CE Talent Competition Online Process

To fill out Cultural Exploration Talent Competition, go to CE site http://www.culturalexploration.org, hover over the *Scholastic Competition* menu and then select *Registration*.

The following page appears for the user to select competition type:

Individual Competition

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CE Home > Language & Talent Competition > Individual Registration

Individual Competitions Registration

denotes required input

Contact Information

Note: *The contact information below will be used by the Competition Administrator to send information (such as confirmation) regarding the competition to the contestant. The contact person can be a parent, a teacher, a coach or the contestant registered who would like to receive the information directly.*

* Name : [   ]   * Email : [   ]   * Phone : [   ]

Competition Information

Note: *The cost of each competition category is $5.*

* Competition Division : [Select one...   ▼]

* Competition Category :

* Competition Class : [Select one...   ▼]

Note: *The Competition Class is based on the contestant's individual language ability (not based on the contestant's family background or birth of origin). Please be sure you read the Competition Information carefully before signing up.*

Contestant Information

* First Name : [   ]   * Last Name : [   ]

* Birthday : [   ]   * Academic School: [   ]

* Email : [   ]   Extracurricular School : [   ]

* Grade : [Select one...   ▼]   Do you participate in Free and Reduced-Price Meal Program?   ○ Yes   ● No

Note: *If the student participates in Free and Reduced-Price Meal Program he/she is eligible for scholarships to cover their entrance fee to the competition. If you select Yes, please download the Fee Waiver form from Schedule and Guidelines page to apply.*

[Next >>]   [Clear Form]

Input notes:

- Input fields with red asterisk are required fields.
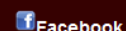- Competition category will appear when a competition division is selected.
- Competition class will be enabled if a competition category requires it.
- Academic and Extracurricular school will show available school list as the user types in text.
- Use **Next** button to move to payment page as shown below.

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CE Home > Language & Talent Competition > Individual Registration

Individual Competitions Registration

* denotes required input

Registration Payment

Starting from 2014, we are providing Paypal payment option for paying registragtion fee online.

While we are encouraging you to use Paypal payment option to help our online process, you can still use mail option for paying registragtion fee. Please note that, if you choose mail option, we can only process your registration entry after we have received your payment.

Registration Fee: 1 competition category $5

[<< Previous] [Mail Check] [Pay Now]

Notes:

1. If you need to go back to previous input screen, please use the **Previous** button above instead of browser's Back button.
2. For the student participates in Free and Reduced-Price Meal Program, you are eligible for scholarships to cover your entrance fee to the competition. Please select **Mail Check** for payment and mail the completed Fee Waiver form within 10 days of registration and before the registration deadline. The Fee Waive form can be downloaded from this link.
3. If you will be using **Paypal payment method**, please click **Return to Cultural Exploration of Greater China** link from within Paypal site after you have completed Paypal transaction.

PayPal
MasterCard VISA AMERICAN EXPRESS DISCOVER BANK

- Click Paypal icon button if the payment is to be paid through Paypal.
  CE site will redirect the user to the Paypal payment page. If the user cancels the Paypal payment, the registration will be nullified.

- Click *Mail Check* button if the payment is to be mailed in with check. An acknowledge dialog as show below will appear.

Talent Competition Registration Acknowledgement

✔ Thanks for filling out the talent competition registration form with us. We have sent an email to confirm that we have received your registration. Please check your email for further instruction about our process and how to proceed going forward.

[I Am Done] [Fill Out Another One?]

- Once the applicant fills out the form, the data is saved to a file with the following filename:
  contactname_phone_category_class_division_contestantfirst_contestantlast_year.xml

Team Competition

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Team Competitions Registration

* denotes required input

Contact Information

Note: *The contact information below will be used by the Competition Administrator to send information (such as confirmation) regarding the competition to the team. The contact person can be a parent, a teacher, a coach, or one of the representing members of the team.*

* Name : [   ]   * Email : [   ]   * Phone : [   ]

Competition Information

* Team Name : [   ]

* Competition Category :   [Select One...   ▼]

* Competition Division :   [Select one...   ▼]

Contestant Information : *(Every member of the team must all be listed in this registration)*

Note: *Please fill out the following information and select "Add Contestant" to enter an entry to "Added Contestant List". To remove a contestant from "Added Contestant List", please enter "First Name", "Last Name", and "Birthday" and then select "Remove Contestant".*

* First Name : [   ]   * Last Name : [   ]

* Birthday : [   ] 📅   * Academic School : [   ]

* Email : [   ]   Extracurricular School : [   ]

* Grade : [Select one...   ▼]   Do you participate in Free and Reduced-Price Meal Program? ○ Yes ● No

Note: *If the student participates in Free and Reduced-Price Meal Program he/she is eligible for scholarships to cover their entrance fee to the competition. If you select Yes, please download the Fee Waiver form from Schedule and Guidelines page to apply.*

Contestant Information : *(Every member of the team must all be listed in this registration)*

Note: *Please fill out the following information and select "Add Contestant" to enter an entry to "Added Contestant List". To remove a contestant from "Added Contestant List", please enter "First Name", "Last Name", and "Birthday" and then select "Remove Contestant".*

* First Name :		* Last Name :	
* Birthday :		* Academic School :	
* Email :		Extracurricular School :	
* Grade :	Select one... ▼	Do you participate in Free and Reduced-Price Meal Program? ○ Yes ● No	

Note: *If the student participates in Free and Reduced-Price Meal Program he/she is eligible for scholarships to cover their entrance fee to the competition. If you select Yes, please download the Fee Waiver form from Schedule and Guidelines page to apply.*

➕ **Add Contestant**   ✖ **Remove Contestant**

Added Contestant List : (minimum contestant: 1)

Last Name	First Name	Birthday	Email	Academic School	Extra School	Grade	Lunch?

[Next >>]   [Clear Added Contestants]

Input notes:

- Input fields with red asterisk are required fields.
- Competition division will be populated when a competition category is selected.
- Academic and Extracurricular school will show available school list as the user types in text.
- Minimum contestant requirement needs to be met for the category/division selected.
- Use *Add Contestant* link button to add a contestant to the team. The added contestant will appear in the *Added Contestant List* grid.
- To remove added contestant, enter the contestant first name, last name, and birthday and then click *Remove Contestant* link button. If the contestant is found, it will be removed from the *Added Contestant List* grid.
- Use **Next** button to move to payment page as shown below.

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Team Competitions Registration

* denotes required input

Registration Payment

Starting from 2014, we are providing Paypal payment option for paying registragtion fee online.

While we are encouraging you to use Paypal payment option to help our online process, you can still use mail option for paying registragtion fee. Please note that, if you choose mail option, we can only process your registration entry after we have received your payment.

Registration Fee: 2 paid contestants $10

[<< Previous]   [Mail Check]   [Pay Now]

Notes:

1. If you need to go back to previous input screen, please use the **Previous** button above instead of browser's Back button.
2. The registration fee shown above excludes those students who are participating in the Free and Reduced-Price Meal Program. Please be sure to remind them to mail in the Fee Waive form, which can be downloaded from this link.
3. If you will be using **Paypal payment method**, please click **Return to Cultural Exploration of Greater China** link from within Paypal site after you have completed Paypal transaction.

PayPal

- Click Paypal icon button if the payment is to be paid through Paypal.
  CE site will redirect the user to the Paypal payment page. If the user cancels the Paypal payment, the registration will be nullified. If the user returns to CE site from Paypal payment page, an acknowledge dialog will appear to complete the registration.
- Click *Mail Check* button if the payment is to be mailed in with check. An acknowledge dialog will appear to complete the registration.
- Once the applicant fills out the form, the data is saved to a file with the following filename:
  contactname_phone_category_class_division_teamname_year.xml.

Online Process for Cultural Exploration Talent Competition Registration

To Process Cultural Exploration Talent Competition registration, log onto the CE site
http://www.jcubictech.com. If you save your login information offered by the browser, you don't need
to type in again next time you login.

Once logged in, hover over the *Admin* menu and select *Review Applications* submenu.

This submenu brings up the **online talent registration process page**.

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CE Home > CE Admin > Review Registration

1

Regisgtered type	Category	Division	Status	
○ Team ○ Individual	All ▼	All ▼	All ▼	🔍 Search

113 applicants, 168 contestants, 9 categories, 5 divisions

2 **Export to Excel**

Status	Date	Contact	Email	Category	Division	Team/Contestant	#	Method	$	Waive
👎	9/24	Amy Jou	jcubictech@gmail.com	Story	Elementary	Amy Jou	1	Pending	$0	0
✉	10/30	Andrew Luck	jcubictech@gmail.com	Chess	HighSchool	Andrew Luck	1	MailIn	$0	0
👍	10/30	Andrew Luck	jcubictech@gmail.com	Chess	HighSchool	Andrew Luck	1	MailIn	$0	0
✏	10/30	Andrew Luck	jcubictech@gmail.com	Speech	HighSchool	Andrew Luck	1	MailIn	$0	0
📄	01/10	Angela Jolie	jcubictech@gmail.com	TeamSing	K2	Colts	1	Paypal	$5	0
✉	01/10	Anglela Jolie	jcubictech@gmail.com	TeamSing	K2	Pahthers	1	MailIn	$0	1
✉	10/30	Bill Gates	jcubictech@gmail.com	Story	Elementary	Bill Gates	1	MailIn	$0	0
✉	10/28	Brad Pitt	jcubictech@gmail.com	Speech	MiddleSchool	Brad Pitt	1	MailIn	$0	0
✉	10/28	Chris Roozen	jcubictech@gmail.com	Chess	MiddleSchool	Harver Yang	5	MailIn	$0	0
📄	10/28	Chris Roozen	jcubictech@gmail.com	TeamBowl	HighSchool	RedSox	4	Paypal	$10	2

4 (status column) **3** (near Waive)

⏮ ◀ **1** 2 3 4 5 6 7 8 9 10 ▶ ⏭ **5**

The **online talent registrationprocess page** provides functionality for processing online talent competition registration. The functionality includes the following features (red # refers to the screen shots below):

- Visual icon cue to indicate the status of each application (4)
  - The *paper* icon 📄 indicates that the applicant is applying for the competition.
  - The *mail* icon ✉ indicates that the applicant is mail in a check for the competition.
  - The *thumbup* icon 👍 indicates that the registration has been confirmed.
  - The *thumbdown* icon 👎 indicates that the registration is cancelled.
  - The *pencil* icon ✏ indicates that the registration is under review.
  - The *clock* icon 🕐 indicates that the registration is pending for Paypal payment verification.
- Search registration (1)
  Search by competition category, competition division, and registration status.
- Export registration to Excel file (2)
  The exported Excel file format matches those used in 2013.
- Application fee waiver (4) – number indicates the waived contestant count.
- Paging (5)

View Talent Competition Registration Data

Click the **status icon** of the applicant you want to view. A dialog screen will appear. Depending upon current status of the applicant, different content will be displayed in the dialog screen. The following are a few of the variations.

Variation 1: Payment from Paypal that has been paid – Notice that fee waiver is taken into consideration.

Review Talent Competition Registration for Jimmy Jou ✕

Review Registration

○ Pending Paypal ◉ Apply ○ Payment Reminder ○ Review ○ Cancel ○ Confirm

Set Registration Status

Contact Information

Name: Jimmy Jou   Email: jcubictech@gmail.com   Phone: 425-558-9214

Competition Information (Team; name = Saints)

Category: TeamSing   Division: K2   Class:

Payment Information

Payment method: **MailIn (amount of $10 was received; required amount is $10)**

Contestants Information

Last Name	First Name	Birthday	Email	Academic School	Extra School	Grade	Lunch?
Jou	Jeffrey	11/11/2000	jcubictech@gmail.com	Alcott Elementary Scho			No
Jou	Jacob	11/11/2000	jcubictech@gmail.com	Alcott Elementary Scho			No
Jou	Jason	11/11/2000	jcubictech@gmail.com	Alcott Elementary Scho			Yes

Variation 2: Payment by Mail-in check that need veriication

Review Talent Competition Registration for Colton Kivela ✕

Review Registration

○ Pending Paypal ◉ Apply ○ Payment Reminder ○ Review ○ Cancel ○ Confirm

Set Registration Status

Contact Information

Name: Colton Kivela   Email: jcubictech@gmail.com   Phone: 425-736-3420

Competition Information (Individual)

Category: Drawing   Division: K2   Class:

Payment Information

Payment method: **MailIn (no payment was received; required amount is $5)**

☐ Main-In Payment $

Contestants Information

Last Name	First Name	Birthday	Email	Academic School	Extra School	Grade	Lunch?
Kivela	Colton	11/11/1994	jcubictech@gmail.com	shoreline			No

Variation 3: Payment by Paypal that need verification – Competition admin needs to go to CE Paypal account to check if the payment has been received.

Review Talent Competition Registration for Tom Cruise		✕

Review Registration

○ Pending Paypal   ○ Apply   ○ Payment Reminder   ○ Review   ○ Cancel   ○ Confirm

[Set Registration Status]

Contact Information

Name: Tom Cruise   Email: jcubictech@gmail.com   Phone: 425-558-9214

Competition Information (Individual)

Category: Drawing   Division: K2   Class:

Payment Information

Payment method: **Pending (amount of $5 to be verified with Paypal)**

☐ Paypal payment received

Contestants Information

Last Name	First Name	Birthday	Email	Academic School	Extra School	Grade	Lunch?
Affleck	Allen	01/12/2008	a@b.com	Alcott Elementary Scho		K2	No

Variation 4: Registration fee is waived – This is the case that the contestant is in free lunch program.

Review Talent Competition Registration for FreeLunch Test4		✕

Review Registration

○ Pending Paypal   ● Apply   ○ Payment Reminder   ○ Review   ○ Cancel   ○ Confirm

[Set Registration Status]

Contact Information

Name: FreeLunch Test4   Email: mydonsi@hotmail.com   Phone: 222-333-3333

Competition Information (Individual)

Category: Chess   Division: HighSchool   Class:

Payment Information

Payment method: **MailIn (registration fee is waived.)**

Contestants Information

Last Name	First Name	Birthday	Email	Academic School	Extra School	Grade	Lunch?
Lee	Test4	01/06/1998	yy@live.com	Issaquah high School		10	Yes

Verification of Registration Fee

For registration that needs fee verification either by Paypal payment or mail-in check, there is a checkbox in the dialog screen. The verification process is done manually.

The registration with status icon 🕐 indicates that it needs Paypal payment verification. CE Competition Team needs to go to CE Paypal account to check if the Paypal payment transaction has been coming through. If it is, check the *Paypal payment received* checkbox and click *Set Registration Status* button to complete the verification.

The registration with status icon ✉ indicates that it needs mail-in payment verification. CE Competition Team needs to go to verify whether or not registration fee check has been received. If it is, check the *Mail-in payment* checkbox and enter the amount received. Click *Set Registration Status* button to complete the verification.

Review Talent Competition Registration for Wendy Chan   ✕

Review Registration

○ Pending Paypal   ● Apply   ○ Payment Reminder   ○ Review   ○ Cancel   ○ Confirm

Set Registration Status

Contact Information

Name: Wendy Chan   Email: amacwa@yahoo.com   Phone: 206-228-1281

Competition Information (Team; name = A)

Category: TeamTalent   Division: MiddleSchool   Class:

Payment Information

Payment method: **MailIn (no payment was received; required amount is $5)**

☐ Main-In Payment $ _____

Contestants Information

Last Name	First Name	Birthday	Email	Academic School	Extra School	Grade	Lunch?
Ngamsiripol	Mathida	02/04/2001	amacwa@yahoo.com	Mercer island middle S	Chinese Arts & Music A	7	No

Change Registration Status

If the payment of a registration is verified or the fee is waived, the registration can then be confirmed by changing the status to *Confirm*. Conversely, if it is not, the status can be changed to *Payment Reminder* to give the registration contact another chance to pay the registration fee, or to *Cancel* to discard the registration.

Review Talent Competition Registration for Chris Roozen

Review Registration

○ Pending Paypal ◉ Apply ○ Payment Reminder ○ Review ○ Cancel ○ Confirm

Set Registration Status

Contact Information

Name: Chris Roozen   Email: jcubictech@gmail.com   Phone: 425-736-3541

Competition Information (Team; name = RedSox)

Category: TeamBowl   Division: HighSchool   Class:

Payment Information

Payment method: **Paypal (amount of $10 was received; required amount is $10)**

Contestants Information

Last Name	First Name	Birthday	Email	Academic School	Extra School	Grade	Lunch?
Yang	Harver	12/12/2012	jcubictech@gmail.com	Seattle			No
Wu	June	12/12/2012	jcubictech@gmail.com	Seattle			Yes
Cu	Thomas	12/12/2012	jcubictech@gmail.com	Seattle			Yes
Tung	Rachel	12/12/2012	jcubictech@gmail.com	Seattle			No