

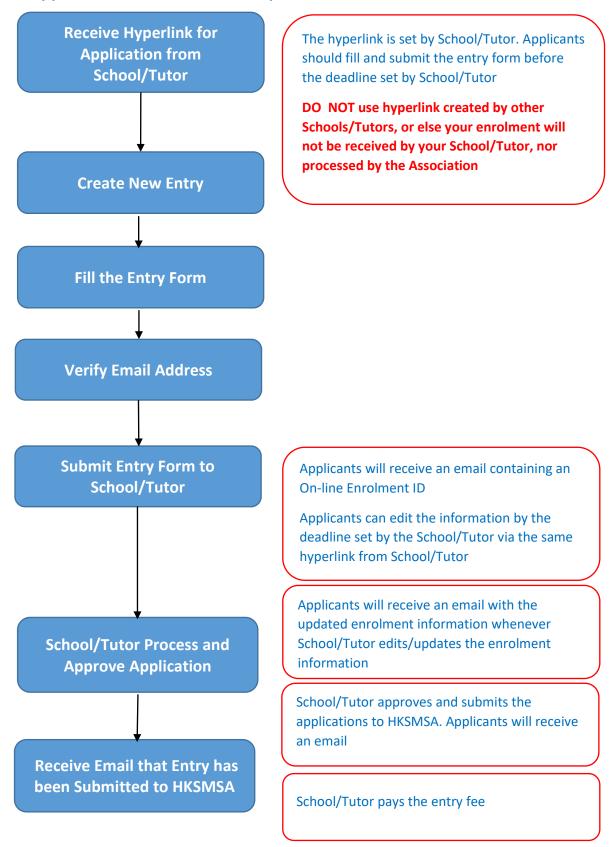
Hong Kong Schools Music and Speech Association

On-line Enrolment System User Guide for Competitors

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1 Application Procedure for Competitors



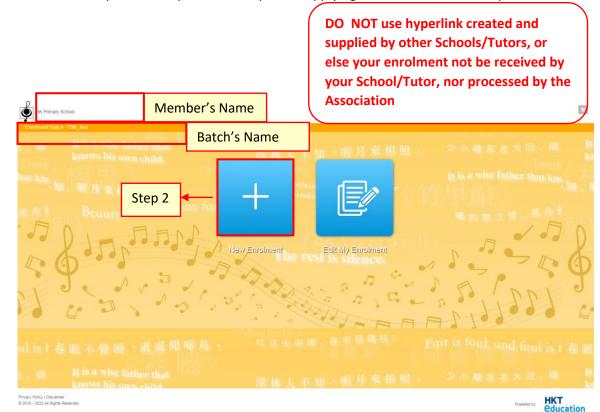
2 Creating New Entry



Step 1 Use the hyperlink given by School/Tutor

Step 2 Click + to create a new entry

Note: Repeat the steps on P.2-9 if you are applying for more than one competition.



2.1 Finding the Competition Class



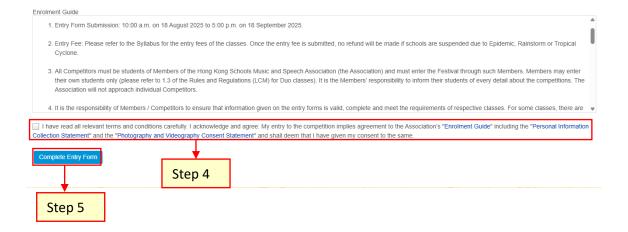
- **Step 1** Select Area Code
- Step 2 Enter Class No., or click Search Class No. to search the Class No. (See Ch. 2.1.1)
- Step 3 Click Next Step > to proceed





- **Step 4** Check the box indicating that you agree to the Enrolment Guide, including the "Personal Information Collection Statement" and the "Photography and Videography Consent Statement"
- Step 5 Click Complete Entry Form

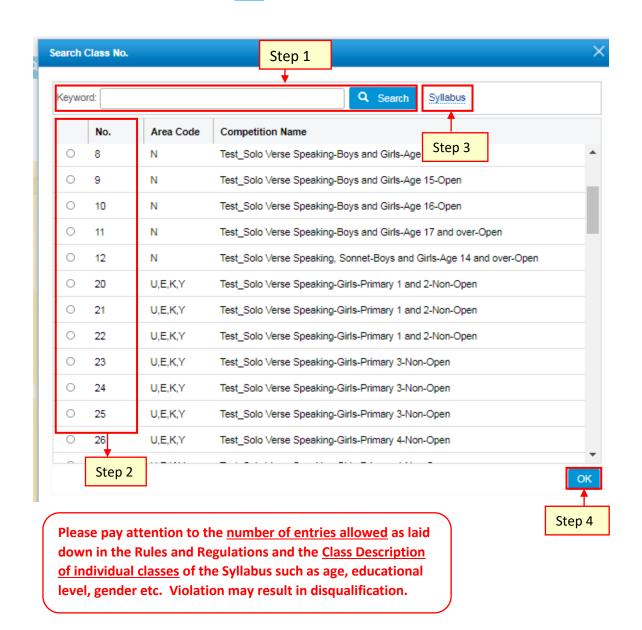
To continue filling the entry form, see Ch. 2.2



2.1.1 **Searching Class Number**



- **Step 1** Input keywords then click Q Search
- Step 2 Select Class Number
- Step 3 Click "Syllabus" for checking the information of the selected class
- Step 4 Click OK

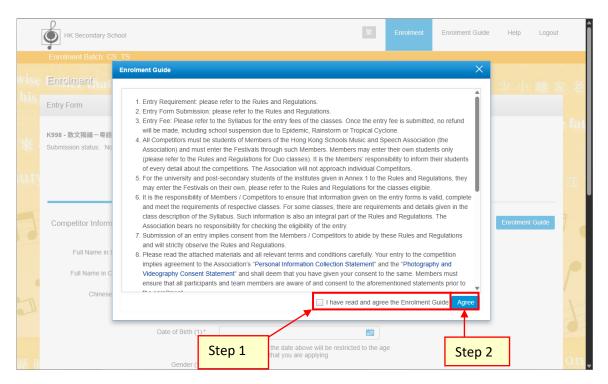


2.2 Enroling in a Competition

2.2.1 Enrolment Guide



- **Step 1** Check the box indicating that you agree to the Enrolment Guide, including the "Personal Information Collection Statement" and the "Photography and Videography Consent Statement"
- Step 2 Click Agree to proceed

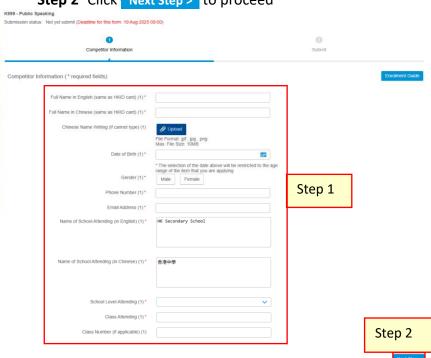


2.2.2 **Providing Competitor's Information**



Step 1 Input the personal particulars of the competitor Note:

- 1. All fields with '*' must be filled
- 2. Fill English Name if the competitor does not have a Chinese name (Note: The name should be identical to that of the Hong Kong ID cards / travel documents / birth certificates)
- 3. For the field 'Date of Birth', only a date within the corresponding age range stated under the class description could be selected
- 4. The field 'School Name' is pre-filled if the enrolment is through a school. Edit if necessary when enrolling in a duo class.
- 5. For the field 'Gender', only the gender(s) under the class description could be selected
- 6. When enrolling a duo class, the form will automatically provide the fields for Competitor(1) and Competitor(2). Please fill the personal particulars of both competitors on this page before submission

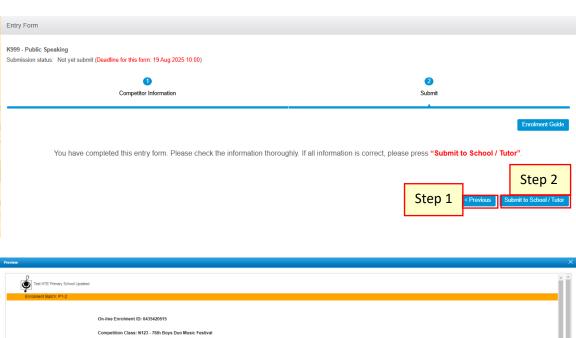


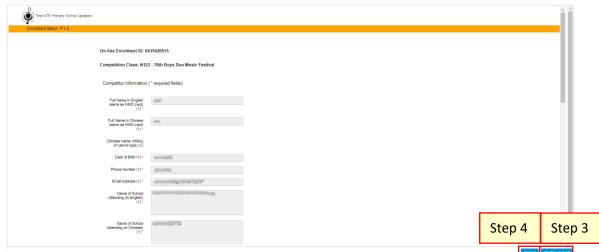
Step 2 Click Next Step > to proceed

2.3 Checking Information before Submission



- **Step 1** Click < Previous to return to the previous page to correct any information, if necessary
- Step 2 Click Submit to School / Tutor to review your submission
- Step 3 If all information is correct, click Confirm Submit to submit the entry form to School/Tutor
- Step 4 If incorrect information is found, click Cancel to return to the form and make necessary corrections





2.4 Verifying Email and Submitting to School/Tutor

Note: To complete the application, applicant must confirm that the email address used for creating the application belongs to the applicant

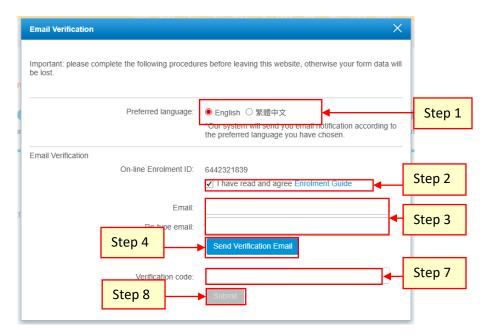


- **Step 1** Select the preferred language
- Step 2 Check the box indicating that you agree to the Enrolment Guide, including the "Personal Information Collection Statement" and the "Photography and Videography Consent Statement"
- **Step 3** Input applicant's email address
- Step 4 Click Send Verification Email

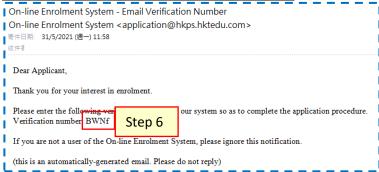
 Note: Please do not close this screen until the verification process is completed.
- Step 5 Open a new browser. Access the mailbox to get the verification code

 Note: If the email cannot be found, please check the junk/spam mail folder.

 Click Send Verification Email again after 30 seconds if the email cannot be found.
- **Step 6** Copy the verification code in the email



Email Message on Email Verification Number

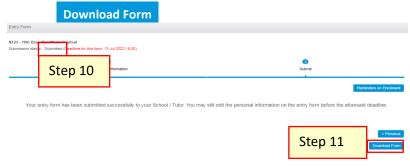




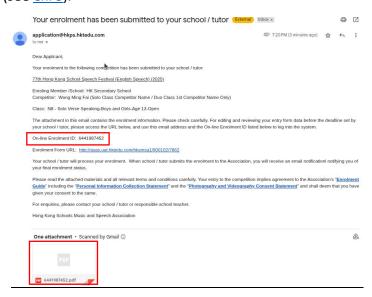
- **Step 7** Return to the system screen and paste the verification code
- Step 8 Click Submit to proceed
- Step 9 The email account has been verified. Click ok to submit the entry form to school/tutor



- Step 10 The submission status should show 'Submitted'
- **Step 11** You can save a copy of your submitted information by clicking



The application has been submitted to School/Tutor. Check the mailbox to receive the below email. Check the attachment containing the enrolment information. If necessary, please use the **On-line Enrolment ID** in this email to login to the system to edit enrolment information (see Ch. 3).

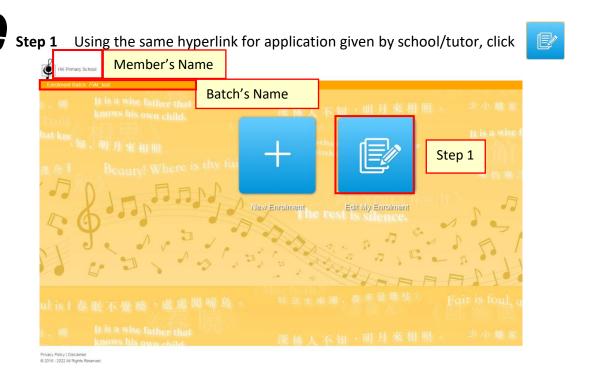


Note: The application procedure is only complete when School/Tutor has submitted the entry and paid the entry fee to the HKSMSA.

3 Editing Enrolment Information

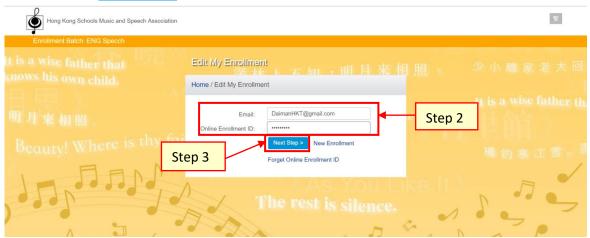
Note:

Applicants can edit the information on the entry form **except the Class Number and the Area Code** before the deadline set by school/tutor. However, once the school/tutor has processed the entry, applicants can no longer edit the enrolment information.





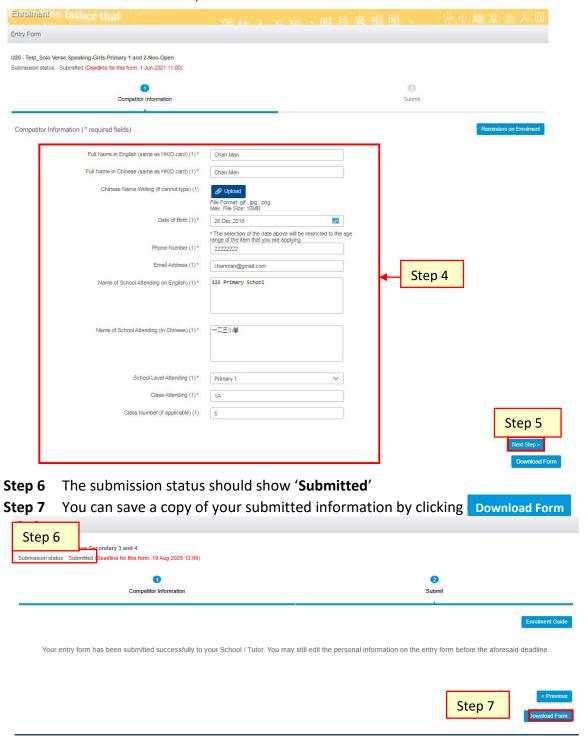
- Step 2 Input applicant's email address and On-line Enrolment ID (see <u>Ch. 3.1</u> on retrieving the On-line Enrolment ID)
- Step 3 Click Next Step > to proceed





- **Step 4** View and edit enrolment information
- **Step 5** Click Next Step > to submit the edited entry form.

Note: The system will **not** generate an email after the amendment and resubmission to school/tutor.



Note: The application procedure is only complete when School/Tutor has submitted the entry and paid the entry fee to the HKSMSA.

3.1 Forgetting On-line Enrolment ID



- Step 1 Input the email address that was used for enrolment earlier
- Step 2 Input the code shown in the picture
- Step 3 Click Submit to receive the On-line Enrolment ID(s) by email

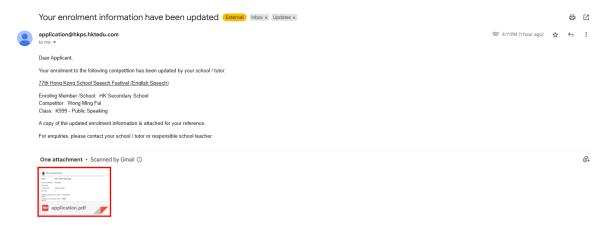


Step 4 Check the mailbox to receive an email on the On-line Enrolment ID(s)



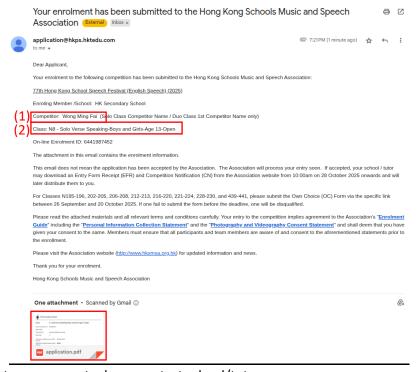
4 Editing, Approving and Submitting Application to HKSMSA by School/Tutor

After the deadline set by school/tutor, school/tutor will process the applications. Once school/tutor has updated the enrolment information, applicants will receive the email below, with an attachment containing their enrolment information. For any enquiries, please contact your school/tutor immediately.



Once the applications are approved by school/tutor and submitted to HKSMSA before the enrolment deadline, the applicants will then receive an email that their entries have been submitted to HKSMSA for processing. The email contains an attachment with the enrolment information.

Note: This email does not mean the application has been accepted by HKSMSA. The HKSMSA will process the application. If accepted, school/tutor will receive an Entry Form Receipt (EFR) and Competition Notification (CN) and will later distribute them to the competitors. For enquiries, please contact school/tutor.



On payment arrangement, please contact school/tutor.

For video-recording, you need to record your (1) Name for Enrolment and (2) Class Code. You can find the information in this email or on your Competition Notification (CN) e.g. "Peter Choi, Class N2".

Note: All enrolments will only be confirmed upon the release of the Competition Notification (CN) by HKSMSA.

-End-