

## Raffles Institution Primary Mathematics World Contest (RIPMWC) 2018

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

#### Step 1: Access the contest website

- Go to [www.heymath.com](http://www.heymath.com) and click on the RIPMWC 2018 contest banner
- Alternatively, go to <http://contests.heymath.com/admin/RI18>



#### 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*



TRIANGLE

- **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](mailto: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.

## 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.