

Oklahoma Inter-High School Curriculum Meet

In this guide, you will learn all the necessary steps to:

- ✓ Register your school and create a school sponsor account to manage students
- ✓ Add students into exams

School Registration

To begin the process, first visit <http://contest.se.edu> - this is the home page for the Oklahoma Inter-High School Curriculum Meet and this page is updated regularly to contain any news or important information regarding the meet.

Now, click on the *Register for Contest* link on right side of the page. Fill in the information for your school including a username (i.e. jdoe) and password to manage students, your phone number (i.e. 555-555-5555), and email address. **It is important to remember your username and password because you will use this information in the future to log in to the website.** Double check your information for errors and when ready, click the *Submit* button.

At this point, your registration information is reviewed by the Curriculum Contest Committee. Once your registration is approved, you will receive an email stating your approval status. Please save this email as it contains your login information to the Curriculum Meet's website.

Adding Students Into Exams

If you are not already at the login page, click the *Login* link on the right side of the Contest website. Enter the username and password you selected for yourself in the previous section and click the *Log In* button.

To begin entering students into exams, click the *Enter Students* button and then click on the exam in which you would like to add students. In the boxes, type the first name, last name, and grade of the students that you would like to enter. Click the *Enroll* button when you are done adding the student(s) to the exam. Repeat this process for each exam you would like to add students into.

To see what students you have added to the exams, click *View Enrollment*. **Note: It may be helpful to print out your exam enrollment list to take with you on the day of the contest!**