

ESOL ACADEMIC COMPETITION ON-LINE REGISTRATION PROCESS

The registration process begins by logging in at:
http://www.broward.k12.fl.us/esol/aca_comp/index.asp
 Directions are highlighted in yellow.

1. Select your school name from the drop-down menu and enter the SIP password to log into the system. If you do not know your SIP password, please **contact your school administrator**.



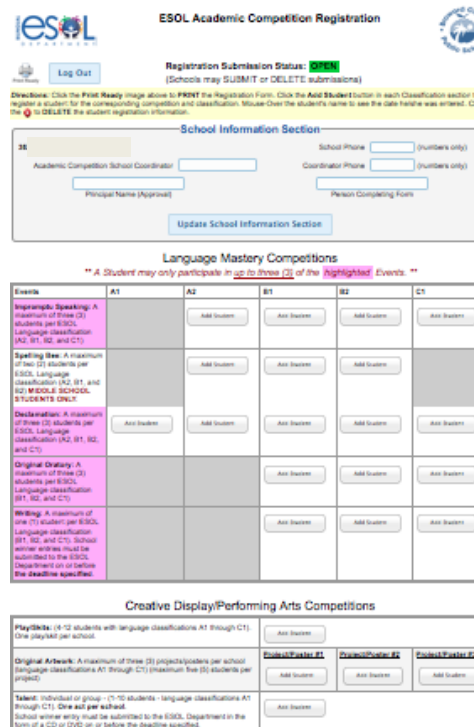
The login page features the ESOL logo and Broward County Public Schools logo. It includes a yellow box with directions: 'Select your School from the drop-down list. Enter your School's SIP Password in the textbox and click the Login button.' Below this is a 'Suggested Web Browser for PC and Mac Users: (Mozilla Firefox)' with a Firefox icon. There is a 'Select School' dropdown menu, a 'SIP Password' text box, and a 'Login' button. At the bottom, it says 'Powered by Performance Management'.

2. Complete the required fields.*



This registration form has a yellow header with directions: 'Enter your School information below and click the Submit School Information Section button.' The 'School Information Section' includes fields for 'Academic Competition School Coordinator', 'School Phone' (numbers only), 'Coordinator Phone' (numbers only), and 'Person Completing Form'. A 'Submit School Information Section' button is at the bottom.

3. In order to register each student for applicable events, select the “ADD STUDENT” button and type in the first and last name.



This section shows the 'Registration Submission Status: OPEN' and 'Directions: Click the Print Ready image above to PRINT the Registration Form. Click the Add Student button in each Classification section to register a student for the corresponding competition and classification. Mouse Over the student's name to see the date/time was entered. Click the DELETE the student registration information.' Below is the 'School Information Section' with fields for 'Academic Competition School Coordinator', 'Principal Name (Approval)', 'School Phone', 'Coordinator Phone', and 'Person Completing Form', with an 'Update School Information Section' button. The main part is 'Language Mastery Competitions' with a table of events and classifications. A note states: '** A Student may only participate in up to three (3) of the highlighted Events. **'. The table lists events like 'Significantly Speaking', 'Spelling Bee', 'Deceleration', 'Original Oratory', and 'Writing'. Below this is the 'Creative Display/Performing Arts Competitions' section with fields for 'Playbills', 'Original Artwork', 'Poetry/Fiction', 'Drama/Script', and 'Talent'.

Events	A1	A2	B1	B2	C1
Significantly Speaking: A maximum of three (3) students per ESOL Language classification (A2, B1, B2, and C1).	Add Student	Add Student	Add Student	Add Student	Add Student
Spelling Bee: A maximum of two (2) students per ESOL Language classification (A2, B1, and B2). MIDDLE SCHOOL STUDENTS ONLY.	Add Student	Add Student	Add Student	Add Student	Add Student
Deceleration: A maximum of three (3) students per ESOL Language classification (A2, B1, B2, and C1).	Add Student	Add Student	Add Student	Add Student	Add Student
Original Oratory: A maximum of three (3) students per ESOL Language classification (B1, B2, and C1).	Add Student	Add Student	Add Student	Add Student	Add Student
Writing: A maximum of one (1) student per ESOL Language classification (B1, B2, and C1). School winner entries must be submitted to the ESOL Department on or before the deadline specified.	Add Student	Add Student	Add Student	Add Student	Add Student

Creative Display/Performing Arts Competitions			
Playbills: (4-10 students with language classifications A1 through C1). One playbill per school.	Add Student		
Original Artwork: A maximum of three (3) projects/students per school (language classifications A1 through C1) (maximum five (5) students per project).	Add Student		
Talent: Individual or group - (1-10 students - language classifications A1 through C1). One act per school. School winner entry must be submitted to the ESOL Department on the form of a CD or DVD on or before the deadline specified.	Add Student		

4. When all students have been added, please share the document with your administrator and complete the electronic signature. Changes are permitted until the deadline specified on “Important Dates to Remember.”