'.

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' section with 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 shows 'Welcome, A B' and 'LOGOUT', and a menu with 'Profile', 'Students' (highlighted with a red box), and 'Students' Poems'.

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.

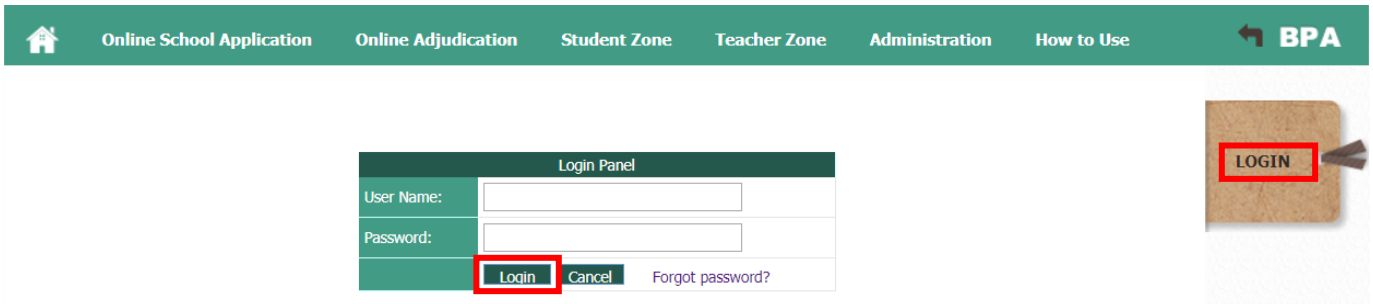
Hint 7: You are encouraged to “Save/Print Entries” for your/ students' reference.

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. Below the text is a table with columns: Actions, Student's Name, Section, Theme, Remarks, Comment, Submit to the organiser, and Status. The table contains four rows of student entries. The 'Submit to the organiser' column has checkboxes, with the last one checked. 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 shows 'Welcome, A B' and 'LOGOUT', and a menu with 'Profile', 'Students', and 'Students' Poems' (highlighted with a red box). At the bottom, it says 'Page 1' and 'Entries from 1 to 4'.

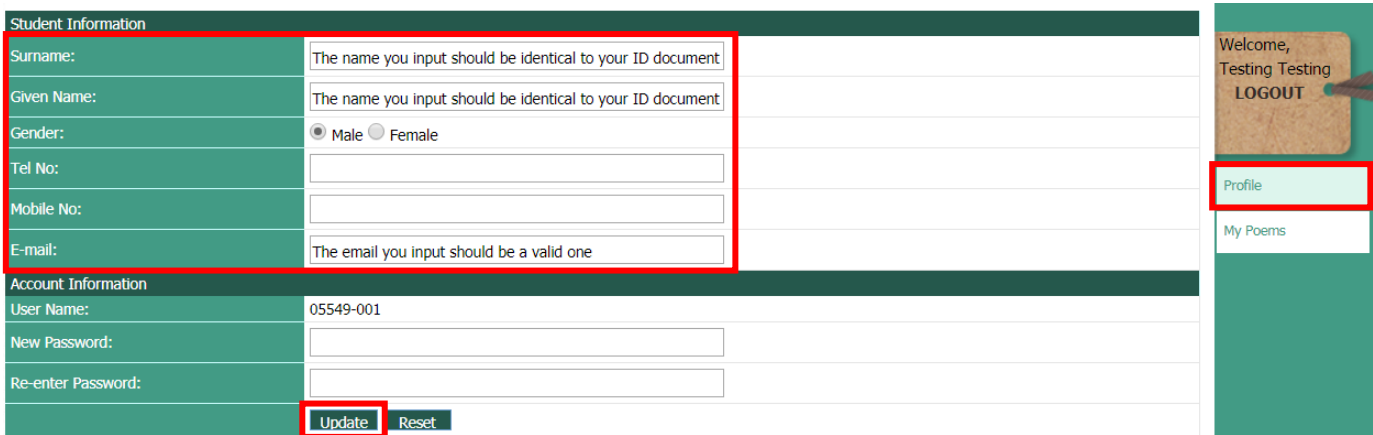
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(3) Hints for Students

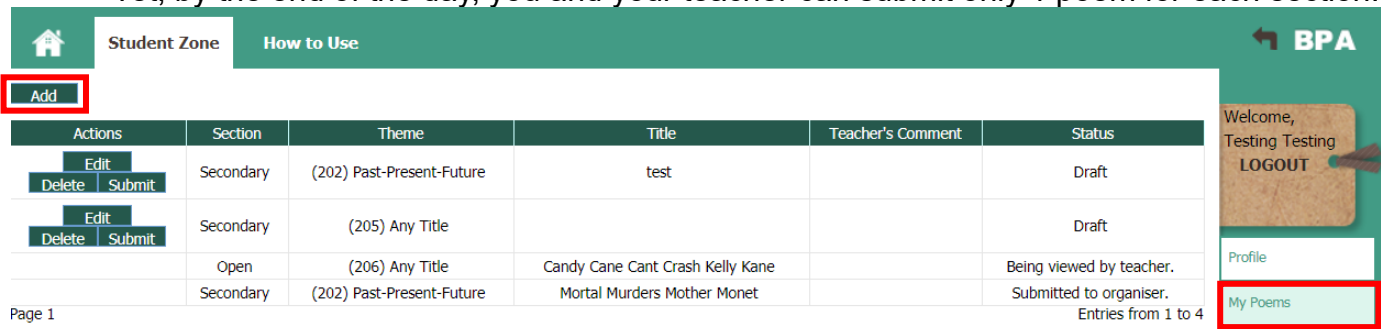
Hint 1: Login by entering your username and password, which has been provided in the confirmation email/ by your school teacher-in-charge.



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 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' section of the BPA online platform. It includes fields for 'Section', 'Theme', 'Title', and 'Poem'. The 'Section' dropdown is set to 'Secondary Section' and 'Open Section'. The 'Theme' dropdown has options: 'Any Title', 'Good-Bad', 'Self-Others', and 'Past-Present-Future'. The 'Title' field is empty. The 'Poem' field is a large text area with a rich text editor toolbar. Below the text area is the 'Total Lines' field, which is currently empty. At the bottom of the form are '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 columns for 'Actions', 'Section', 'Theme', 'Title', 'Teacher's Comment', and 'Status'. The 'Teacher's Comment' and 'Status' columns are highlighted with a red box. The 'Edit' and 'Submit' buttons in the 'Actions' column are also highlighted.

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.

Page 1 Entries from 1 to 4