

HOW TO REGISTER ONLINE

for

FOREIGN LANGUAGE DAY

1. Logging On

- a. On the “Registration Information page,” click on “Online Registration.”
- b. This will take you to the Foreign Language Day Login page. The

password is:

“wlduser”.

Enter this into the “Login Key”. **All letters must be lower-case and have no spaces.

- c. Click on “Submit”.

2. To Register a New School

- a. Simply follow the directions and prompts.
- b. **If you select a wrong option by mistake, close the window. The information does not register until after State, City, and High School has been selected. But even if you have mistakenly selected the incorrect high school, and it is not your high school, don’t worry about it. There is a very good chance that the selected high school will also be registering with us. You just saved them some time!
- c. If the school information has been incorrectly entered, click on the “edit” button next to the school’s ACT code. A new window will appear with the school’s information. Update/change what is incorrect and click on the “SubmitChange” button.

- i. If you mistakenly opened this window, simply close the window. No information will be lost!

3. To Register a New Teacher Entry,

- a. Click the appropriate ACT for you school. This will take you to the “Foreign Language Day Teacher Registration” page.
- b. Enter the appropriate information of name, **email** (this will be the main form of FLD communication), phone number, and language. ***Please*

check and double check the accuracy of your information, because this goes

directly into the FLD database!! Then, click on the “Submit to Add Teacher(s)” tab.

- c. Once the list of teachers has been updated to include your information, (*remember that each language must have a separate entry, even if the same teacher is in charge!!*), click on your name to be taken to the “Foreign Language Day Student Registration” page.
- d. If your information was been incorrectly entered *or if it changes*, click on the “edit” button next to your name. A new window will appear with your information. Update/change what is incorrect and click on the “SubmitChange” button.
 - i. If you mistakenly opened this window, simply close the window. No information will be lost!

4. To Register Student Names

- a. Type in student names and levels (using Arabic *not* Roman numbers!). *Be sure that the student names are typed correctly. These names go directly into the Foreign Language Day database, and errors will be carried through onto participation certificates, etc.* When finished, click “Submit to Add Student(s)”.
- b. ****If you are registering more than 6 students, don’t worry!** Enter the first six sets of information, click the tab, and on the next screen, another six slots will be available for students.
- c. Continue filling in sets of six students and clicking the tab until all students are registered!
- d. ****Note:** To register native speakers, please put an asterisk *before* the name of the student (so the database can recognize them as native speakers), and enter them as 5th level students.

5. To Register Students for Competitions

- a. Once you’ve registered all the students for participation in FLD, the next step is to register individuals for competitions. Click on a student’s name to be taken to the “Foreign Language Day Competition Student Select” page.
- b. Check the appropriate boxes for the applicable competitions.
 - i. ****Not every student who attends FLD must be registered for individual competitions.**
 - ii. The registration program will not allow more than the allotted number of students to register.
 - iii. The registration program will not allow students of the incorrect level to register for (non-applicable) level-specific competitions.
 - iv. *Special Note:* For the Video Competition, the registration program will only allow *two* students to register. However, these students are only the names under which the commercials will be located in the FLD database. More students are of course allowed to participate in this event.

v. *Special Note:* For group competitions, e.g., Level 3 Skit, Song/Dance, Dramatic Cultural Entertainment, *only two students must be registered*. While more than two may be specified, two *must* be registered so that FLD organizers may plan accordingly.

c. Clicking on the titles of the events will lead to a page which describes the event and shows who is registered for the event from the specific language. (The listed students are teacher and school specific, as well.) Closing this window when you are finished with it will not erase any information.

d. When you are finished registering this specific student for all applicable competitions, click the “SubmitCompetitions” tab.

e. You have returned to the “Foreign Language Day Competition Student Select” page and may now repeat the registration process until all applicable students are registered.

f. ****If you received a message saying, “Sorry the level of this student is not the same as what has been assigned to this competition” or “Sorry you can not exceed the maximum number of students for a competition, you may want to check who is already assigned to this competition,” click OK. *Only the erroneously selected competition will not register. All other competitions selected for this student will be indexed.***

6. Log off when you are finished.

- a. ****If the program does not sense registration activity, it may time out (meaning you will have to log in again). However, all information that was submitted (meaning you clicked the “SubmitCompetitions” tab) was saved in the FLD database.**

7. Modifying Student Information Once You Have Logged Off

- a. Log On with the password, “toregister”.
- b. Click on your school’s ACT code.
- c. Click on your name (remembering that registration is language specific).

This will direct you to the list of already-registered students.

d. Should you need to *delete* a student from the participation list (meaning the student will not be attending Foreign Language Day), click on the “edit” tab next to each student’s name.

i. A new window will open. Click on the boxes containing the student’s name and level and erase them. Then click on the “SubmitDelete” button.

e. Should you need to *modify* either name spellings or levels of individual students, click on the “edit” tab next to each student’s name.

i. Change the information as needed and click on the “SubmitChange” button.

ii. If you mistakenly opened this window, simply close the window. No information will be lost!

f. By clicking on a student’s name, you will be taken to the “FLD Competition Student Select” page, which denotes each competition for which the student has been registered.

g. If you need to modify the competition(s) for which the student has been registered, simply check or uncheck the applicable boxes, and click on

“SubmitCompetitions”.

- h. When finished updating information, simply click the “LogOff” tab.