

# How to Register For



## 1. Logging On

- On the Registration page, click on “Registration Login”
- This will take you to the World Language Day Registration Login page
  - The password is **wlduser** (all lowercase and no spaces)
- Click on “Login”

## 2. To Register a New School

- Click on “Register a School” and simply follow the directions and prompts.
- If you select a wrong option by mistake or you have typed in the wrong information, Email Anna Williams at: [anna.williams@unco.edu](mailto:anna.williams@unco.edu) and let her know what information needs to be changed.

## 3. To Register a New Teacher

- Under your school’s registration details, click on “Register a Teacher” and enter in the correct information.
- Please check and double check that the information is correct! This goes directly into the WLD database. You are able to edit information but the only way to delete a teacher is to contact Anna at: [anna.williams@unco.edu](mailto:anna.williams@unco.edu)
- Then click “Submit” to add a teacher.

## 4. To Register a Student

- Once the list of teachers has been updated to include your information, (Remember that each language must have a separate entry, even if it is the same teacher) click on “Register a New Student”
- Type in student names and levels and click “Submit”
- Be sure that the student names are typed correctly. These names go directly into the World Language Day database, and errors will be carried through onto participation certificates and other documents.
- Note: To register a native/heritage speaker; make sure their level is 6.

## 5. To Register Students for Competitions

- Click on “Register A/This Student for a Competition”
- Choose the correct student and competition from the drop-down menus.
- For competitions that have groups of two or more participants you will be required to create a group name. For languages that allow multiple group entries you will need to create different group names for each group. For video commercial competition please use the commercial name and level as the group name for clarity.

- d. The registration program will not allow more than the allotted number of students to register.
- e. The registration program will not allow students of the incorrect level to register for level-specific competitions. (i.e. Level 1s can only be registered for Level 1 and All-Levels competitions)
- f. All-Levels competitions will be noted in the title and description and will show a level requirement of 0.
- g. Special Note: For the Video Competition, you can register as many students as you wish for the Video Taped commercial competition; however, each school is only allowed 1 commercial per LEVEL! \*\*PLEASE DON'T MIX LEVELS IN THE COMMERCIALS.
- h. You can register students for more than one competition but you will need to register them for one competition at a time.

If you have any general questions about World Language Day, contact World Language Day Director:

Anna Williams at [anna.williams@unco.edu](mailto:anna.williams@unco.edu)