



## Registration Instructions

If you are interested in entering this competition, please send a completed registration form by 5th November 2018.

### @ Email

hkywa2019@ppp.com.hk

### ✉ By Post

PPP Company Ltd.

Unit 713, Level 7, Core E, Cyberport 3

100 Cyberport Road, Cyberport, Hong Kong

## Registration Form

	School Name	Primary / Secondary	Teachers Full Name	Teachers E-mail Address	Teachers Phone Number	School Address
Example	Hong Kong School	Primary	Mr. Daniel Tan	hkywa2019@ppp.com.hk	+85222019712	Unit 713, Level 7, Core E, 100 Cyberport Road, Hong Kong
Type Details Here						

To ensure the information is 100% accurate, please type in the required information in the blue highlighted sections.  
Please do not copy and paste.

## Step-by-Step Guide

1. Download and open “Registration Form” spreadsheet. (Attached)
2. Complete the attached registration form using **Microsoft Excel** including your **School Name, Primary/Secondary, Teacher’s Full Name, Teacher’s Email Address, Teacher’s Phone Number and School Address**. If you have more than one teacher submitting work in the different categories or groups please register separately. Please type in all necessary information to ensure 100% accuracy (please see example in image).
3. Save the attached form in a relevant folder on your computer making sure that the filename includes your school name: e.g. “Registration Form – Hong Kong School”.
4. Attach the completed registration form and send by email to hkywa2019@ppp.com.hk by 5th November 2018 at the latest. Please only send from the registered email account or by post to Unit 713, Level 7, Core E, Cyberport 3, 100 Cyberport Road, Cyberport, Hong Kong.
5. Await a confirmation email to acknowledge successful registration. If you do not receive a confirmation email within a week of sending the registration form please email Anise Nasser at anise@ppp.com.hk
6. Ensure that all interactions with hkywa2019@ppp.com.hk are only from your registered school teacher’s email account.

The HKYWA website provides details on the following information:

**HKYWA:** [www.hkywa.com](http://www.hkywa.com)

**Registration Details:** [www.hkywa.com/for\\_teachers/registration](http://www.hkywa.com/for_teachers/registration)

**Categories & Groups:** [www.hkywa.com/about-the-competition/award-categories](http://www.hkywa.com/about-the-competition/award-categories)

**Word Limits:** [www.hkywa.com/about-the-competition/word-limits](http://www.hkywa.com/about-the-competition/word-limits)

**Judging Criteria:** [www.hkywa.com/about-the-competition/judging-criteria](http://www.hkywa.com/about-the-competition/judging-criteria)

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