

How Do I Register My Students for District Literary Rally?

1. Navigate to www.southeastern.edu/litrally
 - On the left side menu, click on *School Coordinators*.
 - Click on the Registration System block.
 - Select your school from the drop down menu and enter your password to login.
2. Add your District Rally students.
 - Click *Students* on the top menu next to Home and Update School.
 - You may add your students using one of two methods:

Individual Student Entry:

- Click the *+ Add New Student* button.
- Enter required information for each individual student.
- **Pay attention to the District you are registering your student in. If you are in the Greater New Orleans District, please choose the subject with –NOLA as the suffix (ex: ACCT I – NOLA). If you are in the Southeast District, please choose the subject WITHOUT the suffix (ex: ACCT I).**
- At the bottom of the page, click *Continue to Review Student* button once you have completed the entry.
- Ensure the student information is correct. You may change any of the information by selecting *Edit this Information*. If everything is correct, select *Submit* to continue.
- Once you select *Submit*, you may select to add another individual student or go back to review your full student list.

File Upload Entry Method:

- This method allows you to enter your students onto a spreadsheet and then upload it into the Registration System.
 - **NOTE:** This method should only be used to add NEW students. If you need to update/delete existing students, use the individual student entry method instead of this method.
 - You may upload more than one spreadsheet. For example, if you know that you have 20 students who want to enter, you may submit their names by entering them into the spreadsheet then uploading it into the system. If you find out later that you have a few more new students, you may repeat the process again, for only the new students. **Please do not enter students more than once on multiple sheets.**
- Click the *Add Students Using File Upload* button.
- You will see the option that states *Download sample file* and you will see the *File Upload Guidelines*.
- Select *Download Sample File* to open the template we have prepared for you.
 - You may use this template to enter your student's information or download the information in this format from your school's database system.
 - **NOTE:** – If you are using Google Chrome, the file may automatically open in Google Sheets. If this happens, click the *Download* button on the upper right corner of the screen. You will then be downloading the template into MS Excel.
- Complete each column in the spreadsheet using the *File Upload Guidelines* mentioned above. All fields are required except for the SSN.
- **Pay attention to the District you are registering your student in. If you are in the Greater New Orleans District, please choose the subject with –NOLA as the suffix (ex: ACCT I – NOLA). If you are in the Southeast District, please choose the subject WITHOUT the suffix (ex: ACCT I).**
- Once you are done entering all of the student information, save the document as a CSV (Comma delimited) file on your computer.
- If Excel displays a dialog box about the formatting, then click *Yes*.
- Close the file after saving and select *No* if a dialog box asks if you want to save the file again.
- Go back to the Rally database and select *Choose File* to find your saved .csv file.
- Once you select the file, click the *Upload file and verify student data* button on the Rally database page.

- The next page should display the result of the upload.
 - It will display errors in red.
 - If your file displays red errors, go back to the original file on your computer and correct those errors. Save the file again and follow the same instructions to upload the new saved file.
 - If there are no errors, it will display a success message indicating that you have entered all of the students in your file.
- Click *Everything looks OK, now add these students to the system.*

3. Complete Registration

*You will only do this once you have completed entering all students from your school and no additional students are left to be added. If you will still have additional students to add, **wait** to complete this step until you have entered everyone.*

- If you are finished, go to your student listing page and select the blue *Complete Registration* button on the top right corner above your student list.
- Complete the Foreign Language Form for any students that are registered in a Foreign Language event. The system will automatically enter the student information. You must verify that they are non-native speakers of the event as attested by the school principal and foreign language instructor. After verification, select *Continue to Fee Information*.

NOTE: You no longer have to print the Foreign Language Form.

4. Pay Extra Student Dues

- The system will generate any amount for extra student dues you may owe. Please make the check payable to *Southeast Louisiana District Literary Rally Association*. You may mail all payments to:

Southeast Louisiana District Literary Rally Association
 ATTN: Amber Silessi
 SLU Box 10752
 Hammond, LA 70402

*****Please remember that there are separate subject names for the Southeast District and the Greater New Orleans District. Students must be registered in the appropriate subject identified with or without the NOLA suffix. Students who are registered in subjects with the NOLA suffix will be graded and ranked within the Greater New Orleans District and students registered in subjects without the suffix will be ranked within the Southeast District*****