

Poetry Out Loud Registration Process for Teachers

Who can register for the Poetry Out Loud Recitation Contest?

- Any Delaware High School

- 1) Log in to <https://smartde.smartsimple.com>
 - a. If it is your first time logging into the smart DE system, click on “Forgot Password” and a password reset email will be sent if you were in our database previously. If you are not in the system, you will not receive an email.
 - b. If you do not receive an email, or if you are new to the school, contact Katie West (302-577-8287 or katie.west@state.de.us) to be added and receive a password reset link.
- 2) Once logged in, click on Opportunities and select the Poetry Out Loud, Apply Now.
- 3) Read the directions in the Blue box before starting.
- 4) **Click on Save Draft at the bottom before beginning the registration. This will autofill your organization and/or contact information from our database and will enable upload fields. If you do not Save Draft, you will not be able to complete the registration!**
- 5) Notes menu on the left allows you to send an email to the Division’s Arts-In-Education Program Officer if you have questions.
 - a. Click on Notes
 - b. Click on the plus sign (+)
 - c. Be sure the dropdown says “Note to DDOA”
 - d. Type your message and click on Save. Your message will be sent.
- 6) Click on Main in the left menu to go back to your registration.
- 7) Complete all fields on all the Registration tabs (required fields have an asterisk).
- 8) You can click on Save Draft at any point in the process and it will save your work. The system will also auto save frequently, but to be safe it is always good to save often.

- 9) Once done, click on Submit. The system will generate error messages if you have forgotten any required field or if you entered an incorrect format for the field (example: words for a number field). If you click on the error message, it should take you directly to that field. Once all errors are corrected, click on Submit again.
- 10) If successful, you will see a popup message that says you have successfully submitted. You will also get an email confirming submission, along with a PDF of your registration.

After registering, the Division's Arts-In-Education Program Officer will mail you a teacher packet with all the information you need to conduct the competition at your school

Once your competition has concluded and you have selected a primary student representative (and possibly an alternate) you will need to log back in to smARTDE and complete part two of the registration process:

- 1) Log In to smARTDE
- 2) On your home page, go to "Applications in Progress" to find your original registration. Open it, and complete the remaining information, then click on "Submit."
- 3) Again, the Notes menu on the left allows you to send an email to the Division's Arts-In-Education Program Officer if you have questions.
 - a. Click on Notes
 - b. Click on the plus sign (+)
 - c. Be sure the dropdown says "Note to DDOA"
 - d. Type your message and click on Save. Your message will be sent.
- 4) The Arts-in-Education Program Officer will be in touch with you regarding the statewide competition.