



**WATER SUPPLIES DEPARTMENT**  
**“CHERISH WATER CAMPUS”**  
**TEACHER’S PORTAL FOR PRIMARY SCHOOL**  
**USER MANUAL**

# CONTENT

<b>I.</b>	<b>INTRODUCTION</b>	3
<b>II.</b>	<b>ACCOUNT SIGN UP</b>	4
<b>III.</b>	<b>ACCOUNT ACTIVATION</b>	7
<b>IV.</b>	<b>LOGIN</b>	8
<b>V.</b>	<b>FORGOT PASSWORD</b>	9
<b>VI.</b>	<b>MAIN PAGE</b>	11
<b>VII.</b>	<b>MY SCHEDULE</b>	12
(a)	Upload the proof of activity	13
(b)	Application for School Roadshow	14
(c)	Application for Game Booths Borrowing	17
<b>VIII.</b>	<b>MY PROFILE</b>	20
(a)	Update User Profile	20
(b)	Change Password	20
<b>IX.</b>	<b>TOOLS &amp; RESOURCES</b>	21
(a)	Nomination Forms	21
	Report of Programme Review	22
	Student Nomination Form	24

## **I. INTRODUCTION**

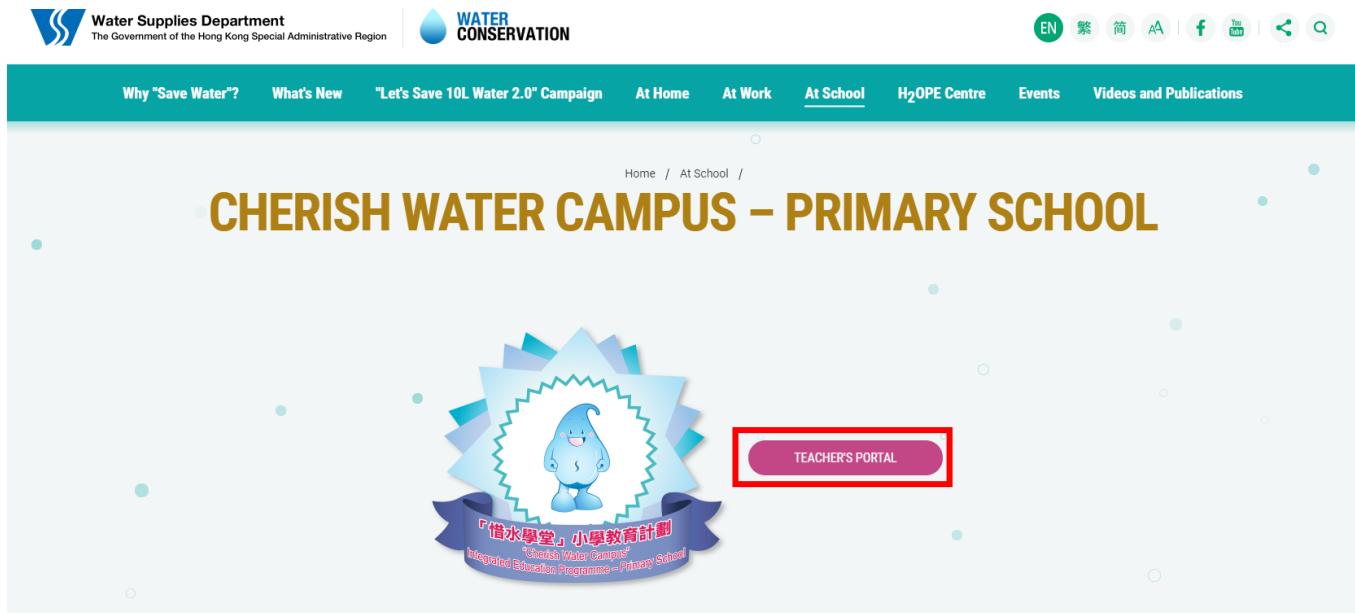
“Cherish Water Campus” Teacher’s Portal for Primary School (“Teacher’s Portal”) is a new online platform to facilitate schools in implementing “Cherish Water Campus” Integrated Education Programme – Primary School (IEP). Every school will have a dedicated account for the Teacher’s Portal and a Teacher-in-charge (TIC) shall be assigned to manage the account. In the Teacher’s Portal, you can utilise online teaching resources, plan the activities themed on water conservation, submit Report of Programme Review and Student Nomination Form to run for individual awards.

The main features of Teacher’s Portal include:

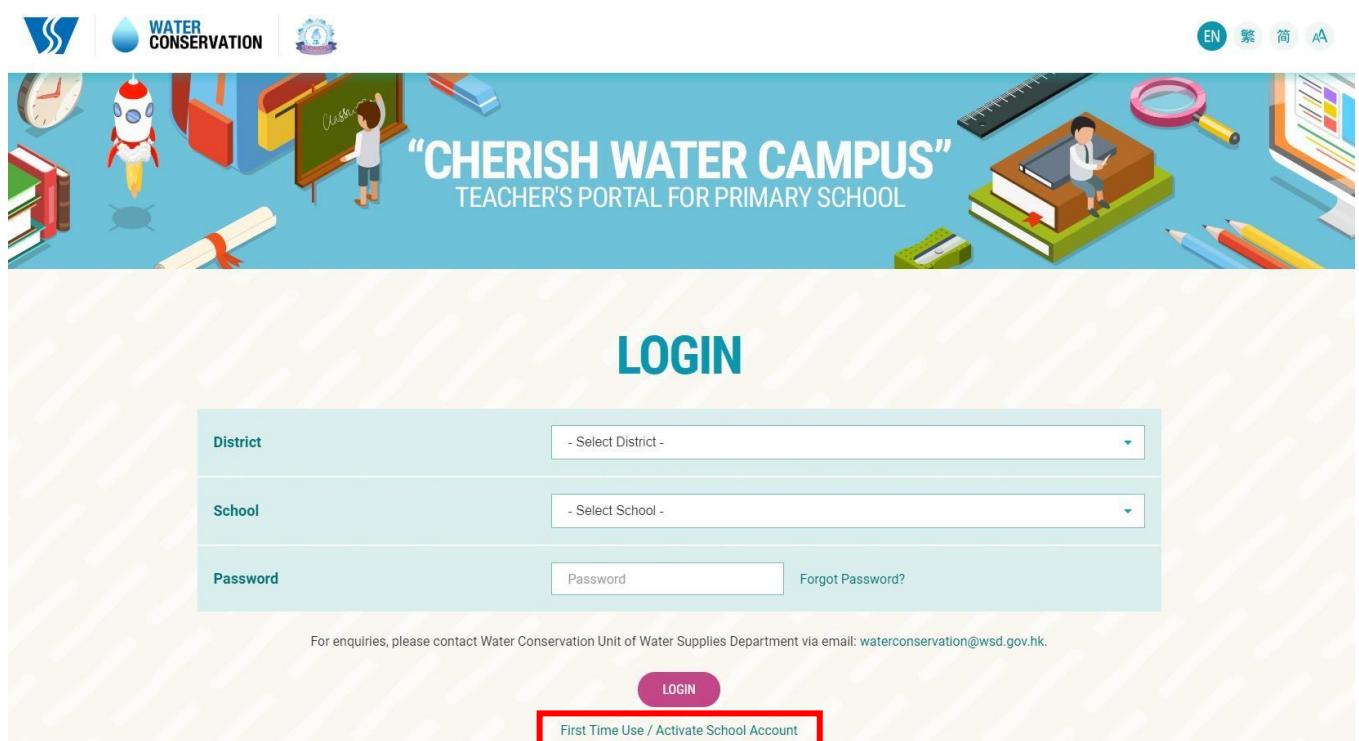
- ◆ **My Schedule:** You can flexibly plan IEP activities and upload proof of activities, view the collected Water Drops and submit applications for “Cherish Water Campus” Game Booths Borrowing and "Water Conservation Starts from You" School Roadshow.
- ◆ **My Profile:** You can view or edit the basic information of school, TIC and change password.
- ◆ **Latest News:** You can learn more about the latest news of IEP.
- ◆ **Tools & Resources:** It provides useful information about IEP including teaching resources and individual awards nomination forms.
- ◆ **Completed Activities:** You can view the completed activities themed on water conservation, collected Water Drops and past awards start from the school year 2020/2021.

## II. ACCOUNT SIGN UP

1. You shall sign up first for first log in to the Teacher's Portal. Go to Water Conservation Website ([www.waterconservation.gov.hk](http://www.waterconservation.gov.hk)), click “At School > Cherish Water Campus - Primary School > Teacher's Portal”.



2. Then click “First Time Use / Activate School Account” on the login page of Teacher's Portal and go to the Sign-Up page.



3. On the Sign-Up page, enter **School Verification Code** (Please refer to the letter of “2020/21 “Cherish Water Campus” Integrated Education Programme – Primary School” dated August 2020 issued by WSD) and choose the **district of your school**. If your input is correct, your school information will be displayed automatically.

Home / At School / Cherish Water Campus – Primary School / **SIGN-UP**

**Sign Up “Cherish Water Campus” Teacher’s Portal for Primary School**

\* Mandatory Field

**School Information**

*School Verification Code	cbc565
*District	Wan Chai
School Name(Chi)	惜水學堂 (灣仔)
School Name(Eng)	Cherish Water Campus (Wanchai)
Name of Principal(Chi)	惜水校長
Name of Principal(Eng)	Mr. Principal of Cherish Water Campus
School Address(Chi)	香港灣仔告士打道7號入境事務大樓48樓
School Address(Eng)	48th Floor, Immigration Tower, 7 Gloucester Road, Wanchai, Hong Kong
School Phone No.	28245000
School Fax No.	
School Email	wsdinfo@wsd.gov.hk

If the school information is found to be incorrect, please contact Water Conservation Unit of Water Supplies Department via email: [waterconservation@wsd.gov.hk](mailto:waterconservation@wsd.gov.hk).

4. Fill in the TIC information (including name, gender, contact phone no. and contact email).
5. Read the Terms and Conditions carefully and check the box of “**I have read and agreed to the Privacy Policy, Disclaimer and Copyright of Water Supplies Department**” to accept the terms.
6. Identify the visual code or listen to the audio clip. Enter the code for authentication.
7. Check the information carefully, and then click “**SUBMIT**”.

Teacher-in-charge (TIC) Information

Name(Chi)	Please fill in the Chinese name of TIC
*Name(Eng)	Please fill in the English name of TIC
*Gender	<input type="radio"/> Male <input type="radio"/> Female
*Contact Phone No.	Please fill in the contact no. of TIC
*Contact Email	Please fill in the email of TIC
*Re-enter Email	Please re-enter the email of TIC
<input type="checkbox"/> I have read and agreed to the <a href="#">Privacy Policy</a> , <a href="#">Disclaimer</a> and <a href="#">Copyright</a> of Water Supplies Department.	
<b>*Captcha</b>  Enter the character in the image or listen to audio CAPTCHA	

**SUBMIT** **RESET**

8. The system will send a Teacher's Portal activation email to your registered email address. Please follow the instructions to activate your Portal account within 7 days from the date of the email.

Dear [REDACTED]

Thank you for registering "Cherish Water Campus" Teacher's Portal for Primary School's Account.

Please activate your account within 7 days of the date of issuance of this email to complete the registration, or else re-application is required.

Please click on the link below to activate the account:

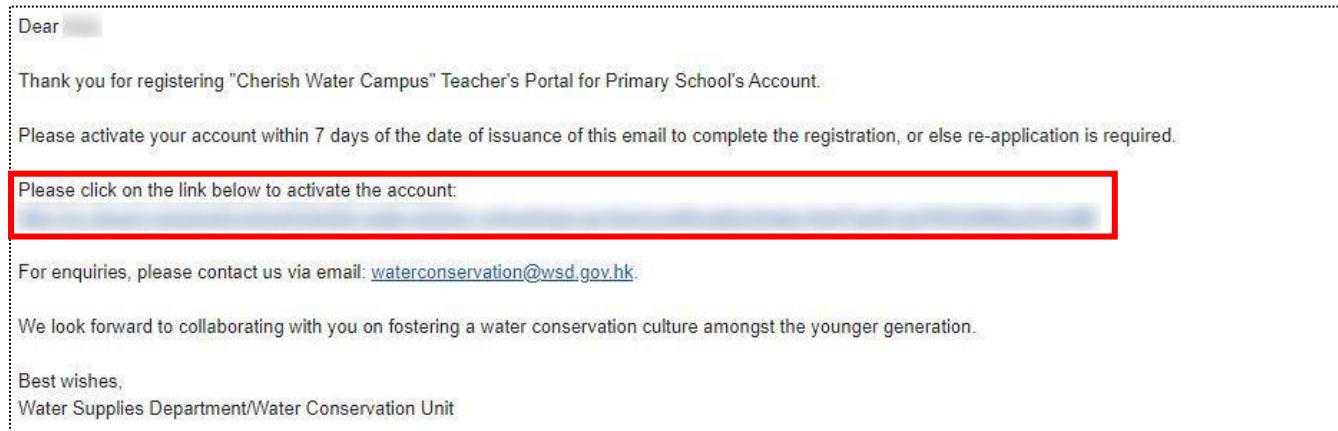
For enquiries, please contact us via email: [waterconservation@wsd.gov.hk](mailto:waterconservation@wsd.gov.hk).

We look forward to collaborating with you on fostering a water conservation culture amongst the younger generation.

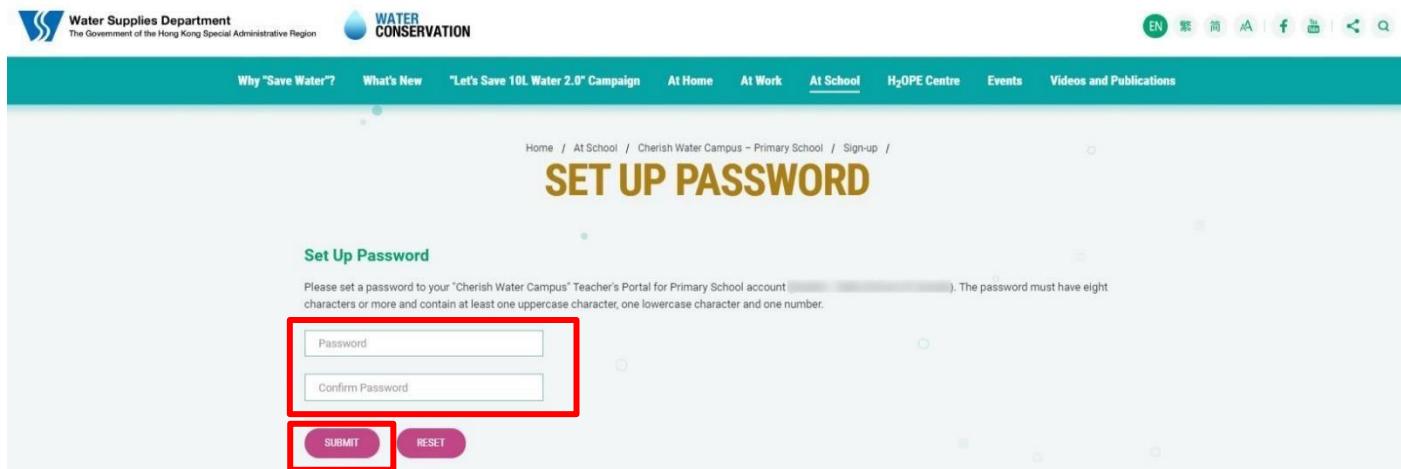
Best wishes,  
Water Supplies Department/Water Conservation Unit

### **III. ACCOUNT ACTIVATION**

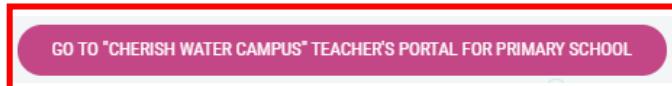
1. If your sign up is successful, you will receive an account activation email. You can then click the link in the aforesaid email to set up the account password.



2. For security reasons, you are advised to use a password must be eight characters or more and contain at least one uppercase character, one lowercase character and one number.
3. Once you confirm the password, click “**SUBMIT**”.



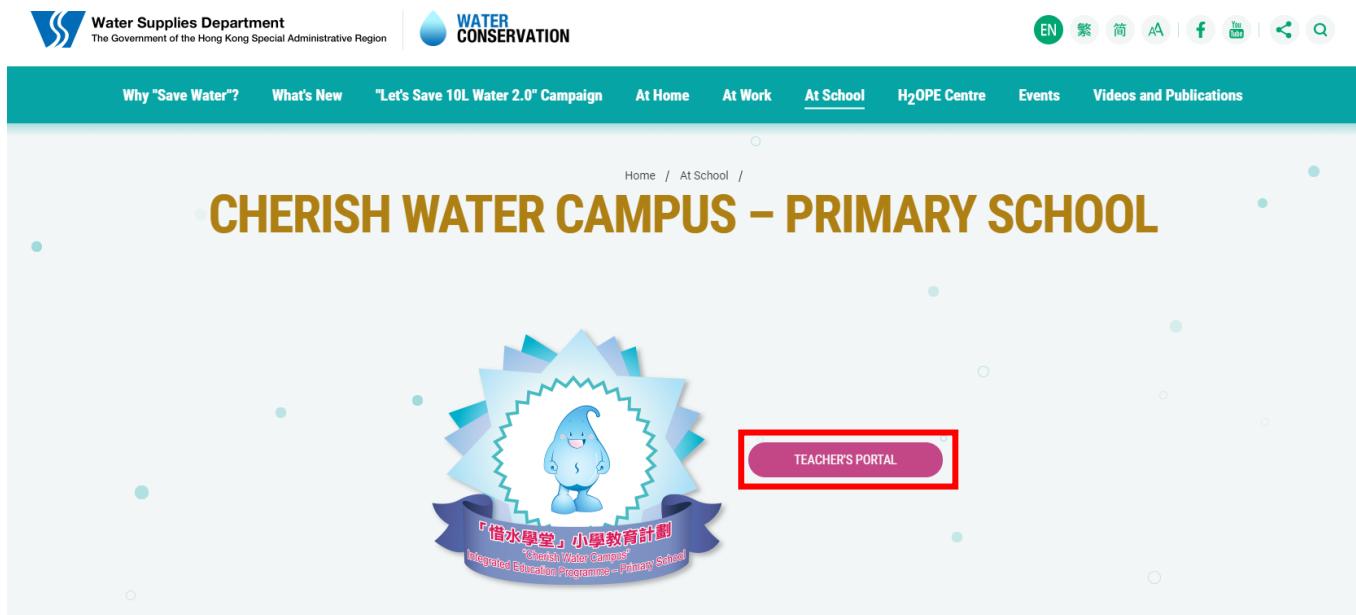
4. You can then click “**GO TO “CHERISH WATER CAMPUS” TEACHER’S PORTAL FOR PRIMARY SCHOOL**” to login.



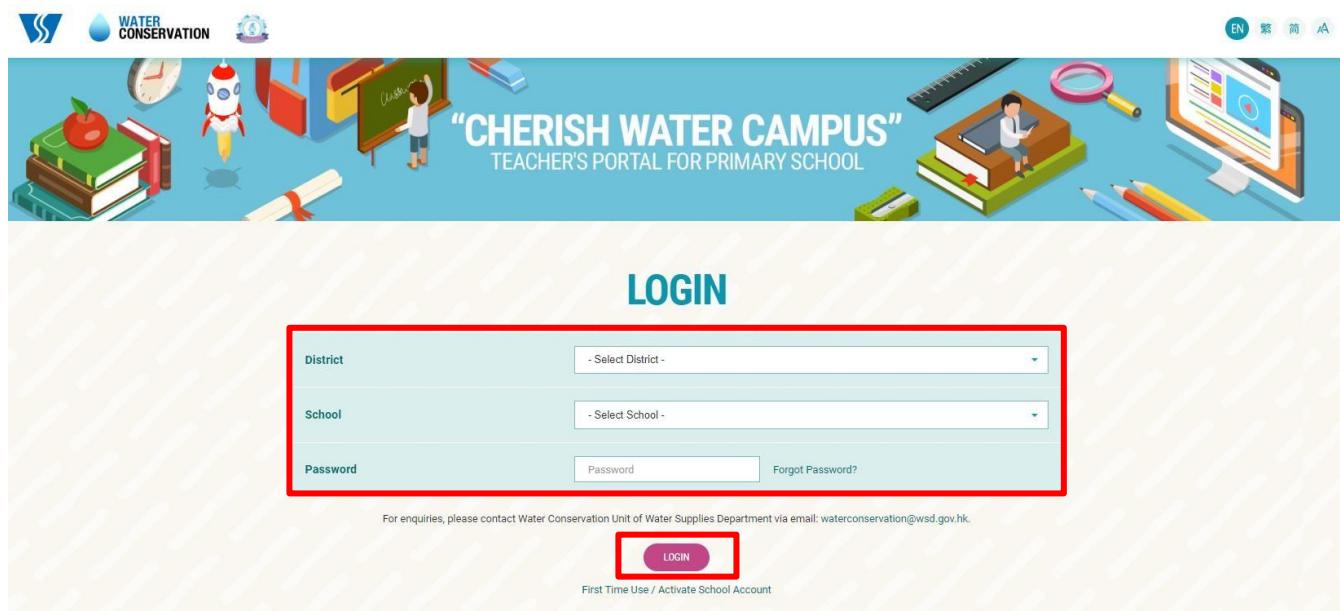
5. Welcome! You have successfully registered for Teacher’s Portal. Go and plan the activities themed on water conservation for your school!

## IV. LOGIN

1. Go to Water Conservation Website ([www.waterconservation.gov.hk](http://www.waterconservation.gov.hk)), click “**At School > Cherish Water Campus - Primary School > Teacher's Portal**”.

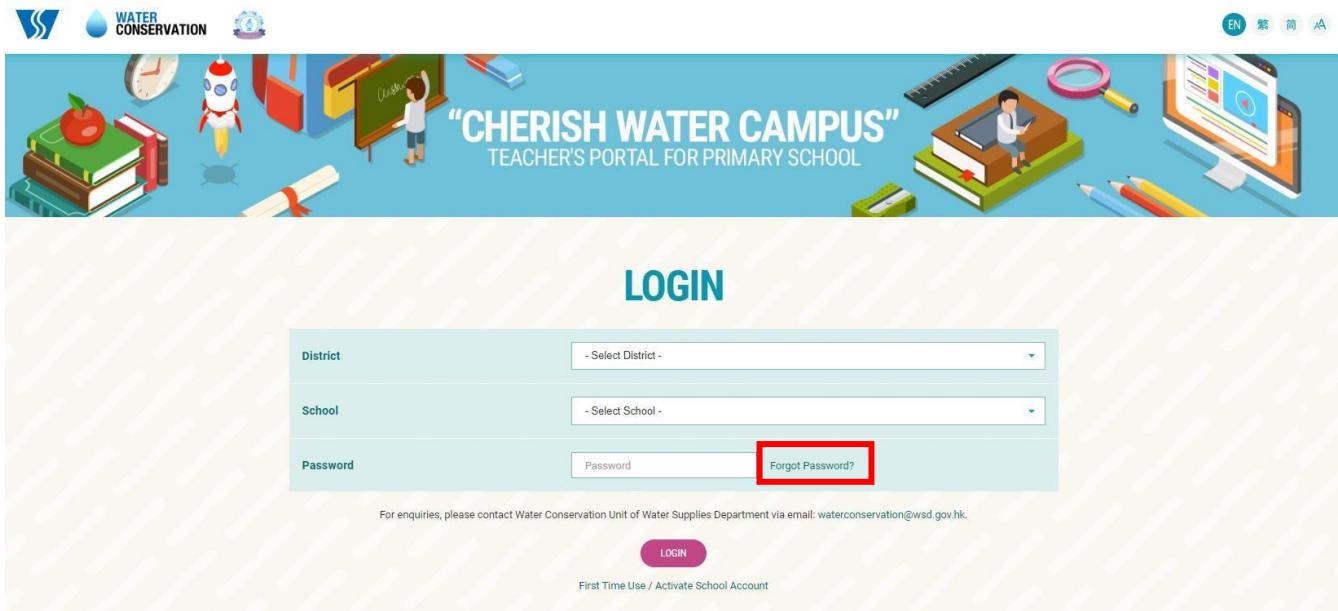


2. On the login page of Teacher's Portal, select the district of school from “**District**”.
3. Select school name from “**School**”.
4. Enter password, then click “**LOGIN**” to the main page of Teacher's Portal.



## V. **FORGOT PASSWORD**

1. If you forgot your password, you can click “**Forgot Password?**” on the Teacher’s Portal login page to reset it.



WATER CONSERVATION

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### CHERISH WATER CAMPUS

TEACHER'S PORTAL FOR PRIMARY SCHOOL

## LOGIN

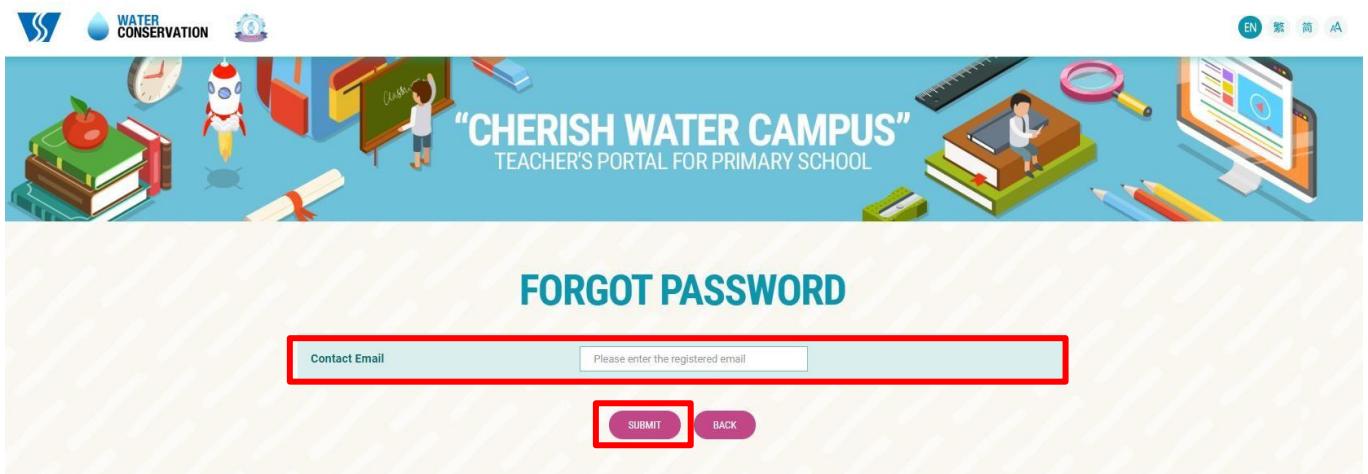
District	- Select District -
School	- Select School -
Password	<input type="password"/> <a href="#">Forgot Password?</a>

For enquiries, please contact Water Conservation Unit of Water Supplies Department via email: [waterconservation@wsd.gov.hk](mailto:waterconservation@wsd.gov.hk).

[LOGIN](#)

First Time Use / Activate School Account

2. Enter your registered email address and click “**SUBMIT**”.



WATER CONSERVATION

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### CHERISH WATER CAMPUS

TEACHER'S PORTAL FOR PRIMARY SCHOOL

## FORGOT PASSWORD

<input type="text" value="Contact Email"/>	<input type="text" value="Please enter the registered email"/>
--	--

[SUBMIT](#) [BACK](#)

3. The system will send a Password Reset email to your registered email address. You can then click the link in the aforesaid email to reset the account password.



Dear [REDACTED],

You recently made a request to reset your password. Please click on the link below to continue.

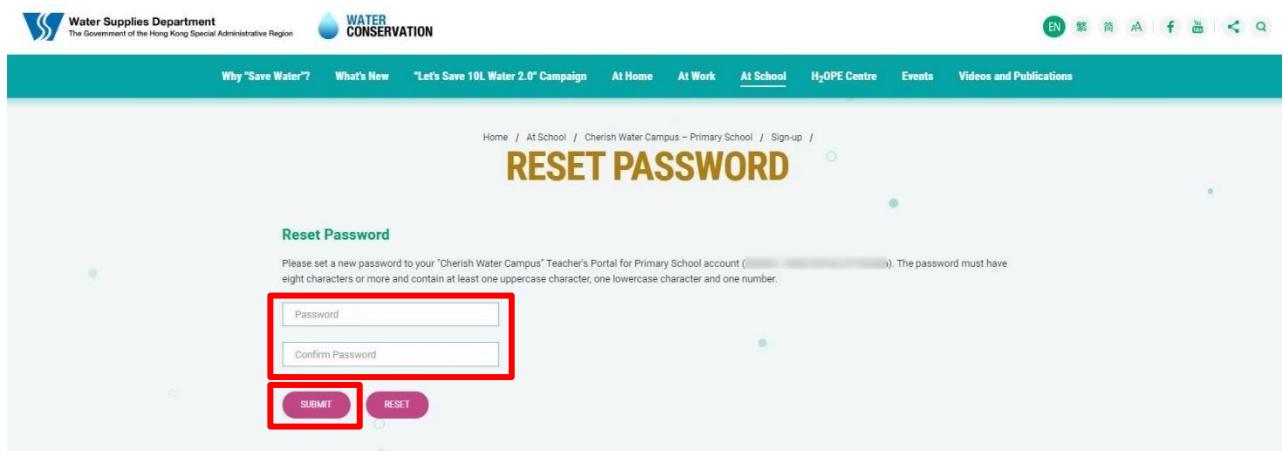
[\[REDACTED\]](#)

If you did not make this request, please kindly ignore this email. As long as you do not click on the above link, no action will be taken and your account will remain secure.

For enquiries please contact us via email: [waterconservation@wsd.gov.hk](mailto:waterconservation@wsd.gov.hk).

Best wishes,  
Water Supplies Department/Water Conservation Unit

4. Enter your new password and hence retype the new password in related boxes, click “**SUBMIT**” to confirm.



Water Supplies Department  
The Government of the Hong Kong Special Administrative Region

WATER CONSERVATION

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Why "Save Water"? What's New "Let's Save 10L Water 2.0" Campaign At Home At Work **At School** H2OPE Centre Events Videos and Publications

Home / At School / Cherish Water Campus - Primary School / Sign-up /

## RESET PASSWORD

**Reset Password**

Please set a new password to your "Cherish Water Campus" Teacher's Portal for Primary School account (.....). The password must have eight characters or more and contain at least one uppercase character, one lowercase character and one number.

Password  
 Confirm Password

**SUBMIT** **RESET**

5. You have reset the password for Teacher's Portal successfully. You can now use your new password to login.

## VI. MAIN PAGE

The features of Main Page:

The collected Water Drops in the school year

Welcome,  School name

Your Score 0

Shortcuts

Latest News

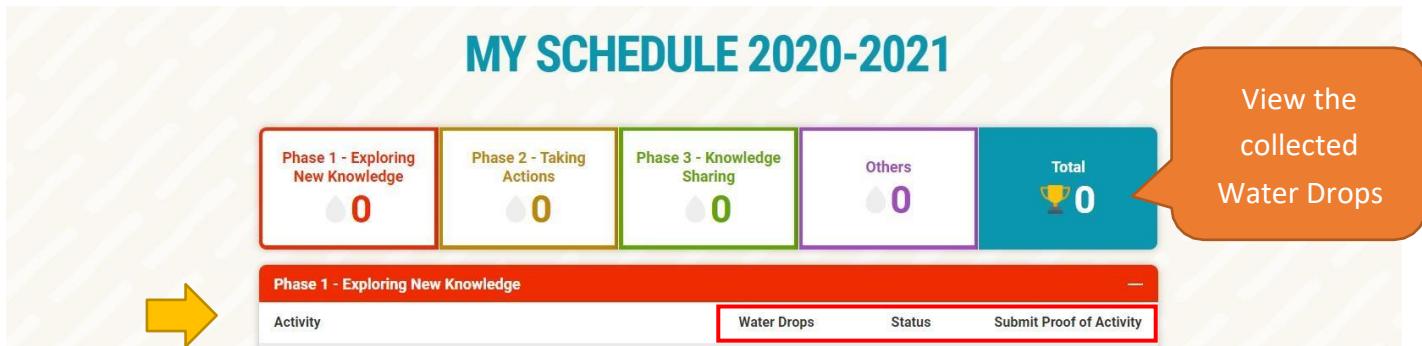
Logout button

Remarks:

- (i) The account will be logged out automatically after idling for 30 minutes.
- (ii) To better protect your personal information, please remember to log out every time when you finish using Teacher's Portal.

## VII. MY SCHEDULE

In “My Schedule”, you can plan the activities themed on water conservation, upload the proof of activity and view the collected Water Drops.



Items	Details
Water Drops	To show the no. of Water Drops for each activity
Status	<p>5 status are illustrated as below:</p> <ul style="list-style-type: none"> <li>◆ <b>ENROLL</b> : If you click “ENROLL”, it is considered as joining the activity. You can submit the proof of activity anytime</li> <li>◆ <b>QUIT ENROLL</b> : “QUIT ENROLL” appears after clicking <b>ENROLL</b>. If you click “QUIT ENROLL”, it is considered as not joining the activity</li> <li>◆ <b>REVIEWING</b> : School has enrolled the activity and submitted the proof of activity</li> <li>◆ <b>COMPLETED</b>: The proof of activity is verified by WSD</li> <li>◆ <b>SUBMITTED FORM</b> : School has submitted the application for School Roadshow or Game Booths Borrowing</li> </ul>
Submit Proof of Activity	To remind school to submit the proof of activity after enrollment in order to gain the Water Drops

(a) Upload the proof of activity

Teacher's Portal is open for applications in early August every year. Upon completion of the activity, school shall submit the relevant information through Teacher's Portal to WSD before 31 July every year for record. A certain amount of Water Drops will be obtained after the proofs of the activity are verified by WSD.

Procedures for upload are as follows:

1. Click “**ENROLL**” for the activity you join, then click the “**SUBMIT NOW**”.
2. You can provide the link for file storage or upload a file with max. size of 20MB in the pop-up window.
3. After submission, click “**SUBMIT**” to complete.
4. For amendment of the proofs, please contact Water Conservation Unit of WSD via email:

[waterconservation@wsd.gov.hk](mailto:waterconservation@wsd.gov.hk).

### Teaching Materials for Classroom Activities: Worksheets / Activities Kit (Grade 4)

**Completed worksheets and/or snapshot of the activity**

You can provide the link for file storage or upload a file with max size of 20MB.

The linkage to the file storage (e.g. Google drive, DropBox .... etc)

**Upload file**

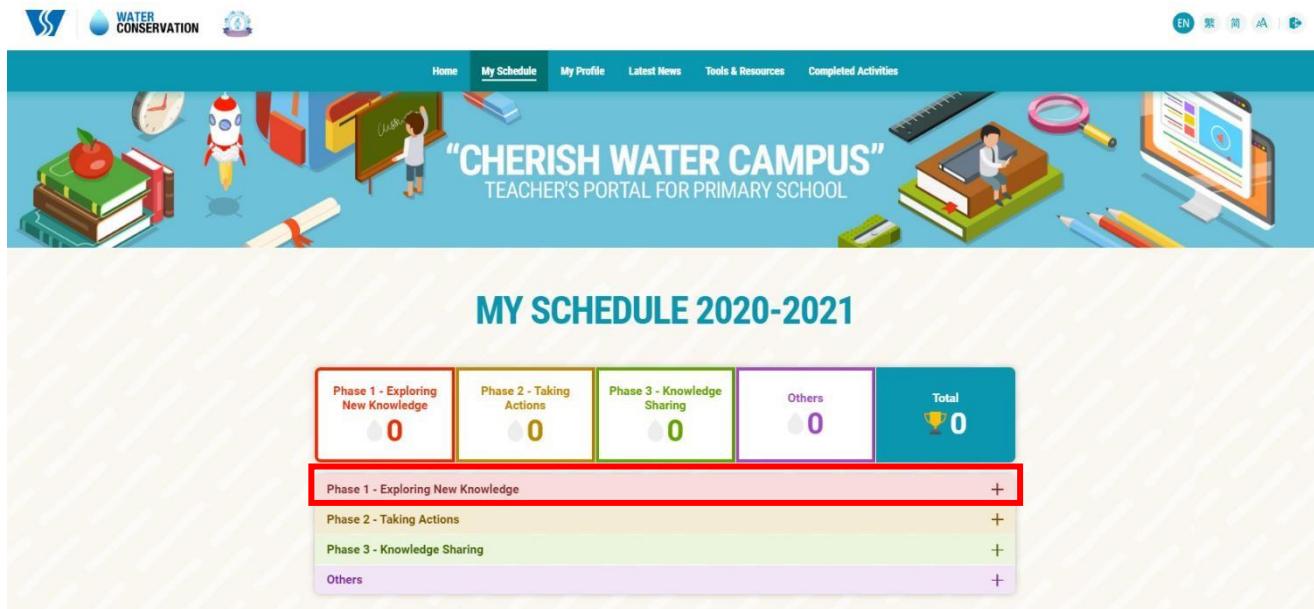
**SUBMIT** **CLOSE**

(b) Application for School Roadshow

Each school can submit one application for school roadshow in every school year. Schools may apply for a maximum of two sessions in each application. Each school shall submit the application form at least 30 days in advance of the scheduled date. All applications will be processed on a first come, first served basis. For details, please refer to [Terms & Conditions](#).

The procedures for school roadshow application are as follows:

1. Click “Phase 1: Exploring New Knowledge” in “My Schedule”.



The screenshot shows the 'MY SCHEDULE 2020-2021' section of the portal. At the top, there are five categories with counts: Phase 1 - Exploring New Knowledge (0), Phase 2 - Taking Actions (0), Phase 3 - Knowledge Sharing (0), Others (0), and Total (0). Below this, there are four buttons with '+' signs: Phase 1 - Exploring New Knowledge, Phase 2 - Taking Actions, Phase 3 - Knowledge Sharing, and Others. The 'Phase 1 - Exploring New Knowledge' button is highlighted with a red box.

2. Click “ENROLL” in the School Roadshow field. “APPLY NOW” will be displayed under the activity name.



The screenshot shows the 'School Roadshow' application form. It includes a 'School Roadshow' field, an 'APPLY NOW' button (highlighted with a red box), a '2' in the top right corner, and a 'QUIT ENROLL' button.

3. Click “APPLY NOW”, a pop-up window is displayed for data input (including date & start time, no. of students, student’s grade, medium of language) .
4. Enter the specific needs in the “Remarks” if necessary, then click “Next”.
5. If you wish to apply the second session, please enter the information of the session. Then click “Next”.

## Application for School Roadshow

Each school can submit one application for school roadshow in every school year. Schools may apply for a maximum of two sessions in each application. The duration for one session is about 45 minutes.

\* Mandatory Field

Session 1      Session 2      Contact Information

The available dates are shown in black

**\*Date & Time**

**August 2020**

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

DD/MM/YYYY

--Hour-- --Min...

Duration about 45 min

**\*No. of Students** At least 30 students

**\*Students' Grade**

P1  
 P2  
 P3  
 P4  
 P5  
 P6

**\*Medium of Language**  Cantonese  English  Putonghua

**Remarks**

For enquiries or cancellation of school roadshow application, please contact Water Conservation Unit of WSD via email: [waterconservation@wsd.gov.hk](mailto:waterconservation@wsd.gov.hk).

**NEXT**

6. Enter the contact information of TIC.
7. Read the Terms and Conditions carefully and check the box of **“I have read and agreed to the Terms and Conditions of Application for School Roadshow, Privacy Policy, Disclaimer and Copyright”** to accept the terms.
8. Check the information carefully, and then click **“SUBMIT”** to complete.

## Application for School Roadshow

Each school can submit one application for school roadshow in every school year. Schools may apply for a maximum of two sessions in each application. The duration for one session is about 45 minutes.

\* Mandatory Field

Session 1	Session 2	Contact Information
<b>*Contact Person</b>	<input type="text"/>	
<b>*Contact Tel No.</b>	<input type="text"/>	
<b>School Address</b>	<input type="text"/>	
<b>*Email Address</b>	<input type="text"/>	
<input type="checkbox"/> I have read and agreed to the <a href="#">Terms and Conditions of Application for School Roadshow</a> <a href="#">PDF</a> , <a href="#">Privacy Policy</a> , <a href="#">Disclaimer</a> and <a href="#">Copyright</a> .		

For enquiries or cancellation of school roadshow application, please contact Water Conservation Unit of WSD via email: [waterconservation@wsd.gov.hk](mailto:waterconservation@wsd.gov.hk).

[PREVIOUS](#)

[SUBMIT](#)

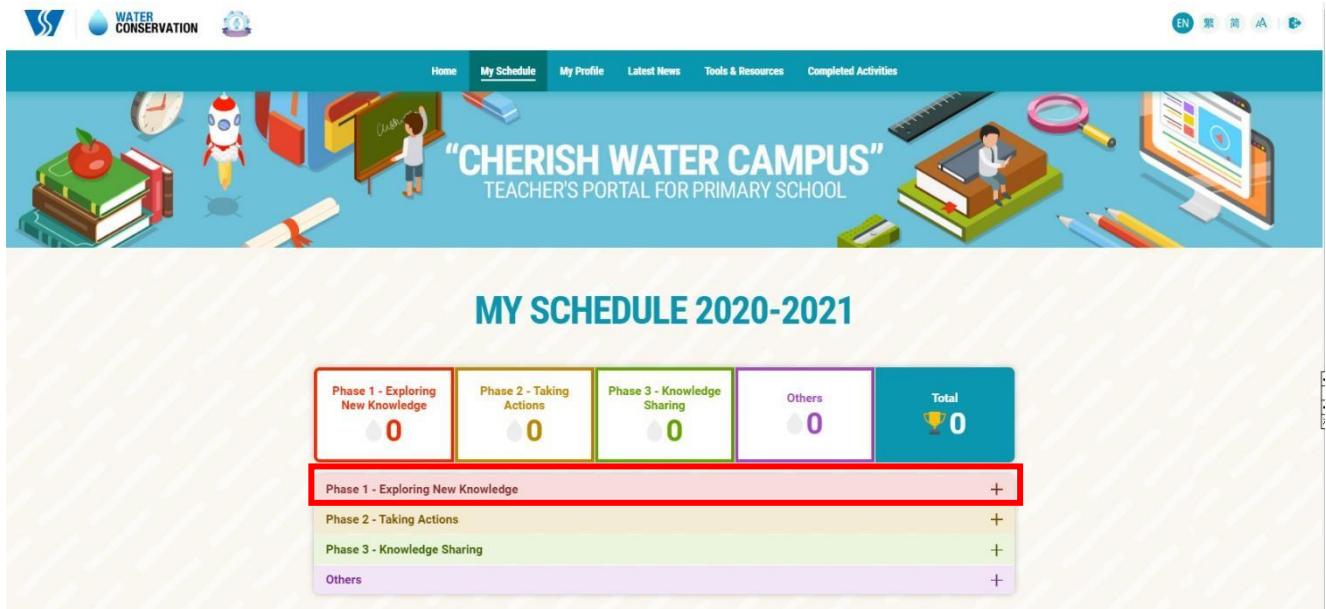
9. Successful application will be confirmed by email within one day.
10. You can click “**VIEW SUBMITTED FORM**” under the activity name to view submitted form.
11. For amendment of the application, please contact Water Conservation Unit of WSD via email: [waterconservation@wsd.gov.hk](mailto:waterconservation@wsd.gov.hk).

(c) Application for Game Booths Borrowing

Each school can submit one application for game booths borrowing in every school year. Schools may borrow game booths for a maximum of two sessions in each application. All applications will be processed on a first come, first served basis. For details, please refer to [Terms & Conditions](#).

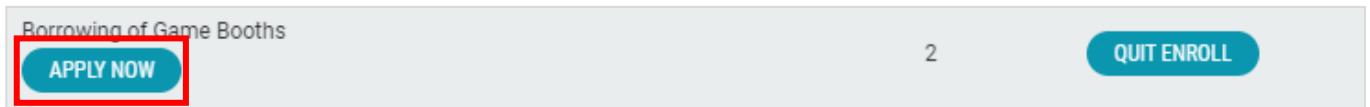
The procedures for game booths borrowing application are as follows:

1. Click “Phase 1: Exploring New Knowledge” in “My Schedule”.



The screenshot shows the 'CHERISH WATER CAMPUS' Teacher's Portal for Primary School. The main header features the portal's logo and the text 'WATER CONSERVATION'. Below the header, there are navigation links: Home, My Schedule (which is highlighted in blue), My Profile, Latest News, Tools & Resources, and Completed Activities. The main content area is titled 'MY SCHEDULE 2020-2021'. Below this, there is a summary table with five columns: 'Phase 1 - Exploring New Knowledge' (0), 'Phase 2 - Taking Actions' (0), 'Phase 3 - Knowledge Sharing' (0), 'Others' (0), and 'Total' (0). A red box highlights the 'Phase 1 - Exploring New Knowledge' button. Below the summary table, there are four additional rows with '+' icons: 'Phase 2 - Taking Actions', 'Phase 3 - Knowledge Sharing', and 'Others', followed by a row for 'Total'.

2. Click “ENROLL” in the School Roadshow field. “APPLY NOW” will be displayed under the activity name.



The screenshot shows the 'Borrowing of Game Booths' application page. At the top, there is a header with the text 'Borrowing of Game Booths'. Below the header, there is a large teal button with the text 'APPLY NOW' in white. To the right of the button, there is a small number '2' and a 'QUIT ENROLL' button. The background of the page is light gray.

3. Click “APPLY NOW”, a pop-up window is displayed for data input (including borrowing period and borrowed game booths). then click “Next”.
4. If you wish to apply the second session, please enter the information. Then click “Next”.

## Application for Game Booths Borrowing

Each school can submit one application for borrowing game booths in every school year. Schools may borrow game booths for a maximum of two times in each application.

\* Mandatory Field

Session 1	Session 2	Contact Information
<p><b>*Pick up date - Return date</b></p> <p>The available game booths are shown in dark green</p> <p><b>*Borrowed Game Booths</b></p> <ul style="list-style-type: none"><li><input checked="" type="radio"/> 01/09/2020-15/09/2020</li><li><input type="radio"/> 16/09/2020-30/09/2020</li><li><input type="radio"/> 19/10/2020-30/10/2020</li><li><input type="radio"/> 02/11/2020-13/11/2020</li><li><input type="radio"/> 16/11/2020-30/11/2020</li><li><input type="radio"/> 01/12/2020-15/12/2020</li><li><input type="radio"/> 16/12/2020-31/12/2020</li><li><input type="radio"/> 04/01/2021-15/01/2021</li><li><input type="radio"/> 18/01/2021-29/01/2021</li><li><input type="radio"/> 01/02/2021-11/02/2021</li><li><input type="radio"/> 16/02/2021-26/02/2021</li><li><input type="radio"/> 01/03/2021-15/03/2021</li><li><input type="radio"/> 16/03/2021-31/03/2021</li><li><input type="radio"/> 01/04/2021-15/04/2021</li><li><input type="radio"/> 16/04/2021-30/04/2021</li><li><input type="radio"/> 03/05/2021-14/05/2021</li><li><input type="radio"/> 17/05/2021-31/05/2021</li><li><input type="radio"/> 01/06/2021-16/06/2021</li><li><input type="radio"/> 17/06/2021-30/06/2021</li><li><input type="radio"/> 02/07/2021-16/07/2021</li><li><input type="radio"/> 19/07/2021-30/07/2021</li></ul>		

For enquiries or cancellation of game booths application, please contact Water Conservation Unit of WSD via email: [waterconservation@wsd.gov.hk](mailto:waterconservation@wsd.gov.hk).

**NEXT**

5. Enter the contact information of TIC.
6. Read the Terms and Conditions carefully and check the box of **“I have read and agreed to the Terms and Conditions of Application for Game Booths Borrowing, Privacy Policy, Disclaimer and Copyright”** to accept the terms.
7. Check the information carefully, and then click **“SUBMIT”**.

## Application for Game Booths Borrowing

Each school can submit one application for borrowing game booths in every school year. Schools may borrow game booths for at maximum of two times in each application.

\* Mandatory Field

Session 1	Session 2	Contact Information
<b>*Contact Person</b>	<input type="text"/>	
<b>*Contact Tel No.</b>	<input type="text"/>	
<b>*Email Address</b>	<input type="text"/>	
<input type="checkbox"/> I have read and agreed to the <a href="#">Terms and Conditions of Application for Game Booths Borrowing</a> <small>PDF</small> , <a href="#">Privacy Policy</a> , <a href="#">Disclaimer</a> and <a href="#">Copyright</a> .		

For enquiries or cancellation of game booths application, please contact Water Conservation Unit of WSD via email:  
[waterconservation@wsd.gov.hk](mailto:waterconservation@wsd.gov.hk).

[PREVIOUS](#) [SUBMIT](#)

8. Successful application will be confirmed by email within one day.
9. You can click “**VIEW SUBMITTED FORM**” under the activity name to view the submitted form.
10. For amendment of the application, please contact Water Conservation Unit of WSD via email:  
[waterconservation@wsd.gov.hk](mailto:waterconservation@wsd.gov.hk).

## VIII. MY PROFILE

### (a) Update User Profile

1. You are able to update the name, gender, contact phone no. and contact email of TIC and the name of Principal in “My Profile”.
2. Click “**SAVE**” after updating the information.

**MY PROFILE**

**User Profile**

\* Mandatory Field

School Name(Chi)	请输入...
School Name(Eng)	请输入...
Name(Chi)	Please fill in the Chinese name of TIC
*Name(Eng)	Please fill in the English name of TIC
*Gender	<input type="radio"/> Male <input checked="" type="radio"/> Female
*Contact Phone No.	Please fill in the contact no. of TIC
*Contact Email	Please fill in the email of TIC
Name of Principal(Chi)	Please fill in the Chinese name of Principal
Name of Principal(Eng)	Please fill in the English name of Principal

**SAVE**

### (b) Change Password

1. You can reset the password in “My Profile – Change Password”.
2. Enter the old password and new password, and hence retype the new password. Then click “**CHANGE**” to confirm.

**Change Password**

Please enter your old and new passwords. Password must be eight characters or more and contain at least one uppercase character, one lowercase character and one number.

Old Password	Old Password
New Password	A mixed case with at least 8 alphanumeric
Confirm New Password	Please re-enter the new password

**CHANGE**

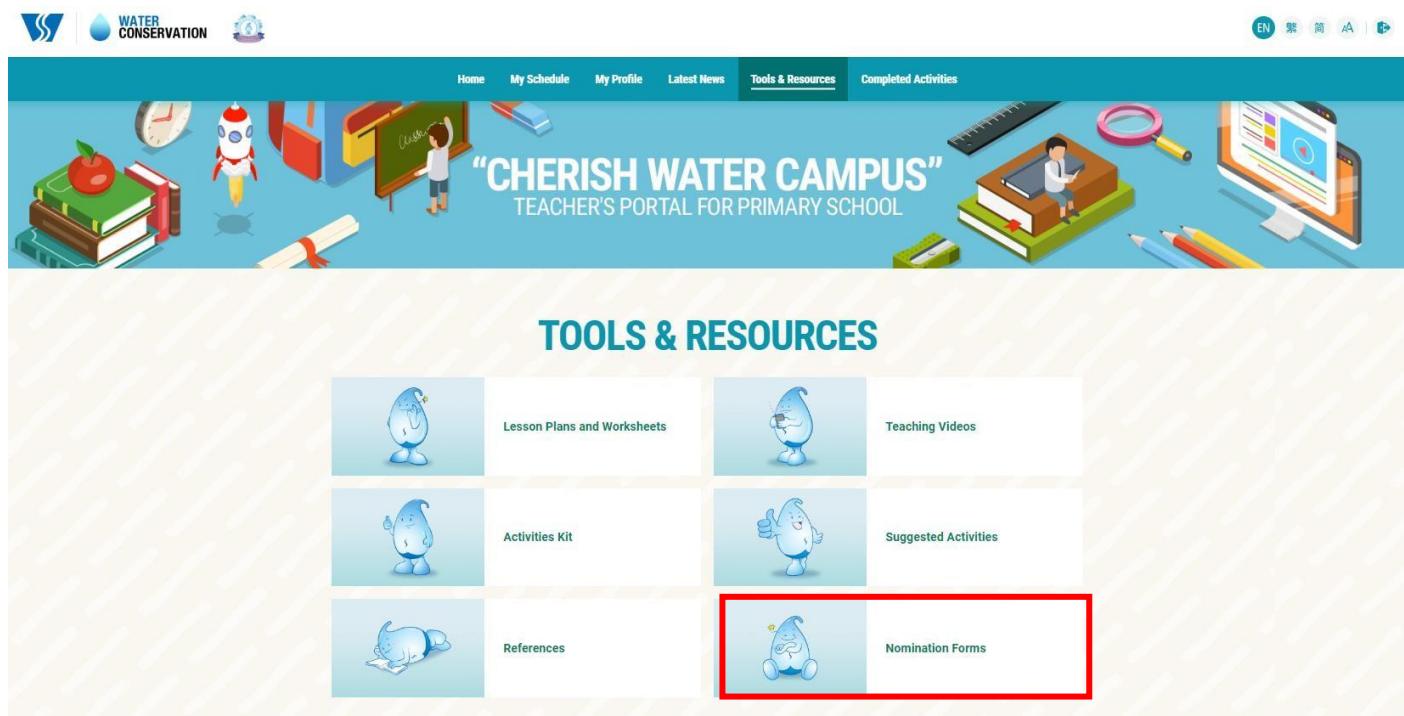
## IX. TOOLS & RESOURCES

The resources in “Tools & Resources” include:

- Lesson Plans & Worksheets
- Teaching Videos (with worksheets)
- Activities Kit
- Suggested Activities
- References
- Nomination Forms – Report of Programme Review and Student Nomination Form

### (a) Nomination Forms

You can submit Report of Programme Review and Student Nomination Form before 31 July every year to run for individual awards.



The screenshot shows the 'CHERISH WATER CAMPUS' Teacher's Portal for Primary School. The top navigation bar includes links for Home, My Schedule, My Profile, Latest News, Tools & Resources (which is the current page), and Completed Activities. The main banner features a cartoon water drop character and the text 'CHERISH WATER CAMPUS' and 'TEACHER'S PORTAL FOR PRIMARY SCHOOL'. Below the banner, the 'TOOLS & RESOURCES' section is displayed with six items arranged in a 3x2 grid. Each item includes a small cartoon water drop icon and a link: 'Lesson Plans and Worksheets', 'Teaching Videos', 'Activities Kit', 'Suggested Activities', 'References', and 'Nomination Forms'. The 'Nomination Forms' link is highlighted with a red rectangular box.

## Report of Programme Review

1. Click the “Nomination Forms” on the “Tools & Resources” page. Click the “SUBMIT THE FORM HERE” under “Outstanding Planning Teacher Award” and “Outstanding Guiding Teacher Award”.

**NOMINATION FORMS**

**“Outstanding Planning Teacher Award” and “Outstanding Guiding Teacher Award”**

To commend teachers for their support of IEP and contributions to water-saving activities, awards will be presented to teachers participating in the IEP. If a participating school is awarded the Gold, Silver or Bronze Award, teachers can run for the “Outstanding Planning Teacher Award”. For participating schools which are not awarded the Gold, Silver or Bronze Awards, teachers can also run for “Outstanding Guiding Teacher Award”.

**“Water Conservation Star Award” and “Water Conservation Pioneer Award”**

To encourage and recognise the efforts of students on water conservation, awards will be presented to students participating in the IEP. If a participating school is awarded the Gold, Silver or Bronze Award, students can be nominated for the “Water Conservation Star Award”. For participating schools which are not awarded the Gold, Silver or Bronze Awards, students can also be nominated for “Water Conservation Pioneer Award”.

**For details of “Reward Mechanism” & “Awards”, please refer to “Programme Details”.**

2. A pop-up window is displayed for data input (including name and sharing of good practices)
3. Read the Terms and Conditions carefully and check the box of **“I have read and agreed to the Privacy Policy, Disclaimer and Copyright of Water Supplies Department”** to accept the terms.
4. Check the information carefully, and then click “SUBMIT”

### Report of Programme Review

\* Mandatory Field

**Name(Chi)**

**\*Name(Eng)**

**\*Sharing of Good Practices**   
Max 1000 characters

**Suggestions**

**Supplementary Materials** You can provide the link for file storage or upload a file with max size of 20MB.  
The linkage to the file storage (e.g. Google drive, DropBox .... etc)

I have read and agreed to the [Privacy Policy](#), [Disclaimer](#) and [Copyright](#) of Water Supplies Department.

**SUBMIT**

5. After successful submission, you can view submitted form by clicking “**VIEW SUBMITTED FORM**”.
6. For amendment of the form, please contact Water Conservation Unit of WSD via email: [waterconservation@wsd.gov.hk](mailto:waterconservation@wsd.gov.hk).

## Student Nomination Form

1. Click the “Nomination Forms” on the “Tools & Resources” page. Click the “SUBMIT THE FORM HERE” under “Water Conservation Star Award” and “Water Conservation Pioneer Award”.

**NOMINATION FORMS**

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**SUBMIT THE FORM HERE**

For details of “Reward Mechanism” & “Awards”, please refer to “Programme Details”.

**BACK**

2. Each school can nominate a maximum of 3 students to run for individual awards.
3. A pop-up window is displayed for data input (including student’s name, grade, and reasons of nomination) , then click “NEXT”.

### Student Nomination Form

\* Mandatory Field

**Nominees 1**   **Nominees 2**   **Nominees 3**   **Documents Submission**

**Name(Chi)**

**\*Name(Eng)**

**\*Class**

**\*Reasons of Nomination**

Active participation in class discussions  
 Active participation in after-class extended activities  
 Having won awards in relevant competitions held inside or outside school  
 Others (Please specify)

**NEXT**

4. After data input, you shall upload documents (including experience sharing or reflection on water conservation / protection of water resources from each nominated student (50 – 100 words) and snapshots of class participation or entries of relevant activities from each nominated student.
5. Read the Terms and Conditions carefully and check the box of “**I have read and agreed to the Privacy Policy, Disclaimer and Copyright of Water Supplies Department**” to accept the terms.
6. Check the information carefully, and then click “**SUBMIT**”.

## Student Nomination Form

\* Mandatory Field

Nominees 1

Nominees 2

Nominees 3

Documents Submission

You can provide the link for file storage or upload a file with max size of 20MB.

The linkage to the file storage (e.g. Google drive, DropBox .... etc)

\*Documents to be submitted

Upload file

1. Experience sharing or reflection on water conservation / protection of water resources from each nominated student (50 - 100 words) AND
2. Snapshots of class participation or entries of relevant activities from each nominated student

I have read and agreed to the Privacy Policy, Disclaimer and Copyright of Water Supplies Department.

PREVIOUS

SUBMIT

7. After successful submission, you can view submitted form by clicking “**VIEW SUBMITTED FORM**” .
8. For amendment of the form, please contact Water Conservation Unit of WSD via email: [waterconservation@wsd.gov.hk](mailto:waterconservation@wsd.gov.hk).