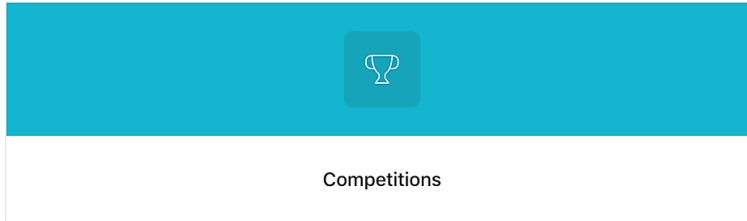


# How-to Register Students in Competitions Quick Steps

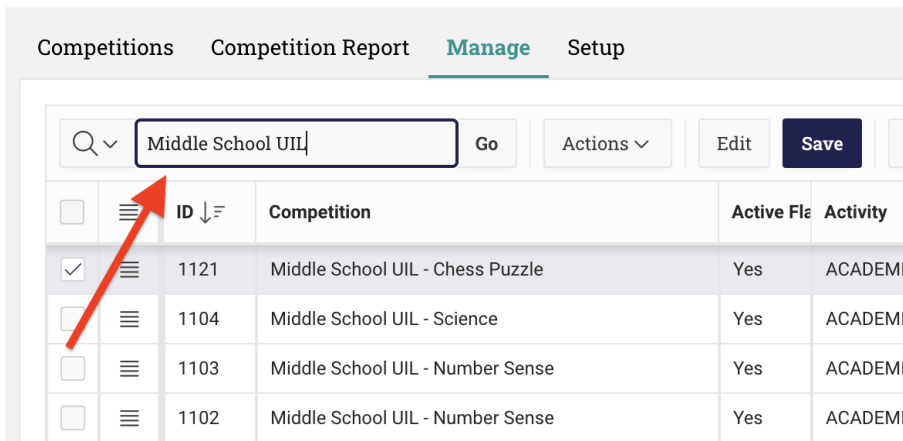
Use Google Chrome as your browser.  
Go to <http://activities.dallasisd.org>

1. Login using your EAD credentials.

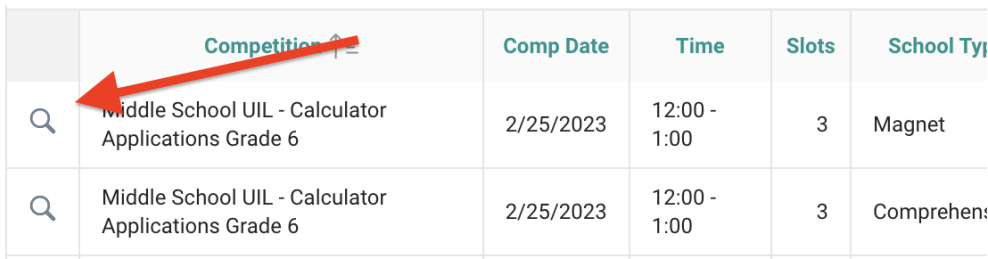
2. Click on Competitions.



3. Type the name of the contest in the search box. Click "Go".



4. Click on the magnifying glass next to the contest you want to register for.

A screenshot of a table with columns: "Competition", "Comp Date", "Time", "Slots", and "School Type". The first row has a magnifying glass icon to its left. A red arrow points from the magnifying glass icon to the "Competition" cell of the first row.

	Competition	Comp Date	Time	Slots	School Type
	Middle School UIL - Calculator Applications Grade 6	2/25/2023	12:00 - 1:00	3	Magnet
	Middle School UIL - Calculator Applications Grade 6	2/25/2023	12:00 - 1:00	3	Comprehens

5. In the Students section, click “Add Student”.

Competition Form ✕

**Competition**

Competition Middle School UIL - Calculator Applications Grade 6	School Type Magnet		
Date 2/25/2023	Time 12:00 - 1:00	Slots 3	Active Flag Y
Activity ACADEMIC UIL	Location Obama Leadership Academy		

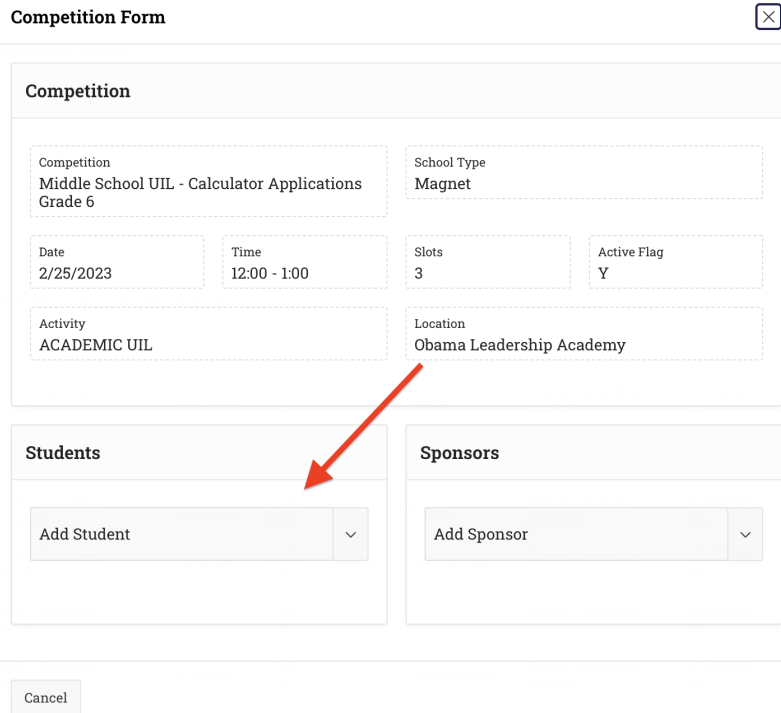
**Students**

Add Student ▼

**Sponsors**

Add Sponsor ▼

Cancel



6. Search and add students. You can search by Student ID or name.

7. After entering your students, click “x” in the top right corner of the Competition Form. Information is automatically saved. There is no save button to click.

Competition Form ✕

**Competition**

Competition Middle School UIL - Calculator Applications Grade 6	School Type Magnet		
Date 2/25/2023	Time 12:00 - 1:00	Slots 3	Active Flag Y
Activity ACADEMIC UIL	Location Obama Leadership Academy		

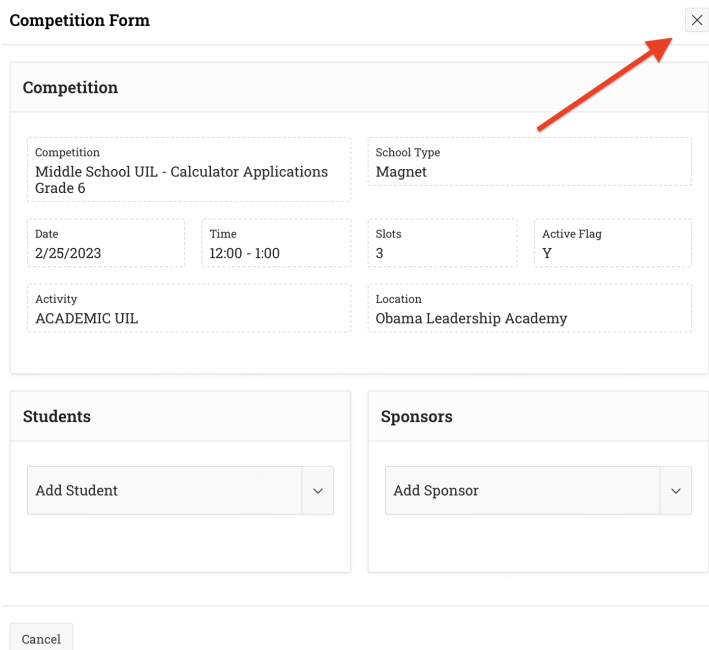
**Students**

Add Student ▼

**Sponsors**

Add Sponsor ▼

Cancel



8. The column labeled “Slots” indicates the number of students that you can register for that contest.

	Competition ↑	Comp Date	Time	Slots	School Type	Location	Activity	Students	Sponsors
🔍	Middle School UIL - Calculator Applications Grade 6	2/25/2023	12:00 - 1:00	3	Magnet	Obama Leadership Academy	ACADEMIC UIL	0	0
🔍	Middle School UIL - Calculator Applications Grade 6	2/25/2023	12:00 - 1:00	3	Comprehensive	Obama Leadership Academy	ACADEMIC UIL	0	0
🔍	Middle School UIL - Calculator Applications Grade 7	2/25/2023	12:00 - 1:00	3	Magnet	Obama Leadership Academy	ACADEMIC UIL	0	0

9. Contests are grade specific and only students in that grade level can be registered.

10. After adding students, add sponsor(s).

Students

Edit Save Add Student

<input type="checkbox"/>	Student
<input type="checkbox"/>	AC (18/07)
<input checked="" type="checkbox"/>	AL
<input type="checkbox"/>	AL

1 rows selected | 1 - 3 of 3

Sponsors

Edit Save Add Sponsor

<input type="checkbox"/>	Sponsor
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11. If you need to remove a student/sponsor, click on the student/sponsor name and choose remove. Information is automatically saved. No need to click on save.