

Poetry Out Loud Registration Instructions for Teachers

- For questions regarding these instructions, contact the Delaware Division of the Arts (DDOA) Arts Education Program Officer, Sheila Dean Ross, at 302-577-8286 or Sheila.Ross@delaware.gov
- Refer to DDOA's [Poetry Out Loud \(POL\) webpage](#) for dates and other information.

Who can register for the Poetry Out Loud Recitation Contest?

- Any Delaware High School (grades 9–12)

Part 1 of 2:

1. Go to [smARTDE](#), DDOA's application management system:
 - a. If *your school is in smARTDE and you have used smARTDE in the past*, click on "Forgot Password" and a password reset email will be sent to you (passwords expire every 90 days).
 - b. If *your school is in smARTDE but you yourself have never logged in*, do **not** click "Forgot Password." You will not receive an email. Instead, please contact DDOA using the contact information above to be added and receive a password reset link.
 - c. If *you are unsure whether your school is in smARTDE*, do **not** click the "register" button on the smARTDE homepage. Almost all public and charter schools, and many private schools, in Delaware are already in the system. If you are unsure, please contact DDOA using the contact information above to see if your school already has a record in smARTDE.
2. Once logged in, click on Opportunities, then "Apply Now" under Poetry Out Loud.
3. Read the directions in the blue box before starting.
4. *Before entering any information*, click on Save Draft at the bottom. This will autofill your organization and/or contact information from our database and will enable upload fields.

*****If you do not Save Draft first, you will not be able to complete the registration.*****
5. Complete all fields on all the registration tabs (required fields have an asterisk).
6. Continue to click Save Draft periodically. The system will auto-save frequently as well.
7. Once you are done, click Register at bottom. The system will generate an error message if you have forgotten a required field or entered an incorrect format.
8. You will see a message at top that says your registration has been submitted. You will also get an email confirming submission, along with a PDF of Part 1.



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FYI: if you need to contact the Arts Education Program Officer, you may use the Notes menu on the left of the registration (for both Parts 1 and 2).

- Click on Notes at left.
- Click on the plus sign (+).
- Type your message and click Save. Your message will automatically send.
- Click on "Main" in the lefthand menu to go back to your registration.

Next steps: Once Part 1 of your registration has been reviewed by DDOA staff – and you have received another email via smARTDE with confirmation of your preliminary registration – the Arts Education Program Officer will send you a teacher packet with all the information you need to conduct the competition at your school.

Part 2 of 2:

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 to complete your registration.***

- 1) On your smARTDE Homepage, go to "**Applications in Progress**" to find Part 2.
- 2) Open it and complete the remaining tabs. Click Save Draft periodically.
- 3) Then click "Submit".
- 4) You will receive an automated email with the final registration attached as a PDF.
- 5) The Arts Education Program Officer will email you re. the statewide competition.

Again, if you have questions, use the Notes menu at left to contact the Arts Ed. Program Officer.

- Click on Notes.
- Click on the plus sign (+).
- Type your message and click on Save. Your message will be sent.
- Click on "Main" in the lefthand menu to go back to your registration.

Thank you for registering for Poetry Out Loud!

For technical difficulties with smARTDE, please contact smartde@delaware.gov.