

# Welcome to the Water Resources Art & Poetry Contest

Thank you for participating in this year's Water Resources Art & Poetry Contest. This document is a guide to help walk through the initial process of registering you and your students. If you find the process unclear, or need further assistance, please contact [artandpoetry@dep.nyc.gov](mailto:artandpoetry@dep.nyc.gov), or watch our recorded demonstration on the DEP [website](#).

## Registration

Please try to use the most current version of either Chrome, Firefox, or Edge with the contest website to ensure a consistent experience.

Your first step will be to register for the contest by visiting the DEP [website](#). Scroll down to Registration and Submissions and then click on the [Water Resources Art and Poetry Contest Portal](#). Once on the portal page, click the 'Login' button at the top of the page to begin the process of signing up:

Art & Poetry Contest

Login

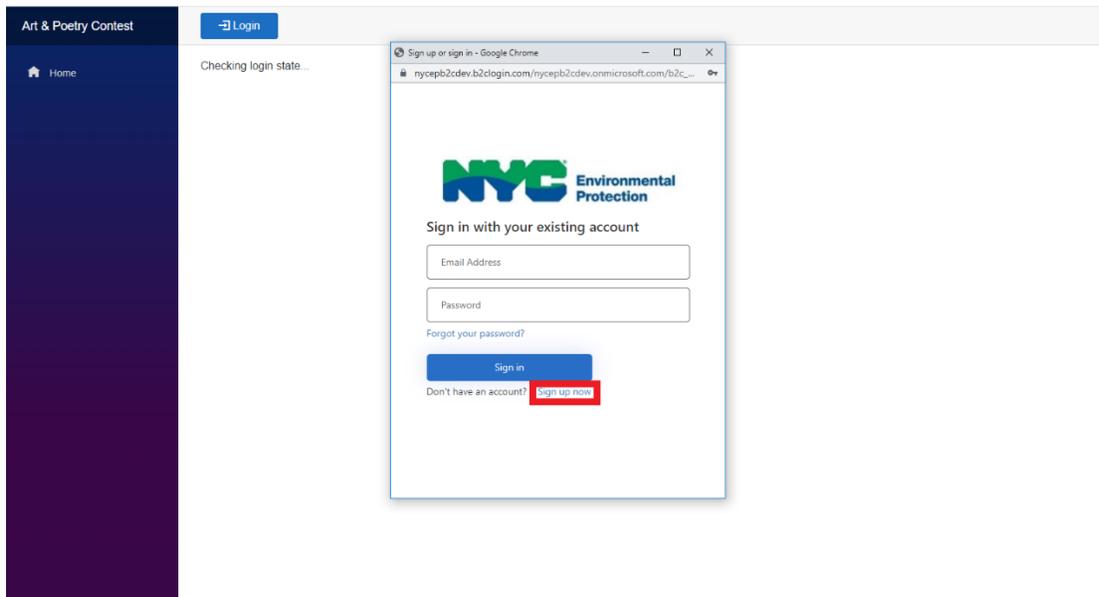
### Water Resources Art & Poetry Contest

Welcome to New York City Department of Environmental Protection's Water Resources Art and Poetry Contest. Second through twelfth grade students attending public, independent, charter or parochial schools (or homeschooled) in New York City and East and West of Hudson Watersheds are invited to create original art and compose poetry that reflects an appreciation for our shared water resources.

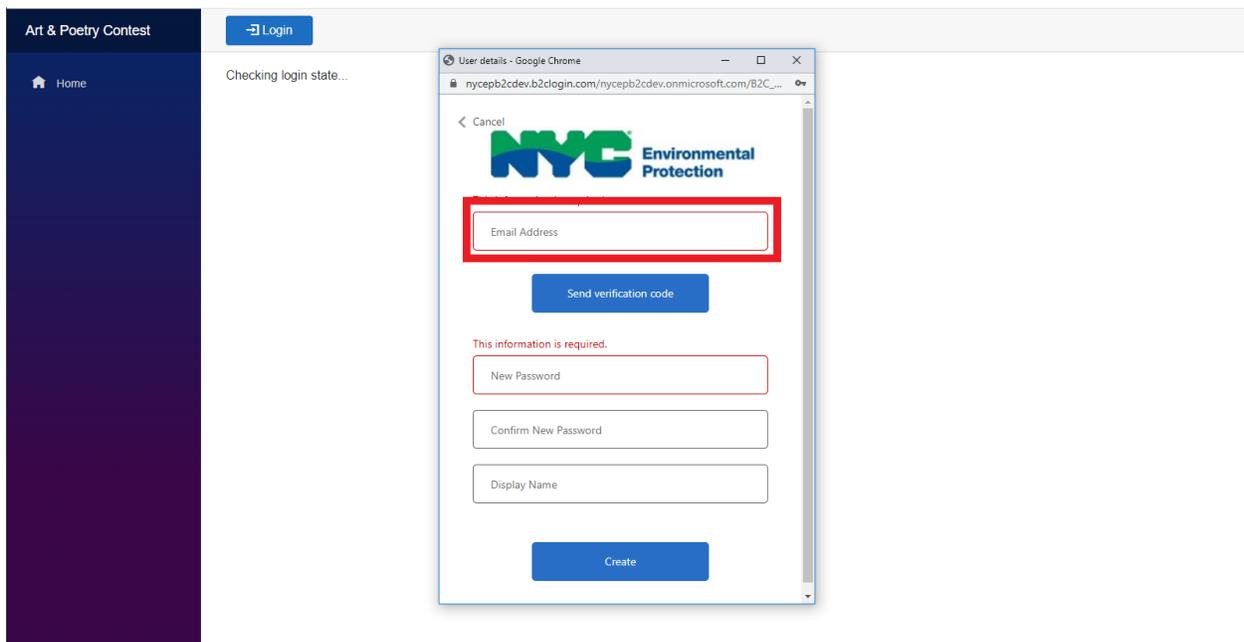
This year's Water Resources Art and Poetry Contest runs from **January 5 - March 4, 2022**. For more information, please visit our [website](#).

Art by: Frank F., 11th grade, Quest to Learn, Manhattan

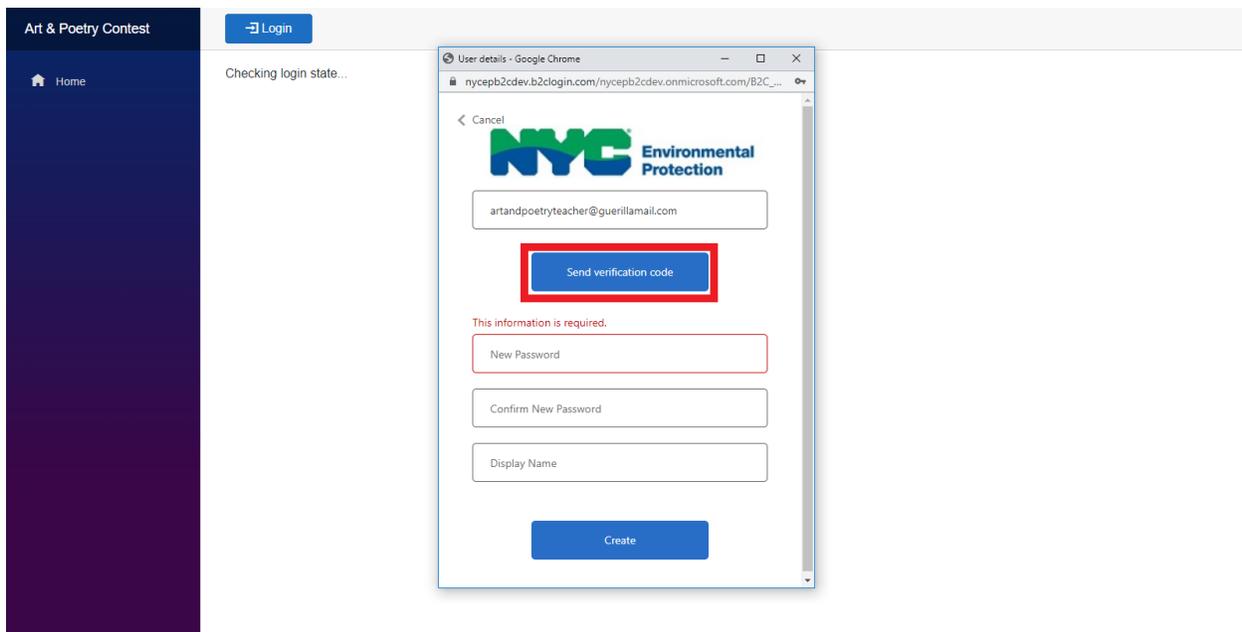
This will pop up a page prompting you to enter your username and password. On subsequent logins, you'll just need to put that information in here, but if you are registering for the first time, you'll want to click the link below the "Sign In" button that says 'Sign up now':



On this page, the first thing you will need to do is enter your email address in the top text field marked 'Email Address'. Make sure to use a valid email address that you can check regularly, as the contest will use this email address to send notifications and communication about submissions (including notifications of entries being selected as contest winners).

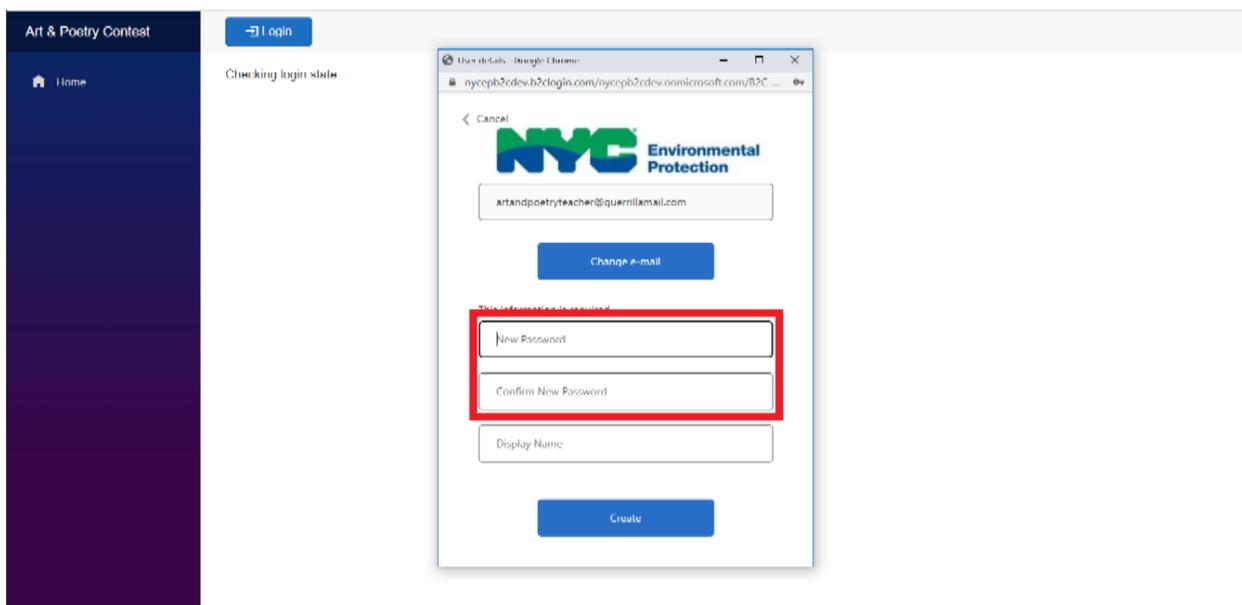


Once you have entered your email address, click the 'Send verification code' button below it.

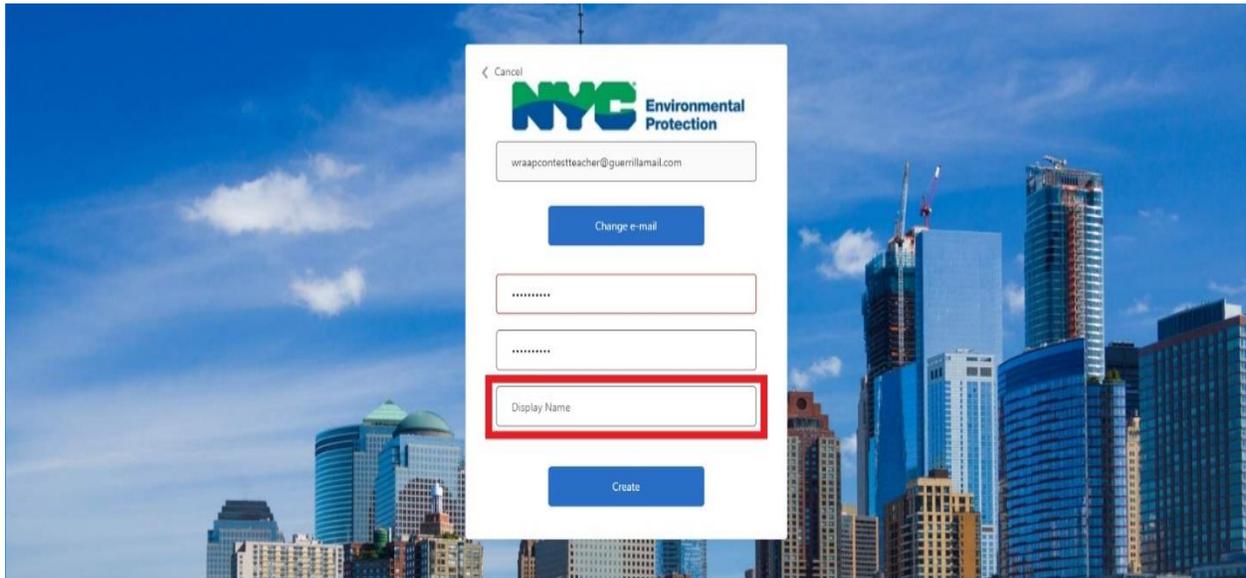


Now, check your email address for an email from [msonlineservicesteam@microsoftonline.com](mailto:msonlineservicesteam@microsoftonline.com) about 'NYCEPB2CDev account email verification code' within a couple minutes. This email will have a six-digit verification code that you will need to copy and paste into the verification code field that appeared after you clicked the button. Then click the 'Verify code' button.

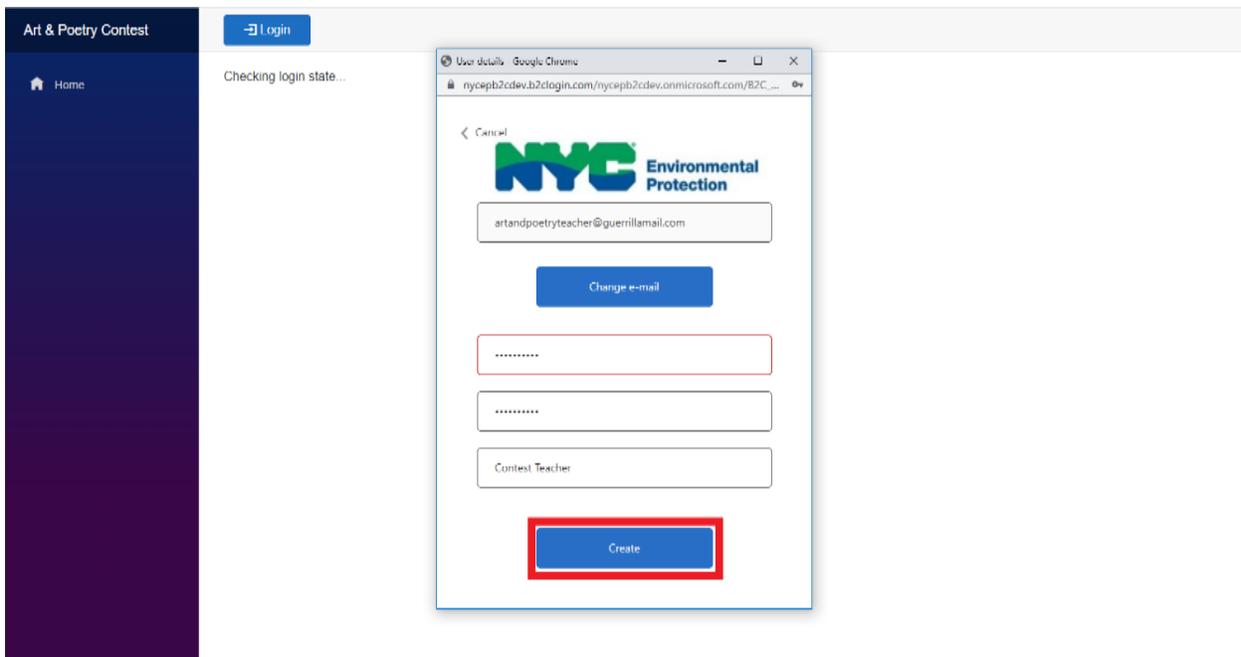
Next, enter a password for your account. The site will require at a minimum an eight-character password with at least three of the following: a lowercase character, an uppercase character, a digit, or a symbol. We recommend entering a suitably strong password. Type your password again in the second password box to confirm it.



Now, enter your display name. This will be the name shown in the upper right when you are logged in on the website – your first and last name is fine but put whatever you'd like.



Finally, click the 'Create' button. This will create your account using the specified information and should log you in directly; you will return briefly to the home screen and then be taken to the registration page.



## Filling in Your Registration

On the registration page, begin by filling in your first and last name as well as your phone number (in the event that we are unable to contact you via email); your email address should be pre-filled with the one used in the signup process.

The screenshot shows the 'Registration' page for the 'Art & Poetry Contest'. The page has a dark blue sidebar with 'Home' and 'Registration' links. The main content area is titled 'Registration' and contains a 'Personal Information' section. This section includes four input fields: 'First Name \*' (containing 'Enter First Name...'), 'Last Name \*' (containing 'Enter Last Name...'), 'Email Address \*' (pre-filled with 'artandpoetryteacher@guerrillamail.com'), and 'Phone Number \*' (containing 'Enter Phone Number...'). A dropdown menu for 'You are a:' is set to 'Select...'. Below this is the 'School Information' section, which includes a dropdown for 'Please select the borough or watershed in which your school is located:' (set to 'Please select...') and a text input for 'Enter the name of your school:' (containing 'Begin typing your school's name...'). A 'Can't find your school?' button is also present. A light blue banner at the bottom of the form reads 'Please make sure all information entered is correct before submitting.'

After this, please tell us if you are a teacher/educator, a student, or a parent or other role looking to submit entries, via the 'You are a...' dropdown. This will assist us in properly contacting you should we need to.

This screenshot shows the same registration page as above, but with the 'You are a:' dropdown menu highlighted with a red box. The dropdown menu now displays 'Select...' as an option. The other fields in the 'Personal Information' section are filled with the following values: 'First Name \*' is 'Contest', 'Last Name \*' is 'Teacher', 'Email Address \*' is 'artandpoetryteacher@guerrillamail.com', and 'Phone Number \*' is '5551234567'. The 'School Information' section remains the same as in the previous screenshot. The light blue banner at the bottom still reads 'Please make sure all information entered is correct before submitting.'

Next, you will insert the information for your school. Select the appropriate borough or geographical area (if your school is outside of New York City), then use the search field to look for your school. If it appears in the list, please select it; this will automatically populate your school's information.

The screenshot shows the 'Registration' page for the 'Art & Poetry Contest'. The page has a dark blue sidebar with 'Home' and 'Registration' links. The main content area is white and contains a 'Log out' button at the top right. Below the header, the 'Registration' section is divided into 'Personal Information' and 'School Information'. The 'Personal Information' section includes fields for 'First Name' (Contest), 'Last Name' (Teacher), 'Email Address' (artandpoetryteacher@guerrillamail.com), 'Phone Number' (5551234567), and a 'You are a:' dropdown menu set to 'Teacher'. The 'School Information' section has a dropdown menu for 'Please select the borough or watershed in which your school is located:' with 'Please select...' as the current selection. Below this is a search field for 'Enter the name of your school:' with the placeholder 'Begin typing your school's name...'. A 'Can't find your school?' button is located to the right of the search field. A light blue banner at the bottom of the form reads 'Please make sure all information entered is correct before submitting.'

If you cannot find your school in the list, please click the 'Can't find your school?' button.

This screenshot is identical to the one above, but the 'Can't find your school?' button in the 'School Information' section is highlighted with a red box. The dropdown menu for the borough/watershed is now set to 'Queens'. The rest of the form, including the sidebar, header, and other fields, remains the same.

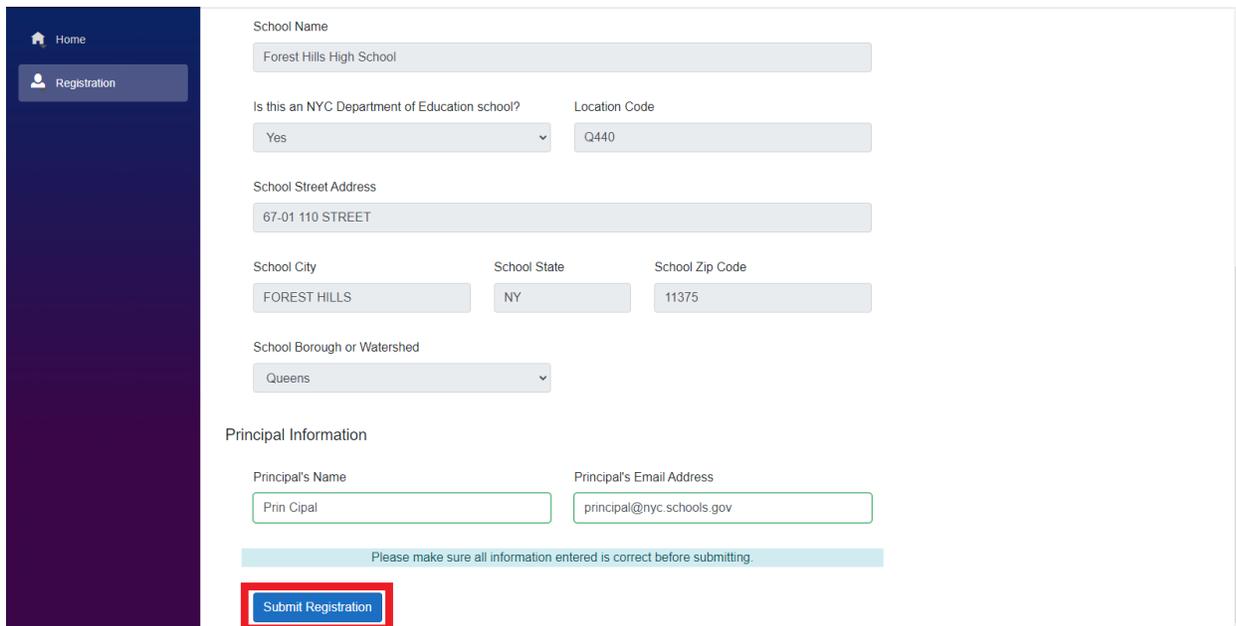
This will let you enter information for your school manually. Please fill out all the provided fields. If your school is governed by the New York City Department of Education, please be sure to select 'Yes' on that dropdown and enter the school's location code (a borough code plus a 4-digit code specific to the school) in the appropriate field.

The screenshot shows a registration form for an Art & Poetry Contest. The left sidebar contains 'Home' and 'Registration' links. The main content area has a 'Log out' button and a dropdown menu for selecting the borough/watershed, currently set to 'Queens'. Below this is a search bar for the school name with a 'Can't find your school?' button. A red box highlights the following fields: 'School Name' (text input), 'Is this an NYC Department of Education school?' (dropdown menu set to 'No'), 'Location Code' (text input), 'School Street Address' (text input), 'School City' (text input), 'School State' (dropdown menu set to 'NY'), 'School Zip Code' (text input), and 'School Borough or Watershed' (dropdown menu).

Then enter the name and email address of the current principal of your school. If you were able to select the school from the provided list, this information may have been pre-populated, but make sure to check if it is accurate as the principal may have changed.

This screenshot shows the same registration form as above, but with the 'Principal Information' section highlighted in red. This section includes two text input fields: 'Principal's Name' and 'Principal's Email Address'. Below these fields is a light blue banner with the text 'Please make sure all information entered is correct before submitting.' and a blue 'Submit Registration' button.

Finally, verify that all your information is correct, and click the submit button. If you are missing any fields or have incorrect information, the page will let you know and highlight the relevant fields. If you are entering a new school, please make sure you have a valid address as the system will not allow invalid addresses within New York City. If there are no problems, your registration will be submitted and you will be taken to the entries page.



The registration form is titled "Registration" and is located on the left side of the page. It contains the following fields:

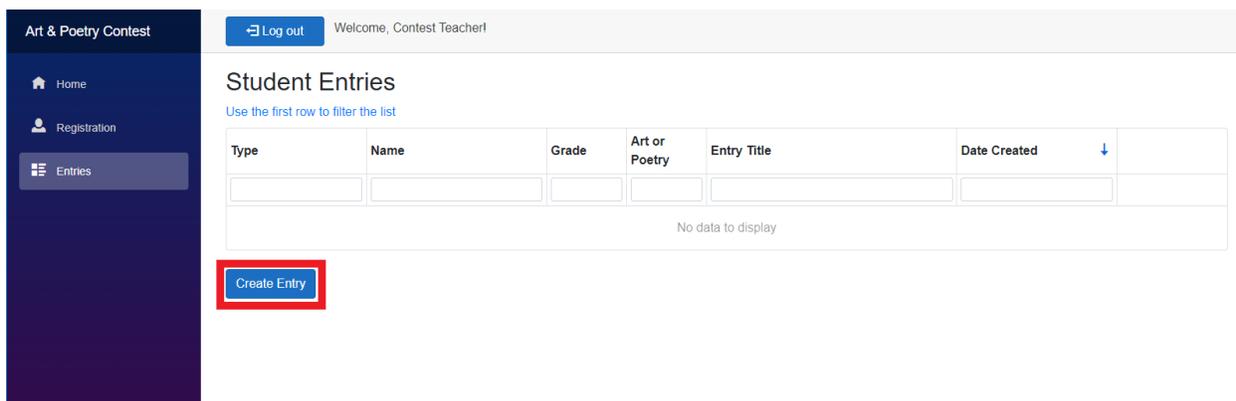
- School Name: Forest Hills High School
- Is this an NYC Department of Education school?: Yes
- Location Code: Q440
- School Street Address: 67-01 110 STREET
- School City: FOREST HILLS
- School State: NY
- School Zip Code: 11375
- School Borough or Watershed: Queens
- Principal's Name: Prin Cipal
- Principal's Email Address: principal@nyc.schools.gov

A message at the bottom of the form reads: "Please make sure all information entered is correct before submitting." Below this message is a blue button labeled "Submit Registration" with a red border.

If you need to modify the information in your registration at any time – for example, if you have changed schools since the last contest – you can click the Registration item in the menu on the left and you will be able to edit most of the values as needed.

## Submitting Your Student Entries

When you are freshly registered, your entries page will be blank. Click on the 'Create Entry' button to begin submitting an entry.



The "Student Entries" page is titled "Student Entries" and is located on the left side of the page. It contains the following elements:

- Log out button: Welcome, Contest Teacher!
- Use the first row to filter the list
- Table with columns: Type, Name, Grade, Art or Poetry, Entry Title, Date Created
- No data to display
- Create Entry button (highlighted with a red border)

First, select the type of the entry, either for an individual student, a small group of a few students, or an entire class. If you select an individual student, you will need to put in their name next; if you choose a small group or class, you will need to enter the group or class name instead.

The screenshot shows the 'Add Student Entry' form in a web application. The page header includes 'Art & Poetry Contest', a 'Log out' button, and a welcome message 'Welcome, Contest Teacher!'. A dark blue sidebar on the left contains navigation links for 'Home', 'Registration', and 'Entries'. The main content area is titled 'Add Student Entry'. The 'Entry Type' dropdown menu is highlighted with a red box and currently shows 'Individual Student'. Below it are two text input fields for 'Student First Name' (containing 'Enter first name') and 'Student Last Name' (containing 'Enter last name'). Further down is a 'Grade' dropdown menu with the text 'Select grade ...'. Underneath is a section titled 'Entry Information' with a dropdown for 'This entry is' (showing 'Select Art or Poetry ...') and a text input for 'Title of Entry' (containing 'Enter entry title').

Next, select the grade of the student, group, or class.

This screenshot shows the same 'Add Student Entry' form, but with the 'Grade' dropdown menu highlighted by a red box. The 'Entry Type' dropdown now shows 'Individual Student'. The 'Student First Name' field contains 'Jane' and the 'Student Last Name' field contains 'Smith'. The 'Grade' dropdown menu is set to 'Select grade ...'. The 'Entry Information' section remains the same, with 'This entry is' set to 'Select Art or Poetry ...' and the 'Title of Entry' field containing 'Enter entry title'.

Note: If you have selected a small group, you will be prompted to put in the names of the students in the group next. You can edit or delete names you have added as necessary using the pencil and trash can icons (respectively) on the table that appears as you add names.

Art & Poetry Contest [Log out](#) Welcome, Contest Teacher!

### Add Student Entry

Entry Type \*  
Small Group

Group Name \*  
3A Water Conservation Squad

Grade \*  
3rd

**Include names of group members**

Student First Name \*  
Enter first name

Student Last Name \*  
Enter last name

[Add](#)

First Name	Last Name	
Jane	Smith	<a href="#">✎</a> <a href="#">🗑️</a>

**Entry Information**

This entry is \*  
Select Art or Poetry ...

Now you will enter information about the entry itself. First you will select if the entry is art or poetry, and then enter the title of the work.

Art & Poetry Contest [Log out](#) Welcome, Contest Teacher!

Student First Name \*  
Jane

Student Last Name \*  
Smith

Grade \*  
6th

**Entry Information**

This entry is \*  
Select Art or Poetry ...

Title of Entry \*  
Enter entry title

Entry File [?](#)  
[Choose File](#) No file chosen.

Entry URL  
Enter entry link

If your file is too large for the upload, please provide a link to where we can download it.

Comments

Next, you will upload the entry itself. Click on 'Choose File' to open-up a file selection window that will allow you to select the entry's file from your computer. Please note that files must be less than 20 MB and in either the .png, .jpg, .gif, .mp3, .wav, .pdf, or .mp4 format.

Before you add your entry file, please make sure:

- The student's first and last name (or group/class name) is in the filename, for example John\_Doe.jpg.
- It has the correct orientation. Sometimes files can be rotated unintentionally. Most image manipulation programs (Paint in Windows, or Photos in iOS) will allow you to rotate an image.

The screenshot shows the 'Art & Poetry Contest' entry form. The left sidebar contains 'Home', 'Registration', and 'Entries'. The main form area includes a 'Log out' button, a 'Welcome, Contest Teacher!' message, and a 'Entry type' dropdown set to 'Individual Student'. Below this are fields for 'Student First Name' (Jane) and 'Student Last Name' (Smith), and a 'Grade' dropdown set to '3rd'. The 'Entry Information' section has a 'This entry is' dropdown set to 'Art', a 'Title of Entry' field with 'Conserve Our Water', and an 'Entry File' section with a 'Choose File' button highlighted in red and the text 'No file chosen.' Below that is an 'Entry URL' field with the placeholder 'Enter entry link'.

If your entry file is too large, in a format other than the supported files, or you would prefer to host it in a Dropbox or similar file share, you can instead use the Entry URL field to provide a link to the file or a place where administrators will be able to download it for review. Please make sure that the file is viewable to the public when doing this.

This screenshot is identical to the one above, but the 'Entry URL' field, which contains the placeholder 'Enter entry link', is highlighted with a red box. The 'Choose File' button is no longer highlighted.

If you have any comments about the entry – for example, circumstances that need to be explained for judging consideration, instructions on how to properly view or experience the entry, or an explanation of the content – we have provided a Comments field for your use. This field is not required, and you do not need to put anything in it if you do not need to.

The screenshot shows a web form for creating an entry. On the left is a dark blue sidebar with navigation links: Home, Registration, and Entries. The main form area contains the following fields: Student First name (Jane), Student Last name (Smith), Grade (3rd), Entry Information section with 'This entry is' (Art) and 'Title of Entry' (Conserve Our Water), Entry File (Name: Jane\_Smith\_Grade\_3.jpg, Size: 325803), Entry URL (Enter entry link), and a red-bordered Comments text area. At the bottom are 'Create' and 'Back' buttons.

At this point, you are ready to submit. Click the 'Create' button to submit the entry; when the upload succeeds you will be returned to the entry list screen and should see your entry in the list.

This screenshot is identical to the one above, showing the same entry creation form. The only difference is that the 'Create' button at the bottom left is now highlighted with a red border, indicating it is the next step in the process.

If you need to modify an entry (i.e. student information, entry file) after you have created it, you can click the pencil icon to the right of the entry to edit that entry until the end of the contest period, at which point entries will be locked. If you need to modify an entry after that point, please contact [artandpoetry@dep.nyc.gov](mailto:artandpoetry@dep.nyc.gov) and we will assist you as best we can. You can also delete an entry with the trash can icon if that is necessary.

Art & Poetry Contest

Log out Welcome, Contest Teacher!

### Student Entries

Use the first row to filter the list

Type	Name	Grade	Art or Poetry	Entry Title	Date Created	
Individual Student	Jane Smith	3rd	Art	Conserve Our Water	12/13/2021 4:27:53 PM	 

1 Page size: 10

Create Entry

## Contact Us

If you have a question, need assistance with updating your information, or run into an error while using the portal, please do not hesitate to email [artandpoetry@dep.nyc.gov](mailto:artandpoetry@dep.nyc.gov).

Please include a detailed explanation (on which form/page, with which fields/files, what values you were entering, etc.) and, if possible, screenshots, as this will help us investigate your issue as soon as possible.