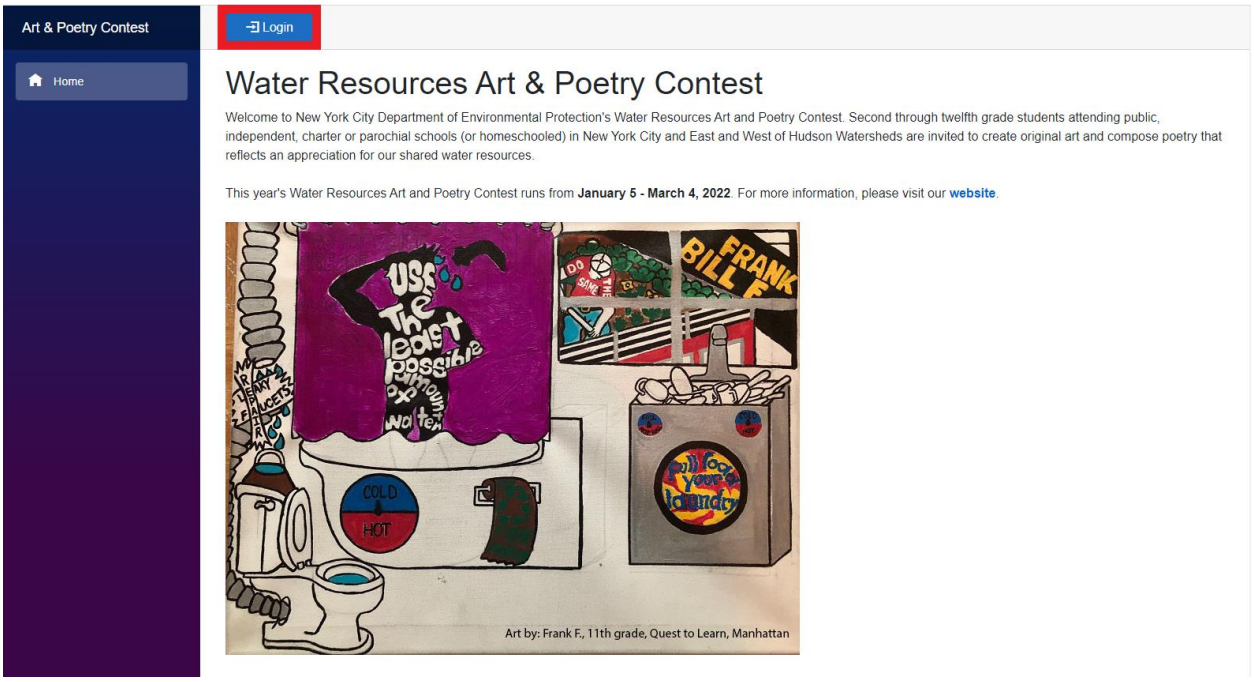
Welcome to the Water Resources Art & Poetry Contest

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, or watch our recorded demonstration on the DEP website.

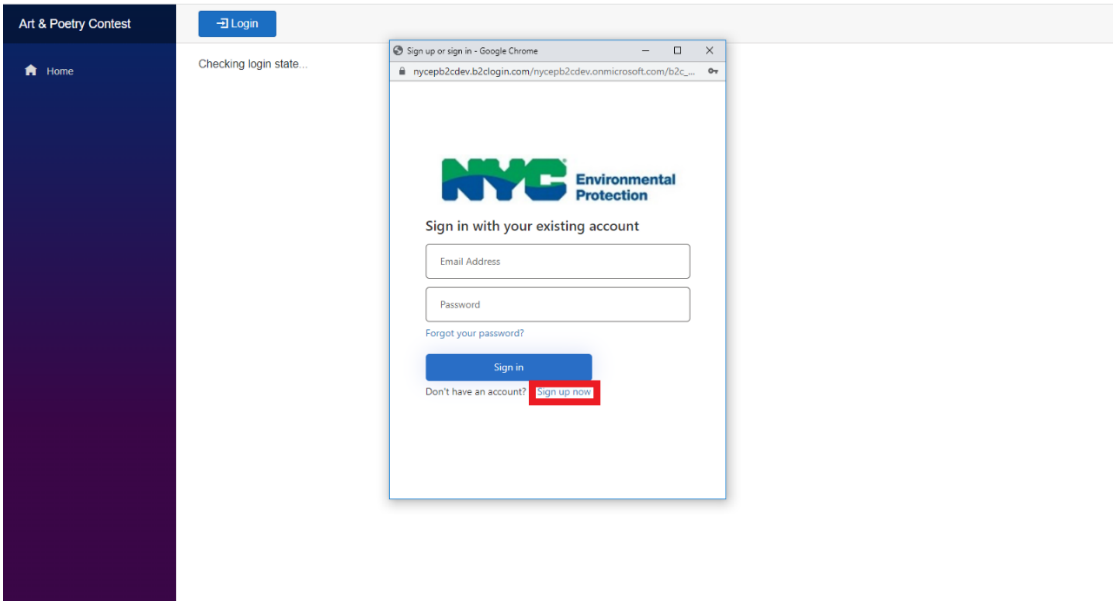
Registration

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

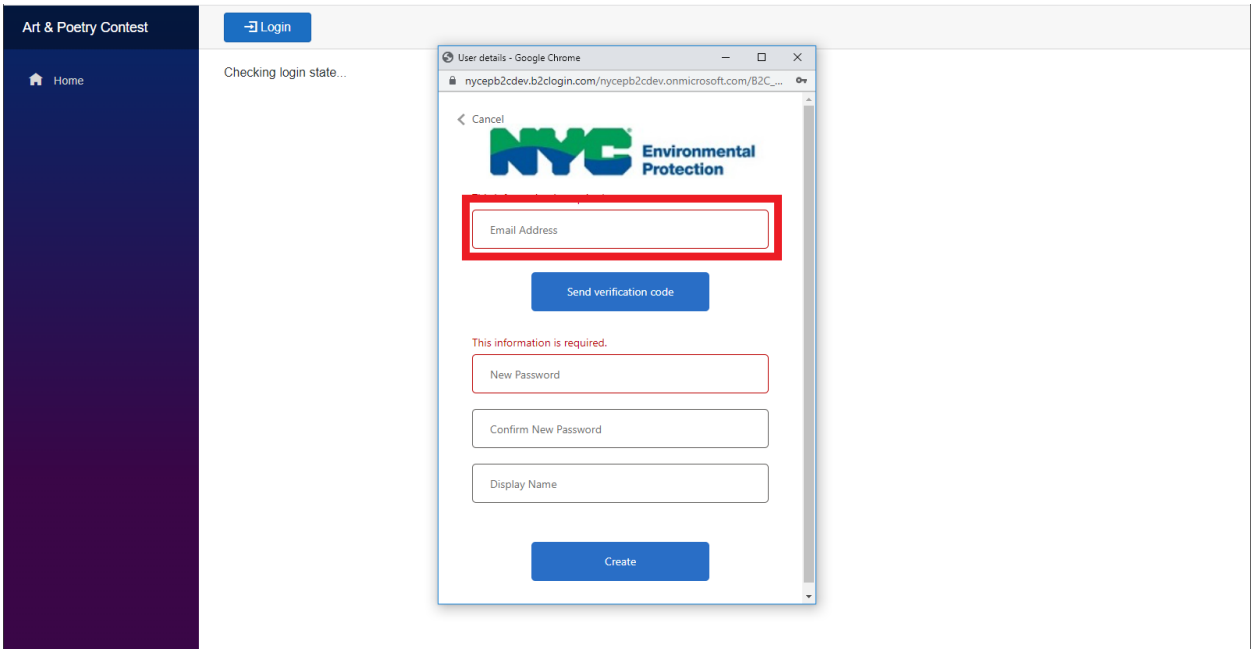
Your first step will be to register for the contest by visiting the DEP website. Scroll down to Registration and Submissions and then click on the Water Resources Art and Poetry Contest Portal. Once on the portal page, click the 'Login' button at the top of the page to begin the process of signing up:



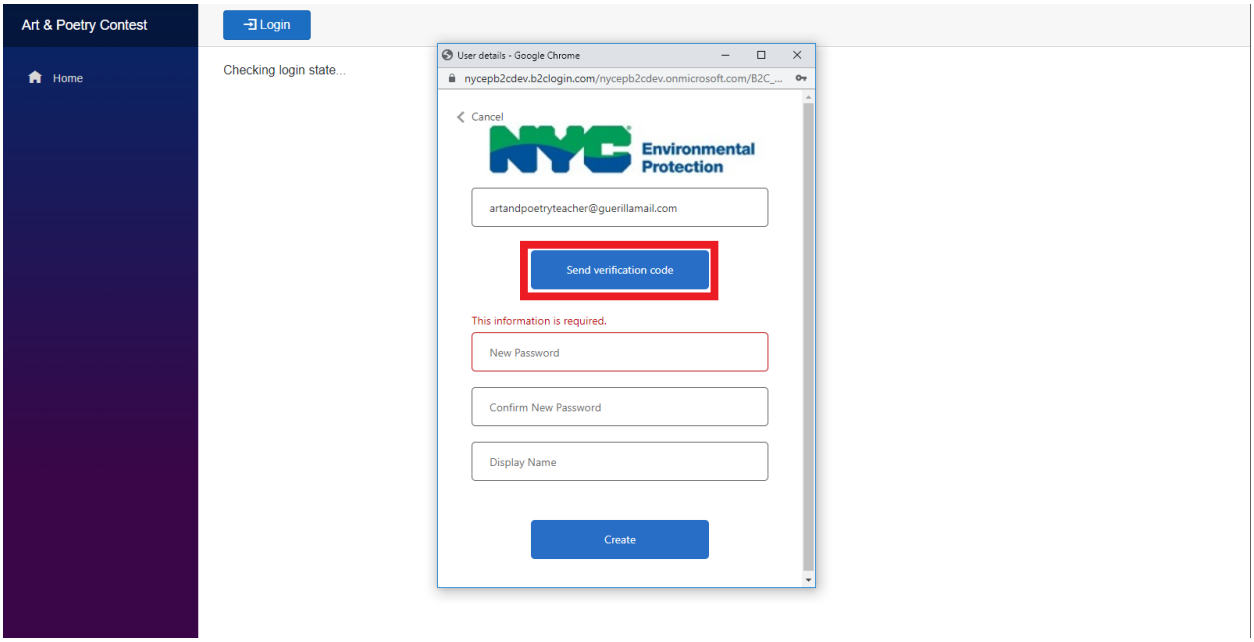
This will pop up a page prompting you to enter your username and password. On subsequent logins, you'll just need to put that information in here, but if you are registering for the first time, you'll want to click the link below the "Sign In" button that says 'Sign up now':



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).

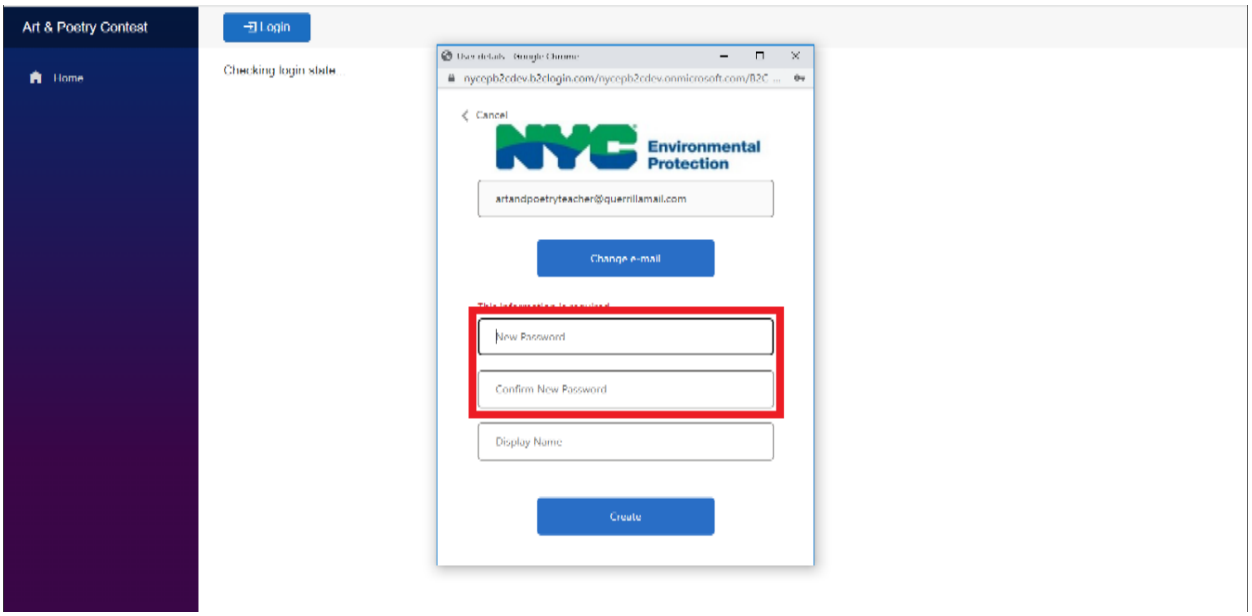


Once you have entered your email address, click the ‘Send verification code’ button below it.

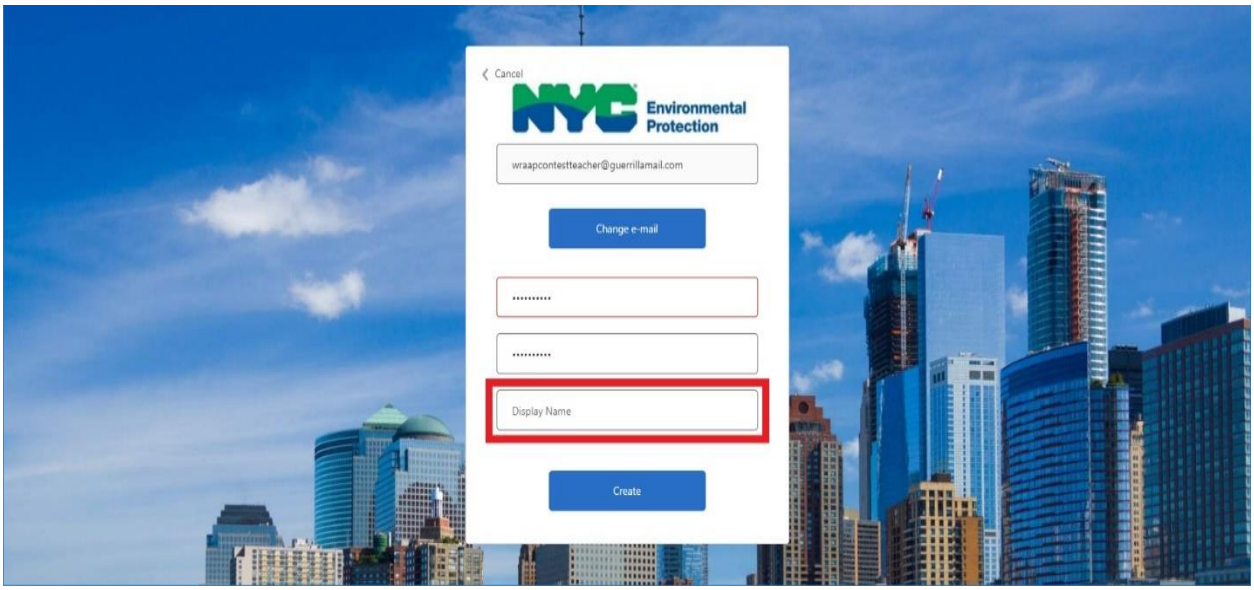


Now, check your email address for an email from msonlineservicesteam@microsoftonline.com about ‘NYCEPB2CDev account email verification code’ within a couple minutes. This email will have a six-digit verification code that you will need to copy and paste into the verification code field that appeared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

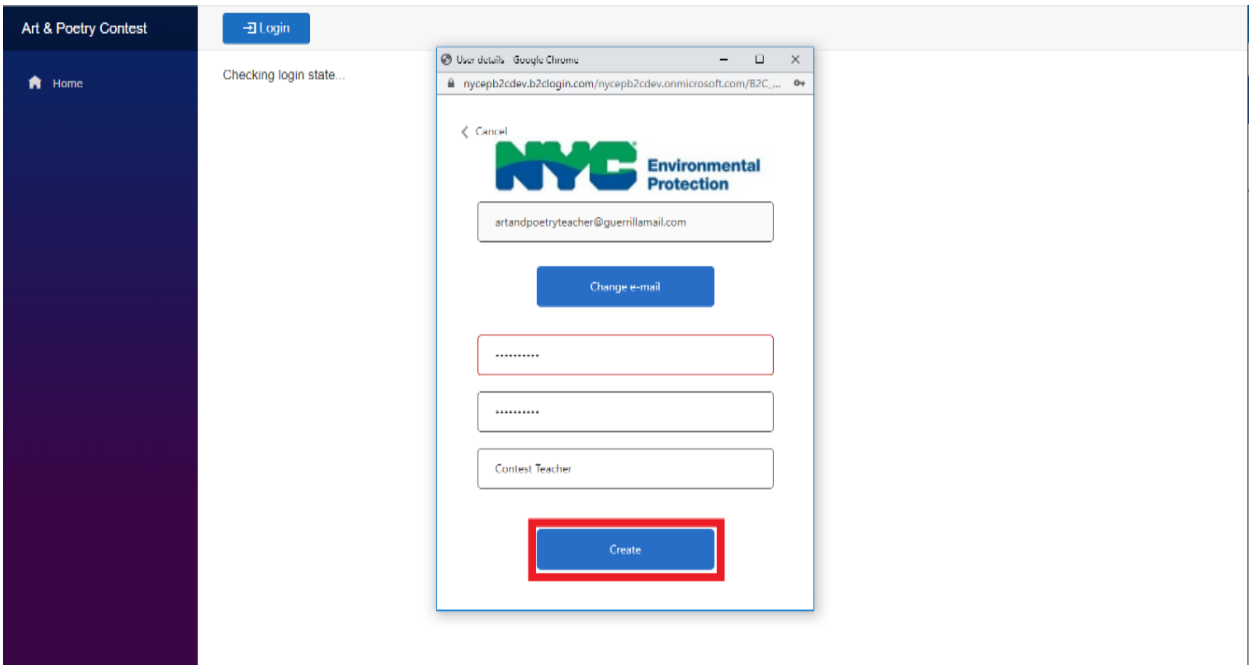
Next, enter a password for your account. The site will require at a minimum an eight-character password with at least three of the following: a lowercase character, an uppercase character, a digit, or a symbol. We recommend entering a suitably strong password. Type your password again in the second password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

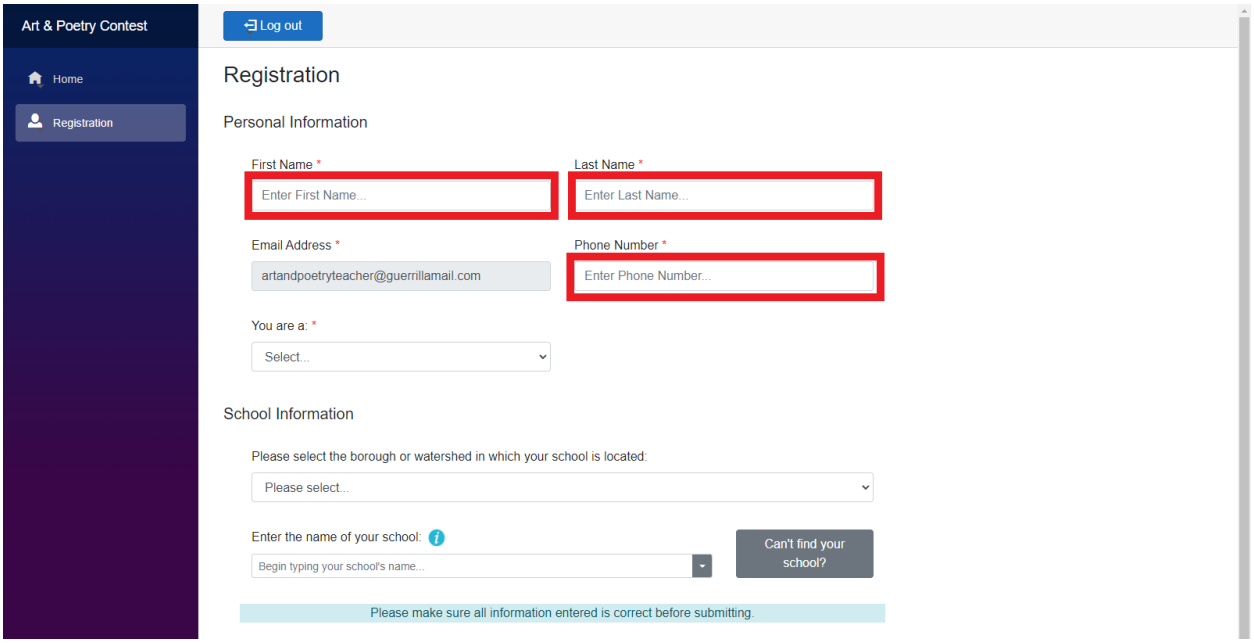


Finally, click the 'Create' button. This will create your account using the specified information and should log you in directly; you will return briefly to the home screen and then be taken to the registration page.

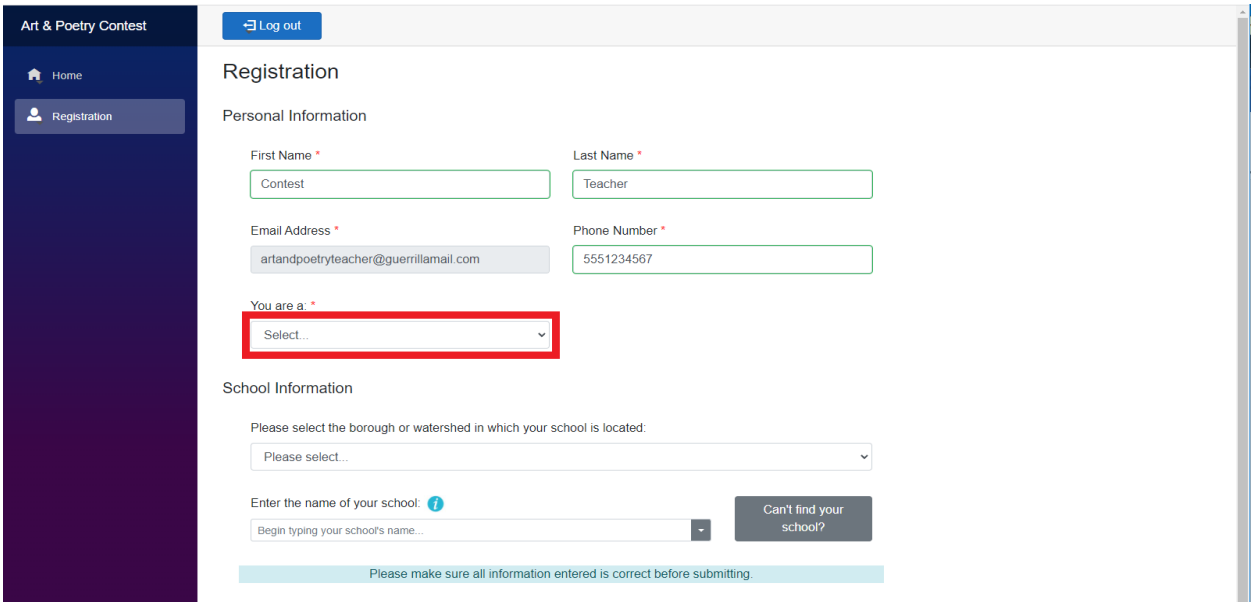


Filling in Your Registration

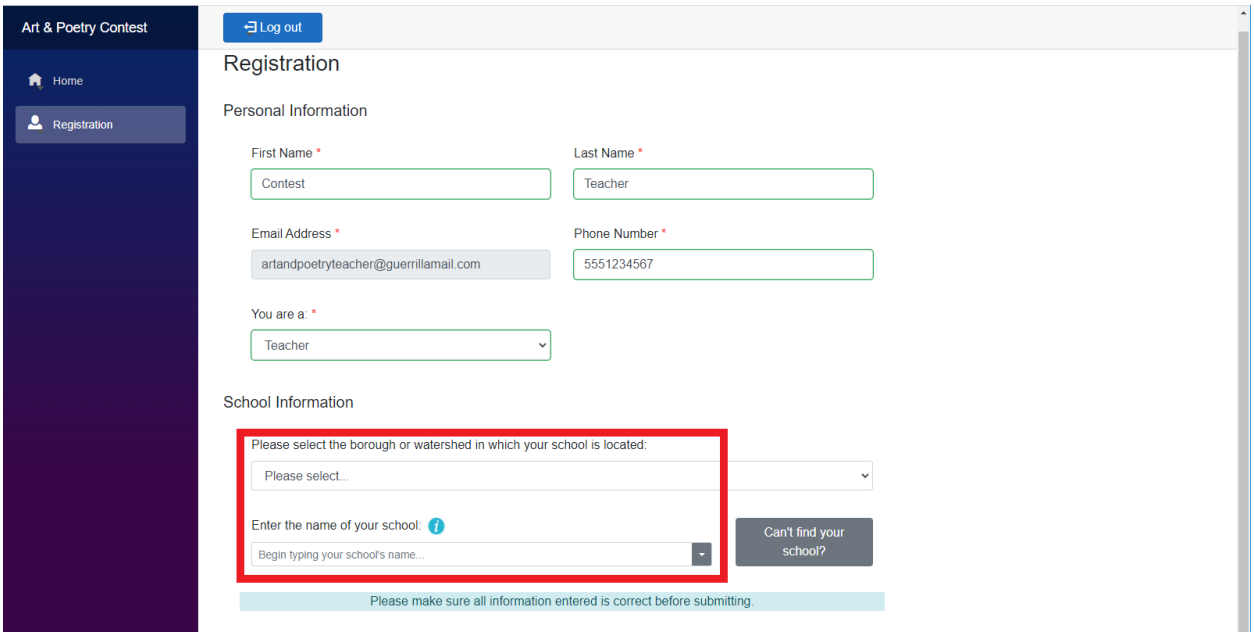
On the registration page, begin by filling in your first and last name as well as your phone number (in the event that we are unable to contact you via email); your email address should be pre-filled with the one used in the signup process.



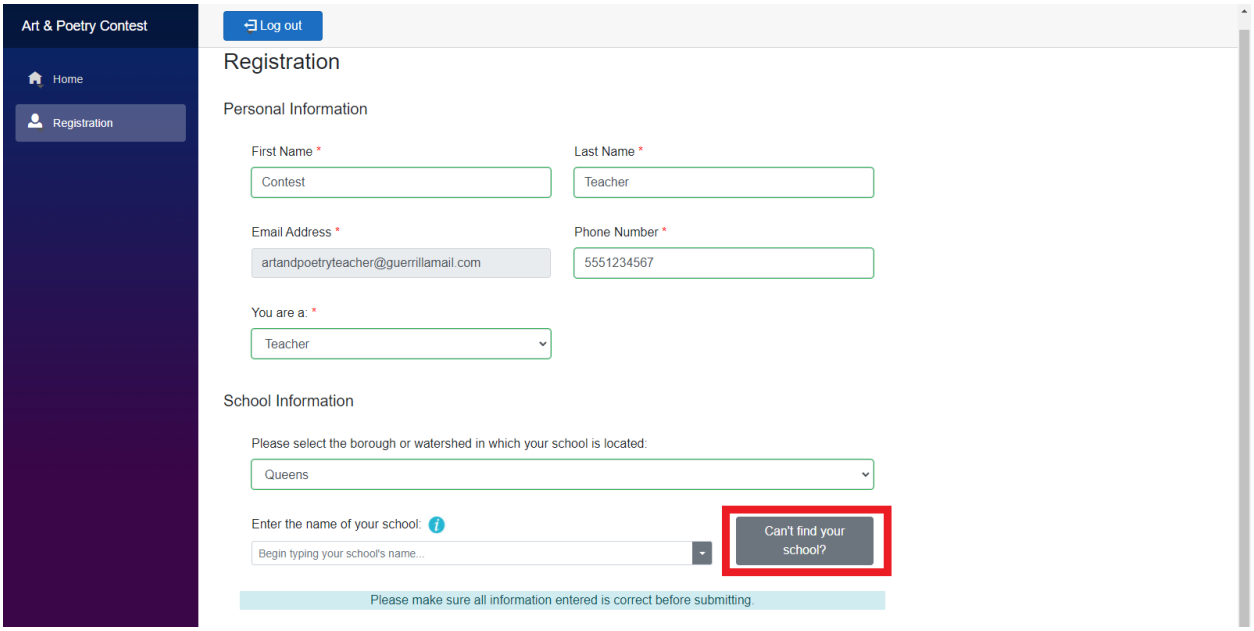
After this, please tell us if you are a teacher/educator, a student, or a parent or other role looking to submit entries, via the 'You are a…' dropdown. This will assist us in properly contacting you should we need to.



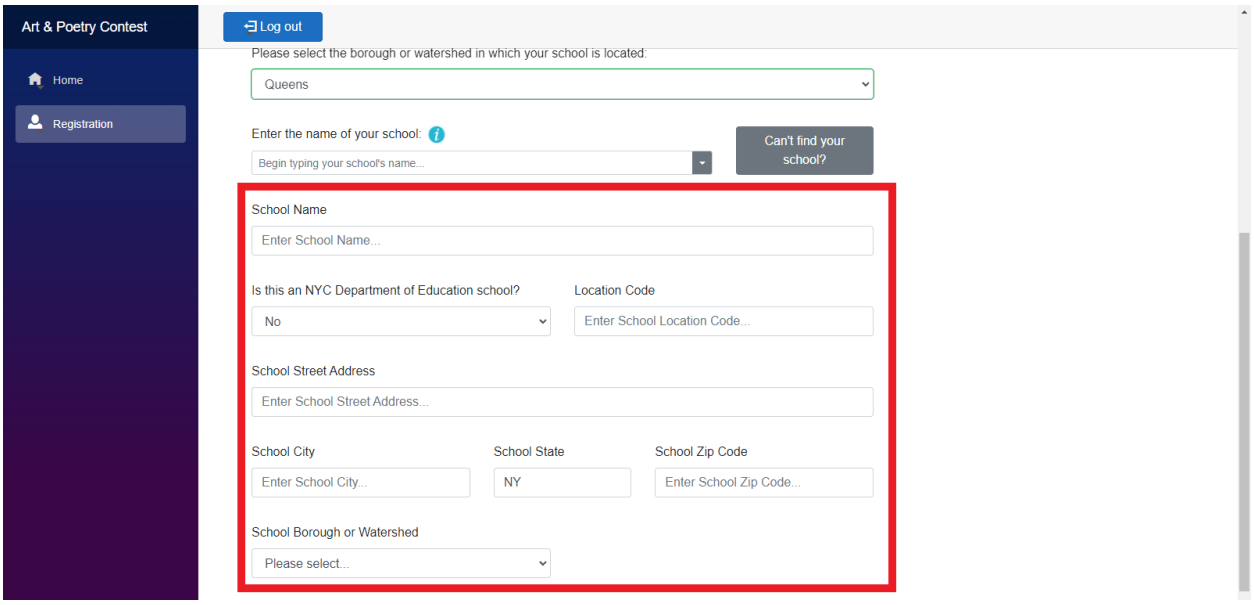
Next, you will insert the information for your school. Select the appropriate borough or geographical area (if your school is outside of New York City), then use the search field to look for your school. If it appears in the list, please select it; this will automatically populate your school's information.



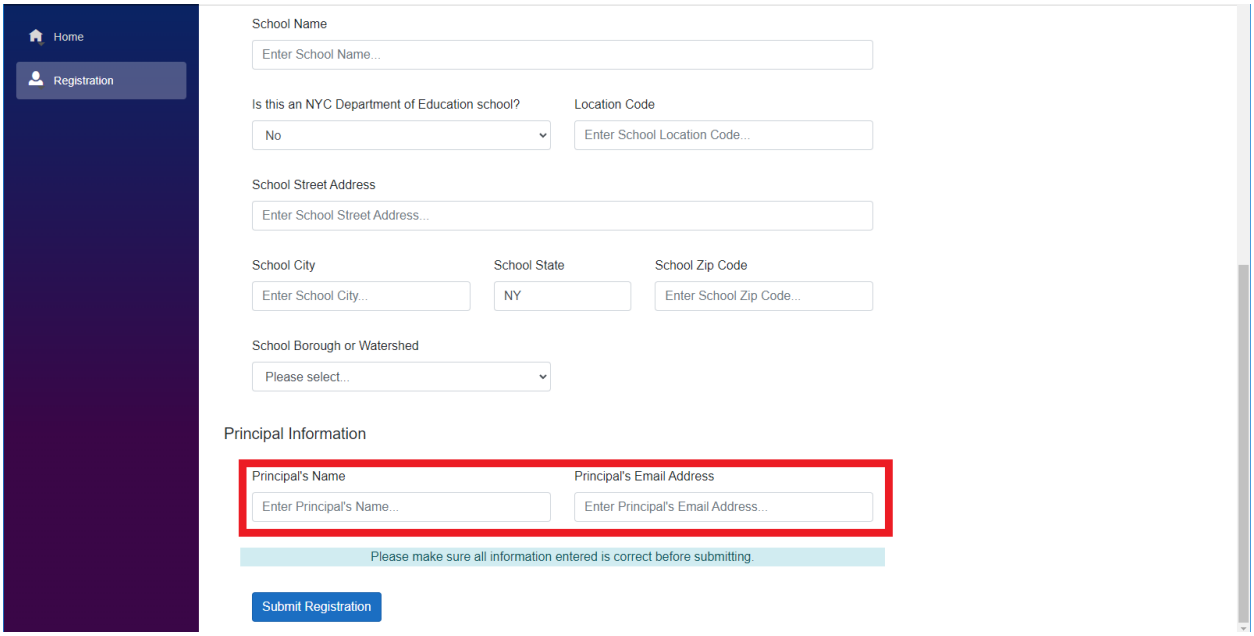
If you cannot find your school in the list, please click the 'Can't find your school?' button.



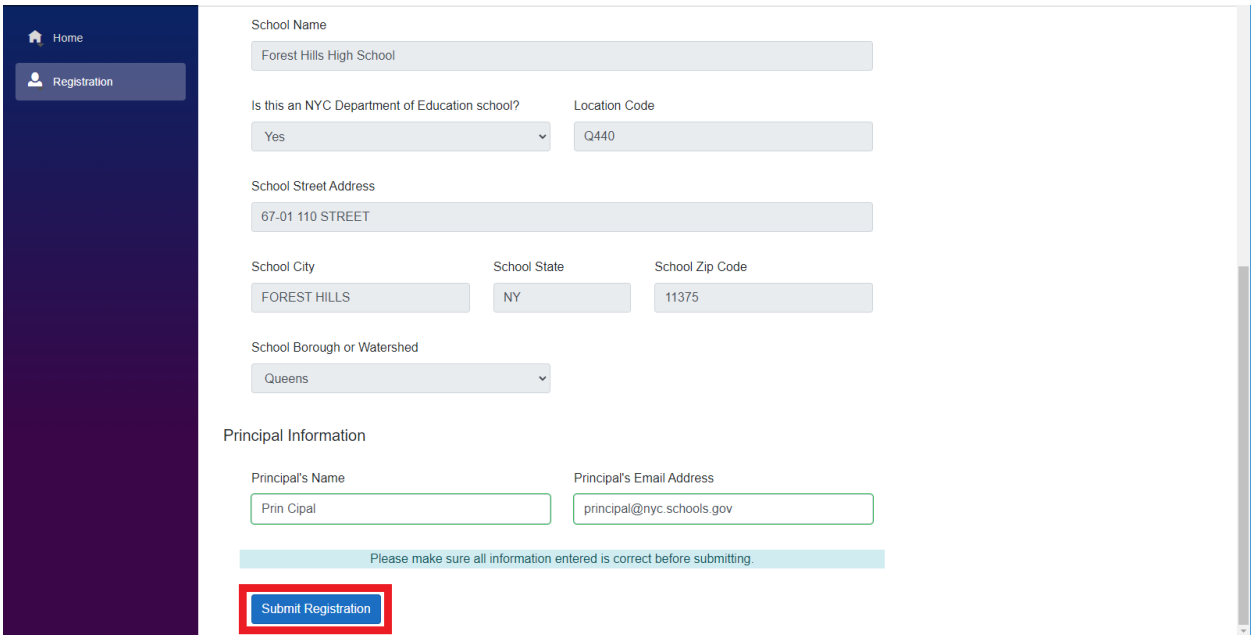
This will let you enter information for your school manually. Please fill out all the provided fields. If your school is governed by the New York City Department of Education, please be sure to select 'Yes' on that dropdown and enter the school's location code (a borough code plus a 4-digit code specific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



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.



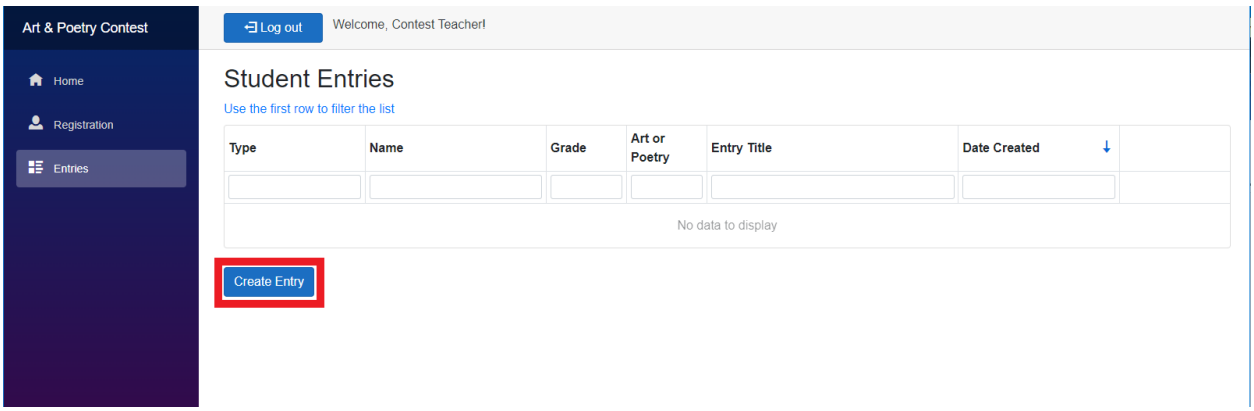
Finally, verify that all your information is correct, and click the submit button. If you are missing any fields or have incorrect information, the page will let you know and highlight the relevant fields. If you are entering a new school, please make sure you have a valid address as the system will 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.



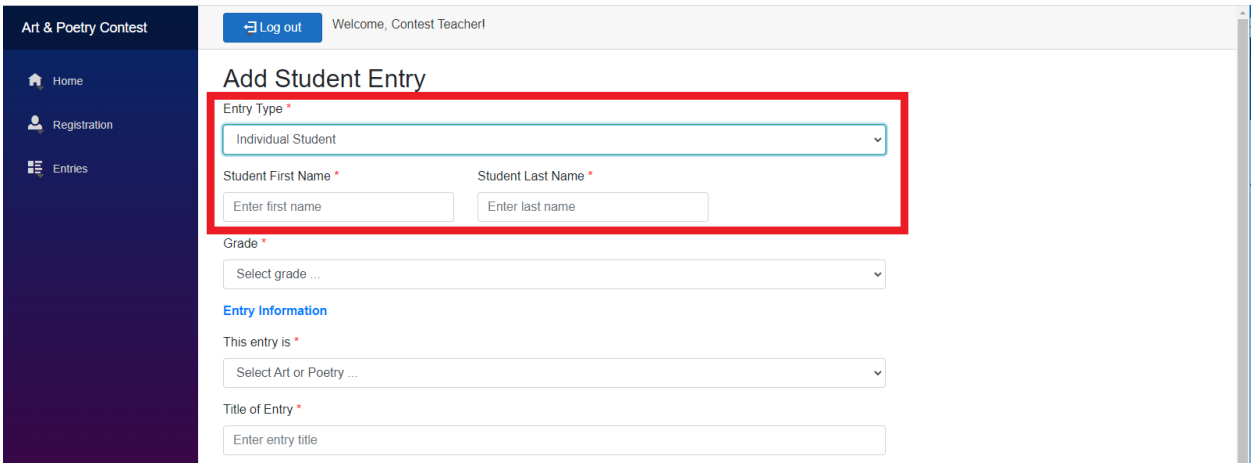
If you need to modify the information in your registration at any time – for example, if you have changed schools since the last contest – you can click the Registration item in the menu on the left and you will be able to edit most of the values as needed.

Submitting Your Student Entries

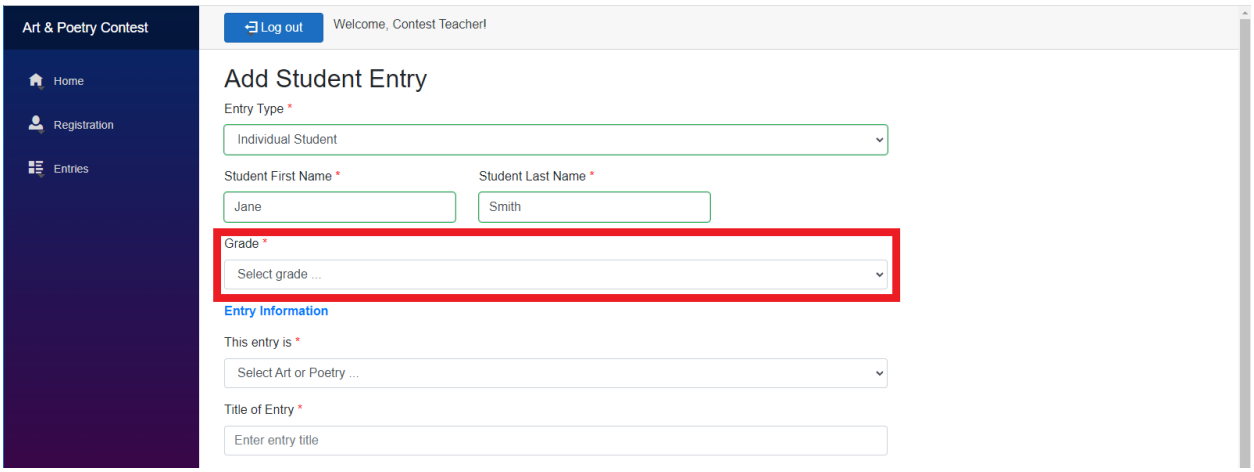
When you are freshly registered, your entries page will be blank. Click on the 'Create Entry' button to begin submitting an entry.



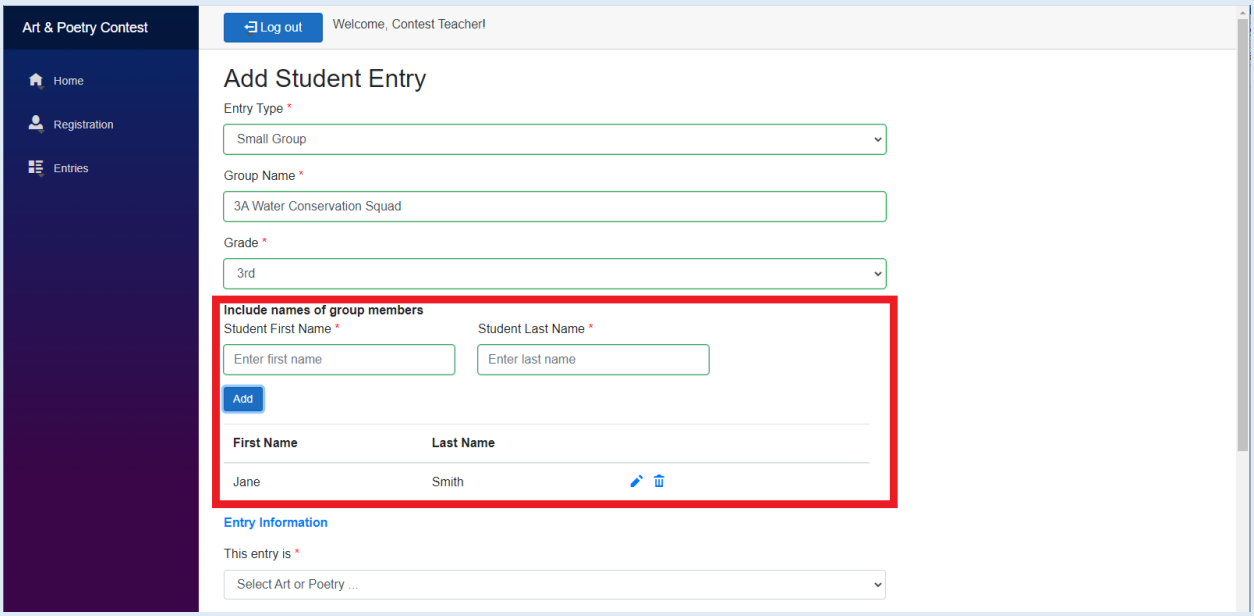
First, select the type of the entry, either for an individual student, a small group of a few students, or an entire class. If you select an individual student, you will need to put in their name next; if you choose a small group or class, you will need to enter the group or class name instead.



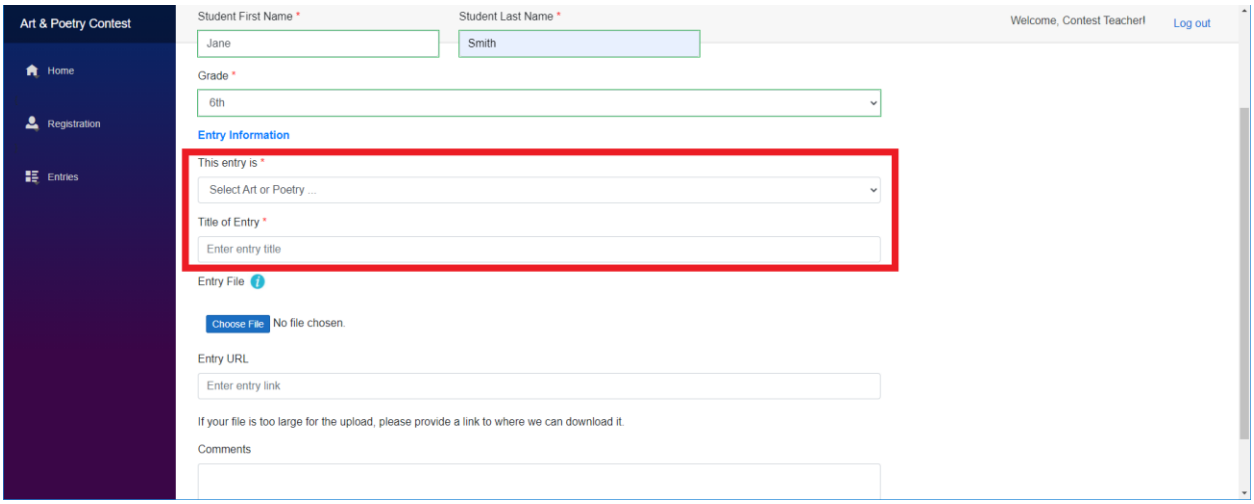
Next, select the grade of the student, group, or class.



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.



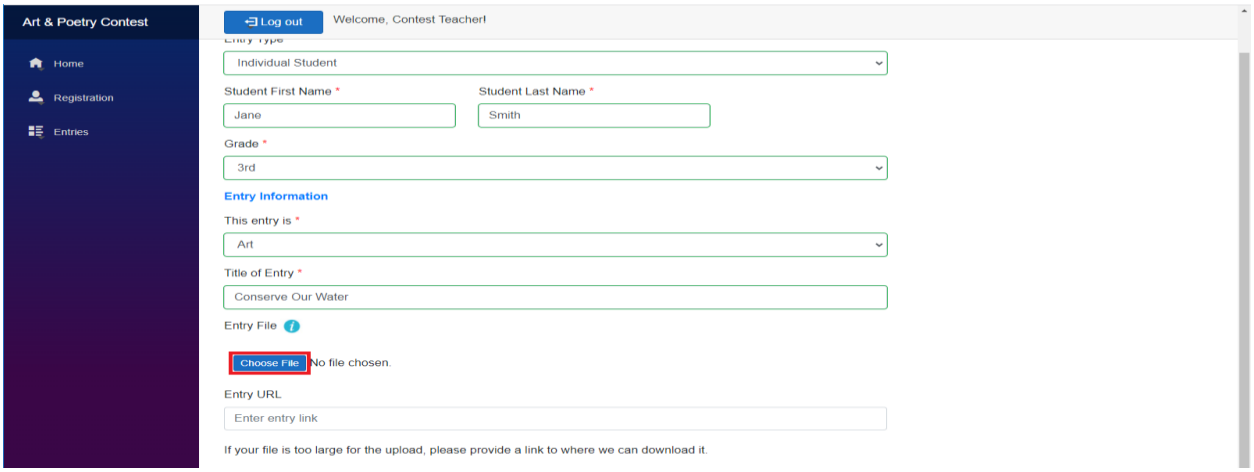
Now you will enter information about the entry itself. First you will select if the entry is art or poetry, and then enter the title of the work.



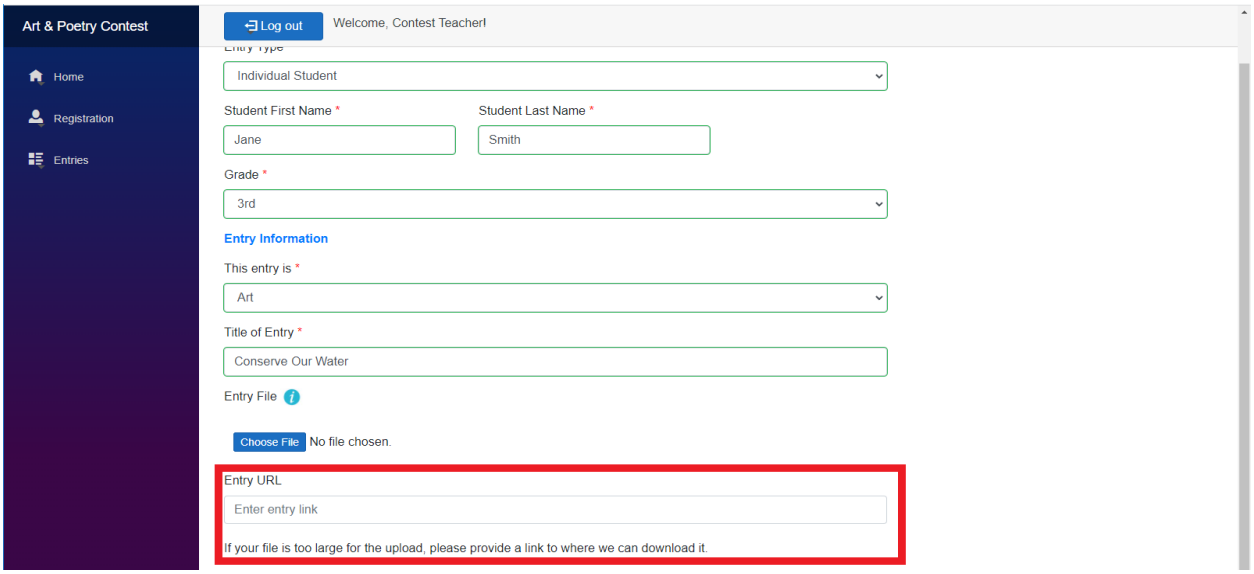
Next, you will upload the entry itself. Click on ‘Choose File’ to open-up a file selection window that will allow you to select the entry’s file from your computer. Please note that files must be less than 20 MB and in either the .png, .jpg, .gif, .mp3, .wav, .pdf, or .mp4 format.

Before you add your entry file, please make sure:

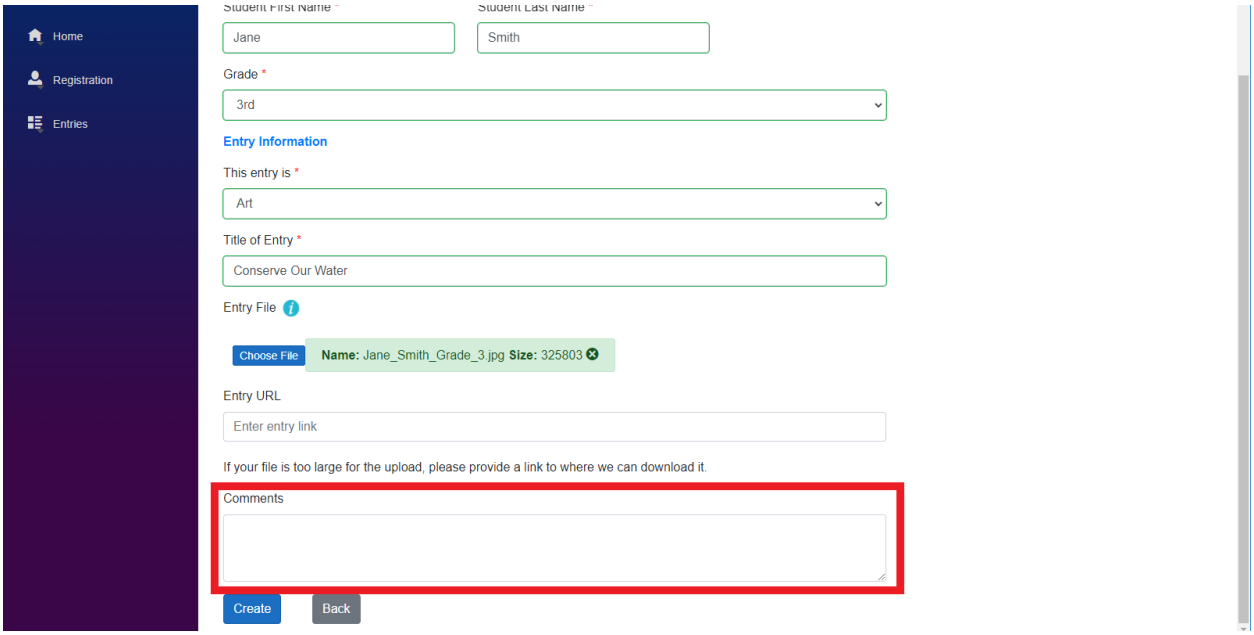
- The student’s first and last name (or group/class name) is in the filename, for example John_Doe.jpg.
- It has the correct orientation. Sometimes files can be rotated unintentionally. Most image manipulation programs (Paint in Windows, or Photos in iOS) will allow you to rotate an image.



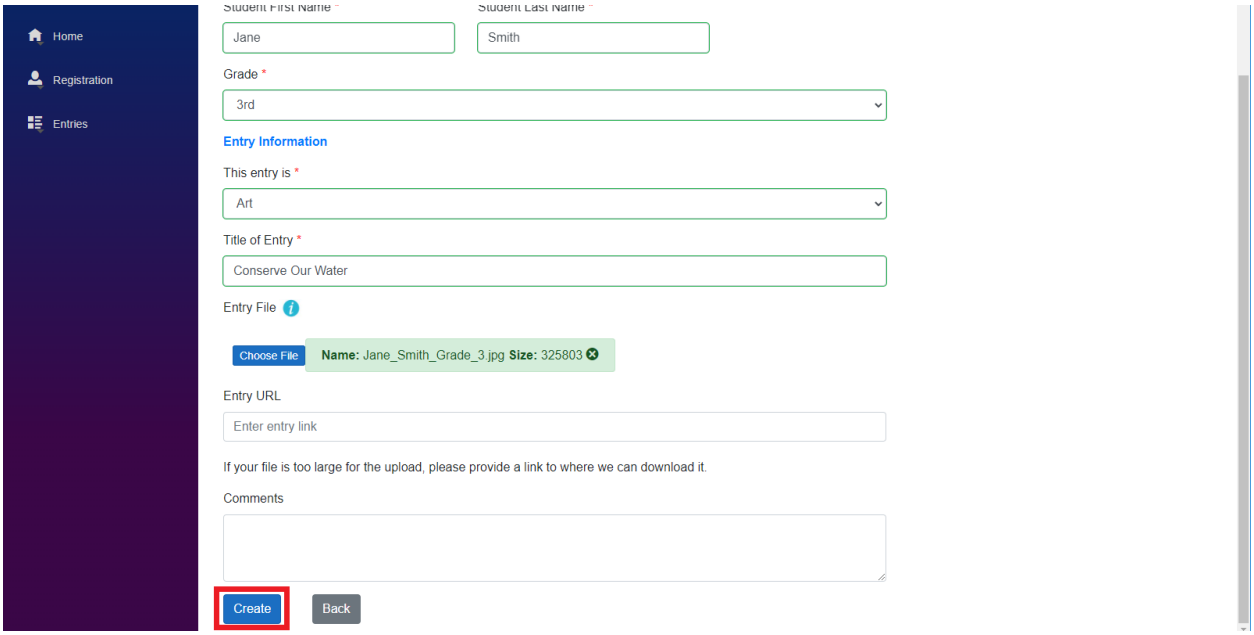
If your entry file is too large, in a format other than the supported files, or you would prefer to host it in a Dropbox or similar file share, you can instead use the Entry URL field to provide a link to the file or a place where administrators will be able to download it for review. Please make sure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



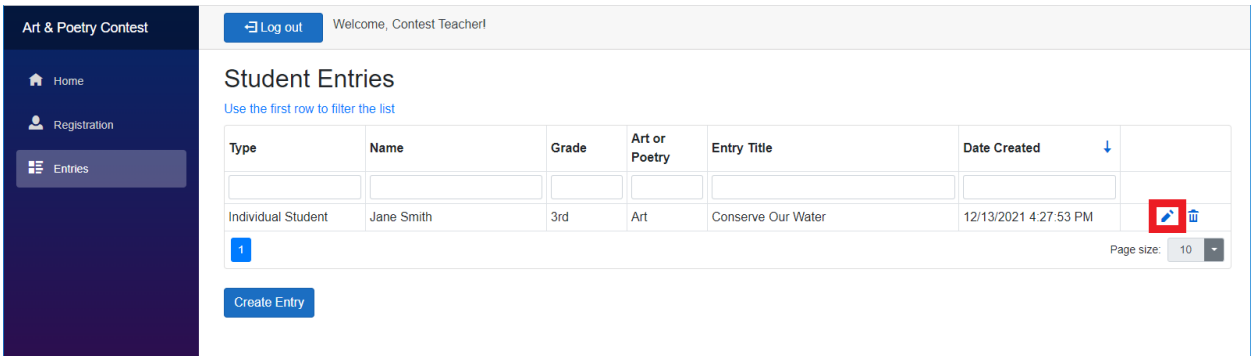
If you have any comments about the entry – for example, circumstances that need to be explained for judging consideration, instructions on how to properly view or experience the entry, or an explanation of the content – we have provided a Comments field for your use. This field is not required, and you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



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.



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 and we will assist you as best we can. You can also delete an entry with the trash can icon if that is necessary.



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.

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.