



# The English Association of Asia

Address: 2/F, Nathan Tower, 518-520 Nathan Road, Yau Ma Tei, Kowloon, Hong Kong

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Website: <http://www.eaa.edu.hk>



1. Upon entering our registration website ([onlineform.eaa.edu.hk](http://onlineform.eaa.edu.hk)), you will be directed to this screen, and parents or students should register first (Teachers can also register on your behalf). Click on the circled spots to go to the registration. (Language can be changed at the bottom)

1. 進入本會報名網站([onlineform.eaa.edu.hk](http://onlineform.eaa.edu.hk))後，將會到達此畫面，然後請家長或學生先進行註冊（老師亦可代為註冊處理），按下圖所圈的位置即可前往註冊處。（更改語言可於最下方更改）

The screenshot shows the EAA registration website. At the top, there is a navigation bar with the EAA logo and the text '亞洲英文協會 (報名系統) The English Association of Asia'. There are two buttons: '登入' (Login) and '註冊' (Register). The '註冊' button is circled in red. Below the navigation bar is a form titled '登入 (未註冊請先註冊)'. Inside the form, there are two input fields for '登入用戶名稱' (Login Username) and '登入密碼' (Login Password). Below these fields are links for '忘記密碼' (Forgot Password) and a blue '確定' (Confirm) button. At the bottom of the form, it says '建議使用瀏覽器"Google Chrome"瀏覽本站'. To the right of the form, there are two red callout boxes. The first box says 'Simply click on one of them to register 註冊按其一即可'. The second box says 'Change language (Chinese and English) 更改語言 (中文及英文)'. At the bottom of the page, there is a footer with contact information and a language selection dropdown menu set to '繁體中文'.

2. The following is the page after pressing “registration”, just enter the required information to complete the registration. Please remember to write down your own username and password to facilitate future login.

2. 下圖為按註冊後的頁面，只需輸入所需要的資料即可完成註冊，請謹記自行記下自己所輸入的帳號及密碼，方便以後登入。

The screenshot shows the EAA registration website after clicking the '註冊' button. The navigation bar is the same as in the previous screenshot. Below the navigation bar is a form titled '註冊'. The form has five input fields: '建立用戶名稱:' (Create Username), '建立登入密碼:' (Create Login Password), '確認密碼:' (Confirm Password), '聯絡電話:' (Contact Phone), and '電郵地址:' (Email Address). At the bottom of the form is a blue '註冊' (Register) button.

**註冊**

建立用戶名稱:

建立登入密碼:

確認密碼:

聯絡電話:

電郵地址:

**註冊**

3. Once registered, an email verification is required, please check your email inbox. Open the verification email sent by us and type the 6-digit code in the box or click the link in the email to complete the registration process.

3. 註冊完成後，則需進行電郵驗證，請前往你的電郵信箱查看郵件，打開由本會所發出的驗證郵件，並將郵件中 6 位數字的驗證碼輸入在框內 或 按郵件中的連結，這樣便可完成註冊過程。



The screenshot shows the EAA registration system interface. At the top, there is a navigation bar with the EAA logo and the text '亞洲英文協會 (報名系統) The English Association of Asia'. Below the navigation bar, there are several menu items: '公告', '學生', '比賽', '課程', '賬單', and '登出'. The main content area contains a message in Chinese: '我們需要驗證您的電郵, 以 info@infomail.eaa.edu.hk 電郵到您的電郵地址: eaa.edu.hk@gmail.com. 您可以在此輸入電郵中收到的6位數字或點擊電郵中的驗證連結完成驗證 (如收不到驗證碼, 請先查看是否處於垃圾郵件當中。如沒有, 請先嘗試按下方的重發電郵。如還是收不到便請電郵eaa.edu.hk@gmail.com聯絡我們)。 (注意: 可能需要約10分鐘才收到)'. There is a text input field for the verification code and a '確定' button. Below this, there is a '收不到電郵,重發電郵' button. At the bottom, there is a field for '如電郵有誤請更改電郵:' and a '更改電郵' button. To the right, there is a preview of an email from 'EAA <info@infomail.eaa.edu.hk>' with the subject '寄給我'. The email content says: '您好, 要驗證帳號需要登入後輸入這6位數字驗證碼: 123456 或按此連結並登入 https://onlineform.eaa.edu.hk/request'. A red arrow points from the '123456' code in the email to the verification code input field on the website.

4. After logging in, you will see the following page. This page is an announcement. Any latest news or special notices about the competition can be viewed here.

4. 登入後將會看到下圖的頁面，此頁面為公告，任何有關比賽的最新消息或特別通知均可於此查看。



The screenshot shows the EAA announcement page. At the top, there is a navigation bar with the EAA logo and the text '亞洲英文協會 (報名系統) The English Association of Asia'. Below the navigation bar, there are several menu items: '公告', '學生', '比賽', '課程', '賬單', and '登出'. The main content area has a large heading '公告'. Below the heading, there is a list of categories: '分類: 所有 / Competition 比賽 / course 課程 / other 其他 / important Notice 重要通知'. At the bottom, there is a '頁數: 1' dropdown menu.

## Canadian English Writing Competition 2021 (Arch Cup) Elimination 2021年加拿大英文寫作大賽「雅卓盃」入圍賽

This association once again cooperated with Future International Education and Immigration Inc. of Canada to host the "Canadian English Writing Competition 2021" in Hong Kong. The Elimination Round (free of charge) **[holding from September 28 to October 28, 2020]** and the highest honor in the competition, the "Arch Cup", will be added to promote the standard of the competition, all the judges are university professors or specialists. All primary and secondary school students in Hong Kong are cordially invited to participate in the competition. Schools may nominate students or inform parents to encourage students to actively participate on their own.

5. "Student": Before registering for any competition, you need to go to this page and enter your student information. Please click "Add New Participant" below.

5. **學生**：報名任何比賽前，都需先前往此頁面輸入學生資料。請按下方「新增參賽者」。

The screenshot shows the top navigation bar of the EAA registration system. The header includes the EAA logo and the text "亞洲英文協會 (報名系統) The English Association of Asia". Navigation links for "公告", "學生", "比賽", "課程", "賬單", and "登出" are present. A red arrow points to the "學生" link. Below the navigation bar is a section titled "帳號資料" (Account Information) with a table for user details.

登入用戶名:	你的帳號
登入密碼:	<a href="#">更改change</a>
聯絡電話:	你的帳號
電郵地址:	你的帳號

## 學生資料

請確保所輸入的資料正確無誤。如資料上有任何更改，請直接電郵eaa.edu.hk@gmail.com聯絡我們。

[新增參賽者](#)

6. After clicking "Add New Participant", the information you need to enter will be displayed. Please enter it according to the student's real information. After completing the input, click "OK to add". (Each account can add a maximum of 100 students)

6. 按「新增參賽者」後，將會顯示你需輸入的資料，請根據學生的真實資料輸入即可，輸入完成再按「確定新增」。(每個帳號最多可新增 100 位學生)

This screenshot is identical to the one above, showing the navigation bar and the "帳號資料" section.

登入用戶名:	你的帳號
登入密碼:	<a href="#">更改change</a>
聯絡電話:	你的帳號
電郵地址:	你的帳號

## 學生資料

請確保所輸入的資料正確無誤。如資料上有任何更改，請直接電郵eaa.edu.hk@gmail.com聯絡我們。

The screenshot shows the "學生資料" (Student Information) form. A red circle highlights the entire form area. The form includes fields for "Student name (Chinese)", "Student name (English)", "School of Study", "School Category", "Region", "District", "School", "Grade", "Phone number", and "Address". A red arrow points to the "確定新增" (Confirm Add) button at the bottom left.

Student name (Chinese) 學生姓名(中文):

Student name (English) 學生姓名(英文):

School of Study 就讀學校:

School Category 學校類別  Region 區域  District 地區

School 學校

Grade 就讀年級:

Phone number 聯絡電話:

Address 聯絡地址:

[確定新增](#)

7. After you have added the student information, the student information you have just entered will be displayed and you can then apply for the competition. The referral competition is a competition that students can register for. If you are interested in the competition, you can click the competition details or the registration to learn about and register.

7. 完成新增後，學生資料將會顯示你剛才輸入的學生資料，然後便可報名比賽。推介比賽為學生現時可以報名的比賽，如對該比賽有興趣則可按比賽詳情或報名處了解及報名。

8. "Competition": Details of the competitions that are currently open for registration are shown, and interested participants can click "Click here to go to the Registration".

8. **比賽**：記錄了現時正接受報名的比賽詳情，如有意參加者可按「按此即前往報名處」。

9. After clicking "Click here to go to the registration", select the students you need to register. After selection, you need to satisfy the competition conditions set by the Association to complete the registration. For example, to register for the Elimination, the conditions are: 1. Have not yet signed up for this year 2. Upload the entry composition 3. The grade is P1-S6. (As shown below)

9. 按了「按此即前往報名處」後，選擇你需要報名的學生，選擇後，需要完成本會所提出的參賽條件才可完成報名。例如報名入圍賽，條件：1.尚未報名參加今年入圍賽 2.上傳參賽作文 3.就讀年級為 P1-S6。(如下圖所示)

選擇參賽學生:  或 [前往新增學生](#)

選擇參賽學生:  或 [前往新增學生](#)

**學生資料:**  
 Student name (Chinese) 學生姓名(中文): 王小明  
 Student name (English) 學生姓名(英文): Wong Siu Ming  
 School of Study 就讀學校: AP0001 九龍小學 KOWLOON JUNIOR SCHOOL  
 Grade 就讀年級: 小學一年級(P1)  
 Phone number 聯絡電話: 24937971  
 Address 聯絡地址: 九龍彌敦道518-520號彌敦行2樓

**參賽條件:**

條件	是否完成
學生尚未參加 Canadian English Writing Competition 2021 (Arch Cup) Elimination 2021年加拿大英文寫作大賽「雅卓盃」入圍賽	✓ 已完成
需要上傳文件(文件總大小5MB內,及只接受pdf,jpeg,jpg,png,gif格式檔案)	✗ 未完成(The composition has not been uploaded yet) (尚未上傳參賽作文) <input type="button" value="選擇檔案"/> 未選擇任何檔案
學生 Grade 就讀年級 是 小學一年級(P1),小學二年級(P2),小學三年級(P3),小學四年級(P4),小學五年級(P5),小學六年級(P6),中學一年級(S1),中學二年級(S2),中學三年級(S3),中學四年級(S4),中學五年級(S5),中學六年級(S6) 其中一個	✓ 已完成

**Note: The composition can still be changed after uploading, but it cannot be changed after pressing OK.**

**Parents and students please also pay attention to the restricted format and size of the file on the left.**

**注意：上傳後仍能夠更改作文，但按確定後便不能修改，請各位家長及學生留意。亦請留意左方所限制的格式檔案及大小。**

參賽條件:

條件	是否完成						
學生尚未參加 Canadian English Writing Competition 2021 (Arch Cup) Elimination 2021年加拿大英文寫作大賽「雅卓盃」入圍賽	✓ 已完成						
需要上傳文件(文件總大小5MB內,及只接受pdf,jpeg,jpg,png,gif格式檔案)	✓ 已完成(The composition has been uploaded successfully. Please confirm below to complete the registration.) (已成功上傳參賽作文, 請按下方確定即可完成報名。) <table border="1"> <thead> <tr> <th>檔案file</th> <th>大小size (MB)</th> </tr> </thead> <tbody> <tr> <td>0001 (4).jpg</td> <td>0.492</td> </tr> <tr> <td>總大小 total size</td> <td>0.492</td> </tr> </tbody> </table> <input type="button" value="delete 刪除"/>	檔案file	大小size (MB)	0001 (4).jpg	0.492	總大小 total size	0.492
檔案file	大小size (MB)						
0001 (4).jpg	0.492						
總大小 total size	0.492						
學生 Grade 就讀年級 是 小學一年級(P1),小學二年級(P2),小學三年級(P3),小學四年級(P4),小學五年級(P5),小學六年級(P6),中學一年級(S1),中學二年級(S2),中學三年級(S3),中學四年級(S4),中學五年級(S5),中學六年級(S6) 其中一個	✓ 已完成						

10. Successful applicants will receive a notification of "Successfully registered to participate", and then they can return "Student" to see the information of the registered competition. Please wait patiently for the results.

10. 報名成功者則會收到「已成功報名參賽」的通知顯示，然後可以返回 **學生**，可以看到已報名的比賽資訊，請耐心等待入圍結果。

onlineform.eaa.edu.hk 顯示  
已成功報名參賽。

確定

 亞洲英文協會 (報名系統) The English Association of Asia

公告 學生 比賽 課程 賬單 登出

帳號資料

登入用戶名:	你的帳號
登入密碼:	<a href="#">更改change</a>
聯絡電話:	你的帳號
電郵地址:	你的帳號

學生資料

請確保所輸入的資料正確無誤。如資料上有任何更改，請直接電郵 [eea.edu.hk@gmail.com](mailto:eea.edu.hk@gmail.com) 聯絡我們。

Student name (Chinese) 學生姓名(中文): 王小明 Student name (English) 學生姓名(英文): Wong Siu Ming School of Study 就讀學校: AP0001 九龍小學 KOWLOON JUNIOR SCHOOL Grade 就讀年級: 小學一年級(P1) Phone number 聯絡電話: 24937971 Address 聯絡地址: 九龍彌敦道518-520號彌敦行2樓	已報名的比賽: <b>Canadian English Writing Competition 2021 (Arch Cup) Elimination</b> <b>2021年加拿大英文寫作大賽「雅卓盃」入圍賽</b> 參賽編號: 000001 The results will be announced here on November 11, 2020. 入圍賽結果將會於2020年11月11日於此公佈。
	推介比賽:

報名查詢：

聯絡電話：2493 7971

傳 真：2787 0875

電 郵：[eea.edu.hk@gmail.com](mailto:eea.edu.hk@gmail.com)

報名地址：香港九龍彌敦道 518-520 號彌敦行 2 樓全層

辦公時間：星期一至五 上午十時半至下午一時 及 下午二時至下午六時半  
星期六 上午十時半至下午二時 （星期日及公眾假期休息）

Enquiries:

- Email: [eea.edu.hk@gmail.com](mailto:eea.edu.hk@gmail.com)
- Telephone: (852) 2493 7971
- Fax: (852) 2787 0875
- Address: 2/F, Nathan Tower , 518-520 Nathan Road, Yau Ma Tei, Kowloon, Hong Kong
- Office Hours:
  - ◆ Mondays to Fridays: 10:30a.m. - 1:00p.m. and 2:00p.m. - 6:30p.m.
  - ◆ Saturday: 10:30a.m. - 2:00p.m. (Closed on Sundays and public holidays)