



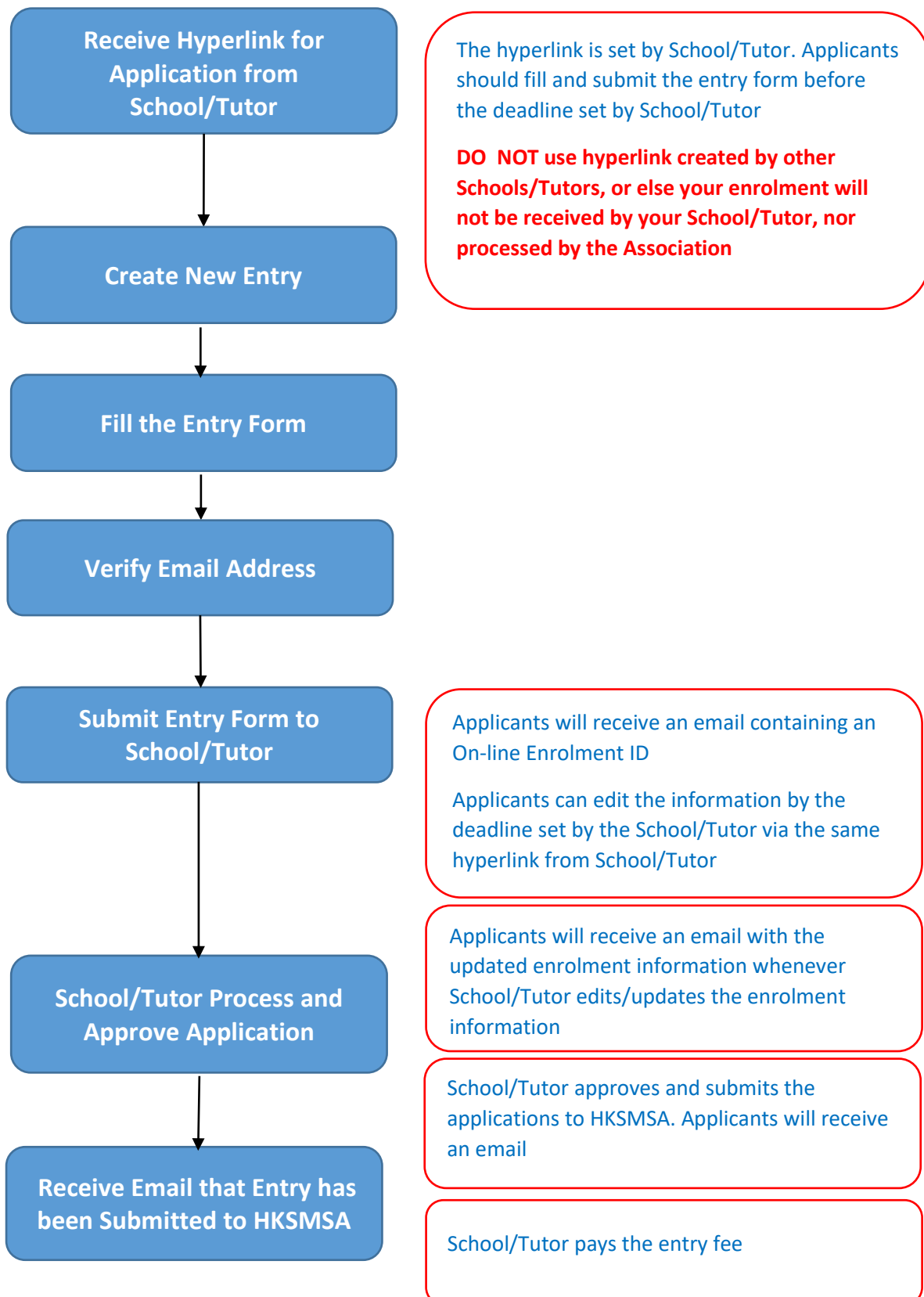
Hong Kong Schools
Music and Speech Association

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.

DO NOT use hyperlink created and supplied by other Schools/Tutors, or else your enrolment not be received by your School/Tutor, nor processed by the Association

HK Primary School

Enrolment Batch: 75M_test

Member's Name

Batch's Name

Step 2

New Enrolment

Edit My Enrolment

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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



77th Hong Kong Schools Speech Festival (English)

Please input Class to apply for:

Area Code:

Step 1

Class No.:

[Search Class No.](#)

Step 2

[Next Step >](#)

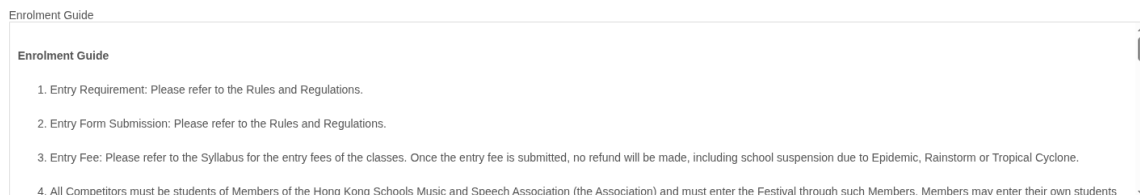
Step 3



Step 4 Read the Enrolment Guide, including the “Privacy Policy Statement”, “Photography and Videography Consent Statement” and declaration on copyright, and check the box

Step 5 Click [Complete Entry Form](#)

To continue filling the entry form, see [Ch. 2.2](#)



☐ I have read all relevant Enrolment Guide carefully. I acknowledge and agree: My entry to the competition implies agreement to the Association's "Enrolment Guide" including the "Personal Information Collection Statement" and the "Photography and Videography Consent Statement" and shall deem that I have given my consent to the same.

☐ By ticking this box, I hereby expressly agree and confirm that:

1. I have read, understood, and agree to abide by all relevant laws and obligations applicable to the submission of my music scores / recital pieces in connection with my present application for the competition (including but not limited to the Copyright Ordinance, and the rules and regulations of the Association);
2. I have purchased sufficient originals of the music scores / recital pieces, and have obtained the necessary permissions for all performers;
3. The Association is and shall not be responsible for any copyright infringement committed by me in case there is any such infringement;
4. The Association shall have the right (which I accept the same) to request proof of purchase (receipts) from me in connection with the purchase of the related music scores / recital pieces, if required, which I shall produce the same if so requested;
5. Non-compliance with the above may result in me being not accepted / disqualified from the relevant competition by the Association, to which I shall not object.

[Complete Entry Form](#)

Step 4

Step 5



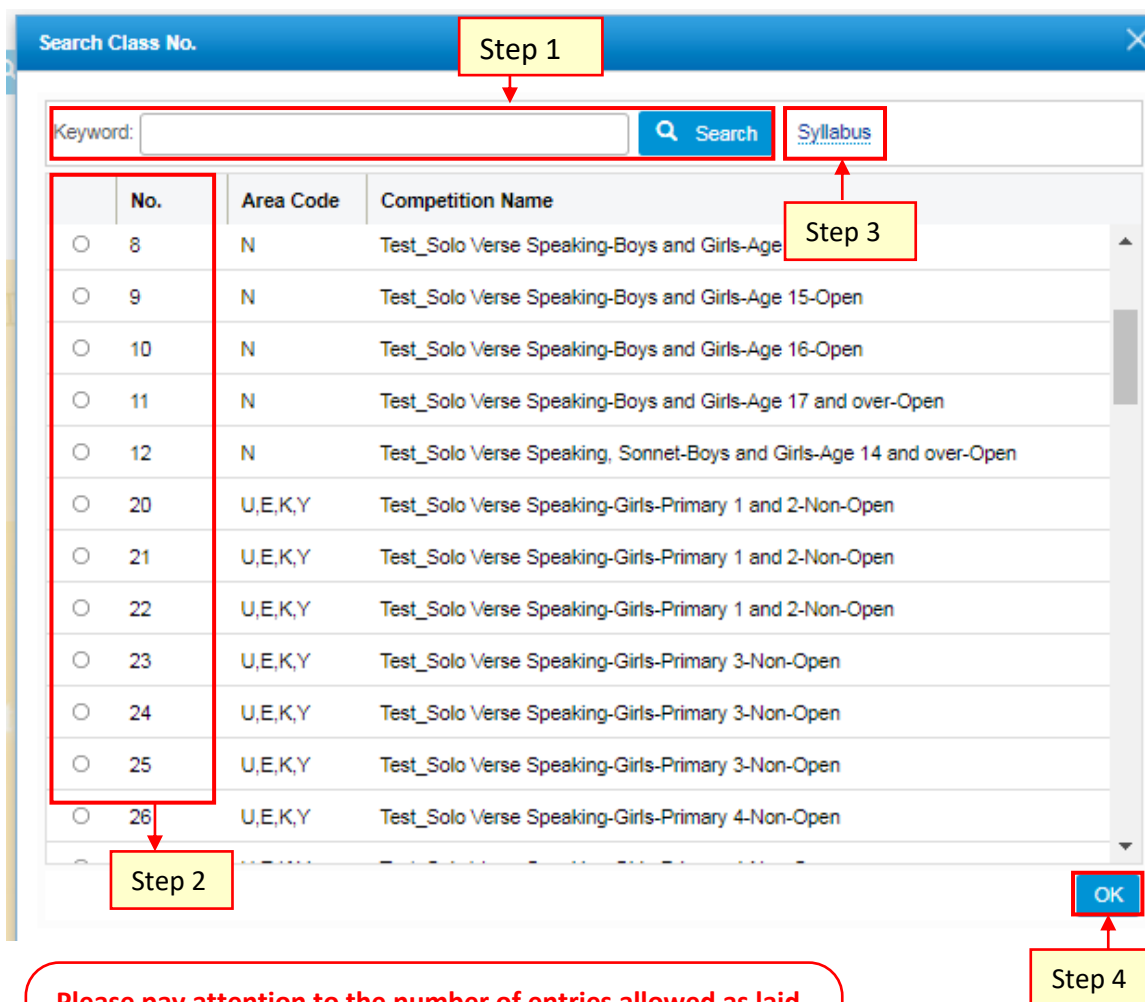
2.1.1 Searching Class Number

Step 1 Input keywords then click 

Step 2 Select Class Number

Step 3 Click “Syllabus” for checking the information of the selected class

Step 4 Click 



The screenshot shows a window titled "Search Class No." with a search bar and a table of results. Red boxes and arrows indicate the steps: Step 1 points to the search bar; Step 2 points to the "No." column of the table; Step 3 points to the "Syllabus" button; and Step 4 points to the "OK" button.

	No.	Area Code	Competition Name
☐	8	N	Test_Solo Verse Speaking-Boys and Girls-Age
☐	9	N	Test_Solo Verse Speaking-Boys and Girls-Age 15-Open
☐	10	N	Test_Solo Verse Speaking-Boys and Girls-Age 16-Open
☐	11	N	Test_Solo Verse Speaking-Boys and Girls-Age 17 and over-Open
☐	12	N	Test_Solo Verse Speaking, Sonnet-Boys and Girls-Age 14 and over-Open
☐	20	U,E,K,Y	Test_Solo Verse Speaking-Girls-Primary 1 and 2-Non-Open
☐	21	U,E,K,Y	Test_Solo Verse Speaking-Girls-Primary 1 and 2-Non-Open
☐	22	U,E,K,Y	Test_Solo Verse Speaking-Girls-Primary 1 and 2-Non-Open
☐	23	U,E,K,Y	Test_Solo Verse Speaking-Girls-Primary 3-Non-Open
☐	24	U,E,K,Y	Test_Solo Verse Speaking-Girls-Primary 3-Non-Open
☐	25	U,E,K,Y	Test_Solo Verse Speaking-Girls-Primary 3-Non-Open
☐	26	U,E,K,Y	Test_Solo Verse Speaking-Girls-Primary 4-Non-Open

Please pay attention to the number of entries allowed as laid down in the Rules and Regulations and the Class Description of individual classes of the Syllabus such as age, educational level, gender etc. Violation may result in disqualification.

2.2 Enrolling in a Competition

2.2.1 Terms and Conditions



Step 1 Read the Enrolment Guide and check the box

Step 2 Click **Agree** to proceed

The screenshot displays the HKMSA On-line Enrolment System interface. A modal dialog box titled "Enrolment Guide" is open, showing a list of terms and conditions. At the bottom of the dialog, there is a checkbox labeled "I have read and agree the Enrolment Guide" and a blue "Agree" button. A red box highlights the checkbox, and a red arrow points from a yellow box labeled "Step 1" to it. Another red box highlights the "Agree" button, and a red arrow points from a yellow box labeled "Step 2" to it. The background shows the "Entry Form" with fields for Competitor Information, including Full Name, Chinese Name, Gender, Phone Number, and Name of School.

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 the [Enrolment Guide](#) to view the terms if necessary

Step 3 Click [Next Step >](#) to proceed

K999 - Public Speaking
Submission status: Not yet submit (Deadline for this form: 19 Aug 2025 09:00)

Competitor Information (1) Submit

Competitor Information (* required fields)

[Enrolment Guide](#)

Step 2

Step 1

Step 3

[Next Step >](#)

Full Name in English (same as HKID card) (1)*

Full Name in Chinese (same as HKID card) (1)*

Chinese Name Writing (if cannot type) (1) [Upload](#)
File Format: gif, jpg, png
Max. File Size: 10MB

Date of Birth (1)*

* The selection of the date above will be restricted to the age range of the item that you are applying

Gender (1)*
Male Female

Phone Number (1)*

Email Address (1)*

Name of School Attending (in English) (1)*
HK Secondary School1

Name of School Attending (in Chinese) (1)*
香港中學

School Level Attending (1)*

Class Attending (1)*

Class Number (if applicable) (1)

2.3 Checking Information before Submission



- Step 1** Click **Enrolment Guide** to view the terms, if necessary
- Step 2** Click **< Previous** to return to the previous page to correct any information, if necessary
- Step 3** Click **Submit to School / Tutor** to preview
- Step 4** After checking that all the information is correct, click **Confirm Submit** to submit the entry form to School/Tutor
- Step 5** If information is incorrect, click **Cancel**

The image shows two screenshots from the HKMSA On-line Enrolment System. The top screenshot is the 'Entry Form' for 'K999 - Public Speaking'. It shows a progress bar with two steps: '1 Competitor Information' and '2 Submit'. A red arrow points from a yellow box labeled 'Step 1' to the 'Enrolment Guide' button. Below the progress bar, a message states: 'You have completed this entry form. Please check the information thoroughly. If all information is correct, please press "Submit to School / Tutor".' Two yellow boxes labeled 'Step 2' and 'Step 3' point to the '< Previous' and 'Submit to School / Tutor' buttons respectively. The bottom screenshot is the 'Preview' screen, showing the competitor information form. It includes fields for Full Name in English, Full Name in Chinese, Chinese Name (if cannot type), Date of Birth, Phone Number, Email Address, Name of School Attending (in English), and Name of School Attending (in Chinese). Two yellow boxes labeled 'Step 4' and 'Step 5' point to the 'Confirm Submit' and 'Cancel' buttons respectively.

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 to agree the Enrolment Guide, including the Personal Information Collection Statement, the Photography and Videography Consent Statement, and the Copyright Declaration

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

The screenshot shows the 'Email Verification' form with the following steps highlighted:

- Step 1:** Preferred language: ☒ English ☐ 繁體中文
- Step 2:** ☐ I have read and agree [Enrolment Guide](#)
- Step 3:** Email: [Text input field]
- Step 4:** **Send Verification Email** button
- Step 7:** Verification code: [Text input field]
- Step 8:** **Submit** button

Email Message on Email Verification Number

On-line Enrolment System - Email Verification Number
On-line Enrolment System <application@hkps.hktdedu.com>
寄件日期: 31/5/2021 (週一) 11:58
收件人:

Dear Applicant,

Thank you for your interest in enrolment.

Please enter the following **verification number** **BWNf** **Step 6** our system so as to complete the application procedure.

If you are not a user of the On-line Enrolment System, please ignore this notification.

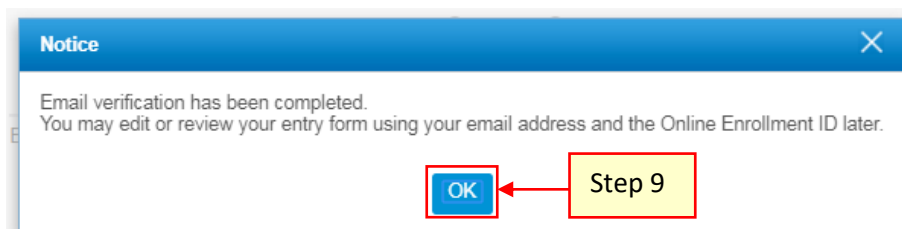
(this is an automatically-generated email. Please do not reply)



Step 7 Return to the system screen and paste the verification code

Step 8 Click **Submit** to proceed

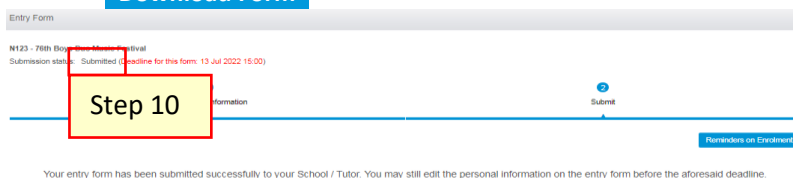
Step 9 The email account has been verified. Click **OK** to submit the entry form to school/tutor



Step 10 The submission status should show '**Submitted**'

Step 11 You can save a copy of your submitted information by clicking

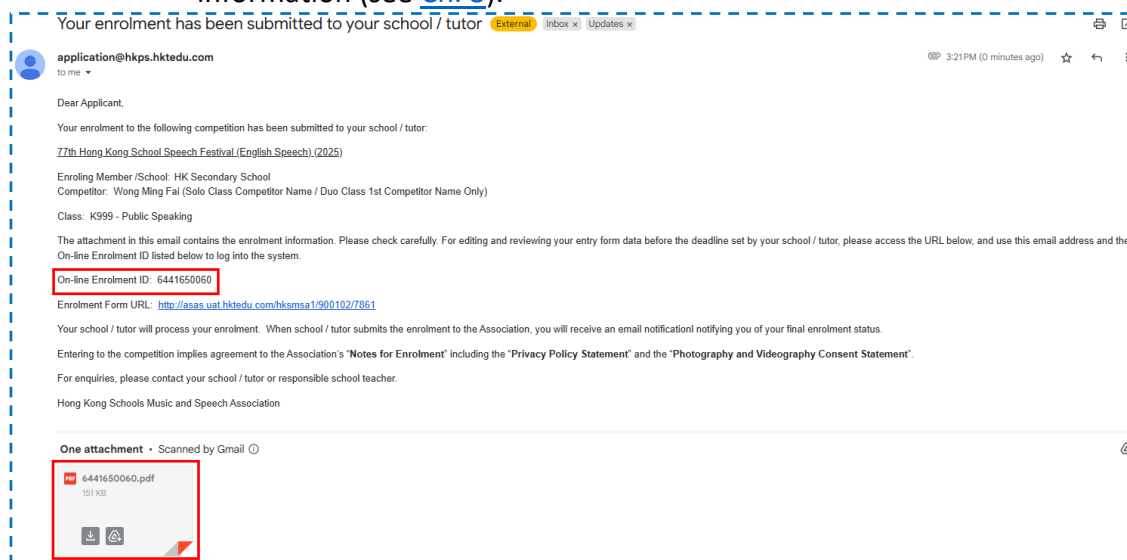
Download Form



Step 11

Download Form

Step 12 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.

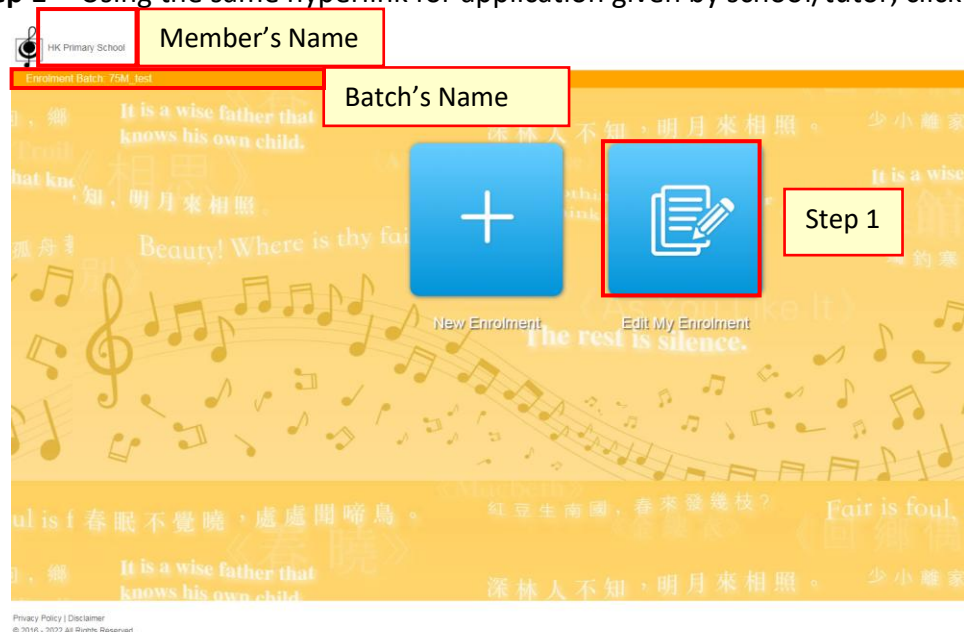
3 Editing Enrolment Information

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.

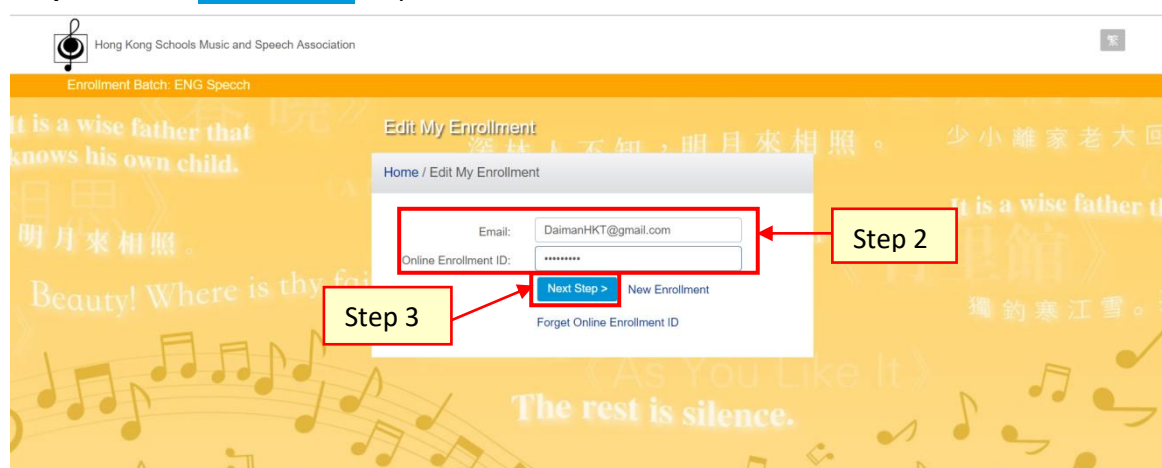


Step 1 Using the same hyperlink for application given by school/tutor, click



Step 2 Input applicant's email address and On-line Enrolment ID (see [Ch. 3.1](#) 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 re-submission to school/tutor.

The screenshot shows the 'Competitor Information' form. A red box highlights the input fields for: Full Name in English, Full Name in Chinese, Chinese Name Writing, Date of Birth, Phone Number, Email Address, Name of School Attending (in English), Name of School Attending (in Chinese), School Level Attending, Class Attending, and Class Number. A yellow box highlights the 'Next Step >' button. A red arrow points from the yellow box to the 'Next Step >' button. The form also includes a 'Reminders on Enrolment' button and a 'Download Form' button.

Step 6 The submission status should show 'Submitted'

Step 7 You can save a copy of your submitted information by clicking **Download Form**

The screenshot shows the submission status page. A red box highlights the 'Submitted' status. A yellow box highlights the 'Download Form' button. The page also includes a 'Reminders on Enrolment' button and a '< Previous' button.

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

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

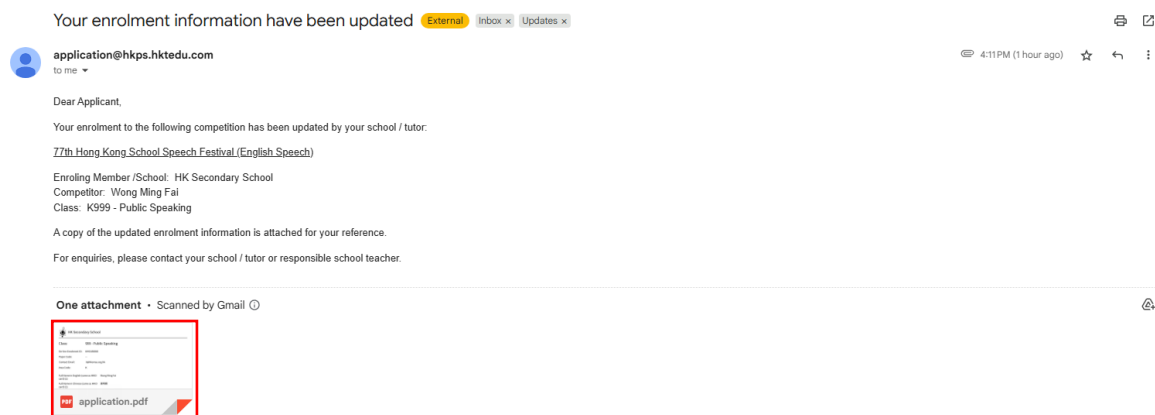
The screenshot shows a web form titled "Forget Online Enrolment ID" with a breadcrumb "Home / Forget Online Enrolment ID". The form contains the instruction: "Please fill in your registered email below, we will send the Online Enrolment ID(s) to you." It has two input fields: "Email:" with the value "daimanHKT@gmail.com" and "CAPTCHA:" with the value "nuam". A blue "Submit" button is below the CAPTCHA field. Annotations include: "Step 1" pointing to the Email field, "Step 2" pointing to the CAPTCHA field, and "Step 3" pointing to the Submit button.

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

The screenshot shows an email titled "Online Enrollment ID reminder" from "application@hkps.hktdedu.com" received 15:27 (1 分鐘前). The email body says: "Dear Applicant, on your request, this is your application ID(s)". Below this, a list contains the ID "6389729804". An annotation "Step 4" points to this ID.

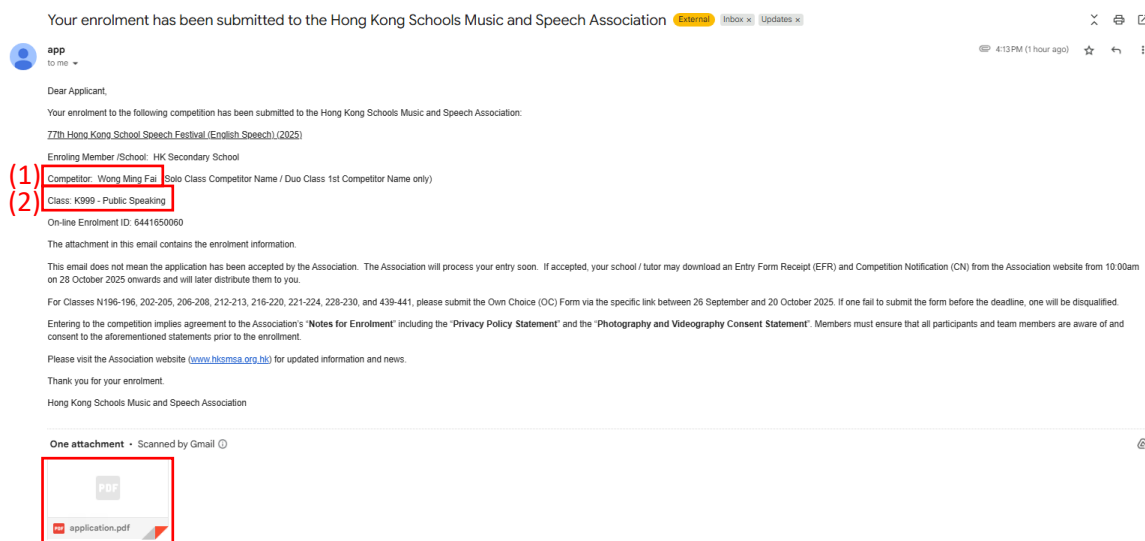
4 Editing, Approving and Submitting Application to HKSMSA by School/Tutor

After the deadline set by school/tutor, school/tutor will process the applications. When school/tutor has updated the enrolment information, the applicant will receive the below email, with an attachment containing the 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-