

Poetry Out Loud Registration Process for Teachers

Who can register for the Poetry Out Loud Recitation Contest?

- Any Delaware High School (grades 9–12)

- 1) Log in to <https://smartde.smartsimple.com>
 - a. If you have used smARTDE in the past, access the applications by entering your login and password. If you do not remember your password or it has expired, click 'Forgot Password' and a password reset email will be sent to you.
 - b. If you do not receive an email, or if you are new to the school, contact Dana Wise (302-577-8278 or dana.wise@delaware.gov) to be added as a contact and receive a password reset link. **DO NOT** click "Register" under "New to the System?"
- 2) Once logged in, click "Opportunities" and select "Poetry Out Loud."
- 3) Read the "Form Instructions" in the blue box before starting.
- 4) **Click on Save Draft at the bottom of the page 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 "Save." Your message will be sent.
- 6) Click on "Main" in the left menu to return to your registration form.
- 7) Complete all fields on all the Registration tabs (required fields have an asterisk).
- 8) You can click "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 "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 "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 a teacher packet to you with all the information needed to conduct the competition at your school.

Once your competition has concluded and you have selected a primary student representative (and alternate where possible), you will need to log back in to smARTDE and complete Part Two of the registration process:

- 1) Log in to <https://smartde.smartsimple.com>
- 2) On your home page, go to "Applications in Progress" to find your original registration. Open it, and complete the remaining information, then click "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 "Save." Your message will be sent.
- 4) The Arts-in-Education Program Officer will be in touch with you regarding the statewide competition.