



Raffles Institution Primary Mathematics World Contest (RIPMWC) 2017

Steps for registration to be followed by teacher-in-charge

Step 1: Access the contest website

- Go to www.heymath.com and click on the RIPMWC 2017 contest banner
- Alternatively, go to <http://contests.heymath.com/admin/RI17>



Step 2: Register your school

- Click on the link '**Register**'.
- Enter the Activation Key shown below. *Please note that the letters in the activation key are ALL CAPS*



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- **Please note the activation key is for school use only and should not be shared with parents or pupils.**
- Complete the information in the form. The email id entered must be a valid 'moe.edu.sg' id.
- Click on the '**Register School**' button. You will receive an email with the login credentials (Teacher-in-charge id and Password) to your registered email id.


Step 3: Login

- Under School Login, enter the **Teacher-in-charge id** and **Password**
- Under the  **HOME** tab, the description of all the tabs is given.
- To change your password, click on the  **PROFILE** tab. To retrieve your password, please email prime@heymath.com from your registered 'moe.edu.sg' email id.

Step 4: Register pupils for the contest and subscribe for the Preparatory Course

- Click on the  tab.
- Select the relevant category - **Junior** or **Open**.
- Click on the  icon to download a template (MS EXCEL format)
- Open the downloaded MS EXCEL file and enter the pupils' details for the selected category.
- **All fields marked in red are mandatory. Please do not add additional columns or modify the columns in the spreadsheet.**
- Please remember to save the file.
- Upload the MS EXCEL file using the '**Browse**' button.
- If the upload is successful, the list of registered pupils will be displayed.
- To upload pupils for the other category, select the relevant category in the dropdown and then follow the same process.
- To add, edit, delete or upload a new list of pupils
 - Click on the '**Add**' button to add pupils one by one
 - Click on the '**Edit**' button to modify details
 - Click on the '**Delete**' button after selecting the check box on the right to remove a pupil from the list
 - Upload a new MS EXCEL file to replace the existing list of pupils.
- Please note that the Registration begins on **16 January 2017** and ends on **17 March 2017**.

Step 5: Download Participation codes

- Click on '**Generate PDF**' to generate the participation codes once the pupils are registered
- The participation codes can be downloaded as a PDF document by clicking on the  icon.
- For additional convenience, there is a '**Download as excel**' option
- **Remember to click on 'Generate PDF' if you have added, edited, replaced or uploaded a new MS EXCEL file**
- **(Alert: Remember to save the new list of participation codes and delete the old list before you distribute the participation codes to the pupils)**
- Tear marks have been provided in-between each pupil's participation ticket in the pdf file.