



**WATER SUPPLIES DEPARTMENT**

**“CHERISH WATER CAMPUS”**

**TEACHER’S PORTAL FOR PRIMARY SCHOOL**

**USER MANUAL**

Revision Date : 8 October 2020

# CONTENT

<b>I.</b>	<b>INTRODUCTION.....</b>	<b>3</b>
<b>II.</b>	<b>ACCOUNT SIGN UP .....</b>	<b>4</b>
<b>III.</b>	<b>ACCOUNT ACTIVATION .....</b>	<b>7</b>
<b>IV.</b>	<b>LOGIN .....</b>	<b>8</b>
<b>V.</b>	<b>FORGOT PASSWORD.....</b>	<b>9</b>
<b>VI.</b>	<b>MAIN PAGE .....</b>	<b>11</b>
<b>VII.</b>	<b>MY SCHEDULE.....</b>	<b>12</b>
(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>	<b>20</b>
(a)	Update User Profile .....	20
(b)	Change Password .....	20
<b>IX.</b>	<b>TOOLS &amp; RESOURCES .....</b>	<b>21</b>
(a)	Nomination Forms.....	21
	Report of Programme Review .....	22
	Student Nomination Form.....	24

## **I. INTRODUCTION**

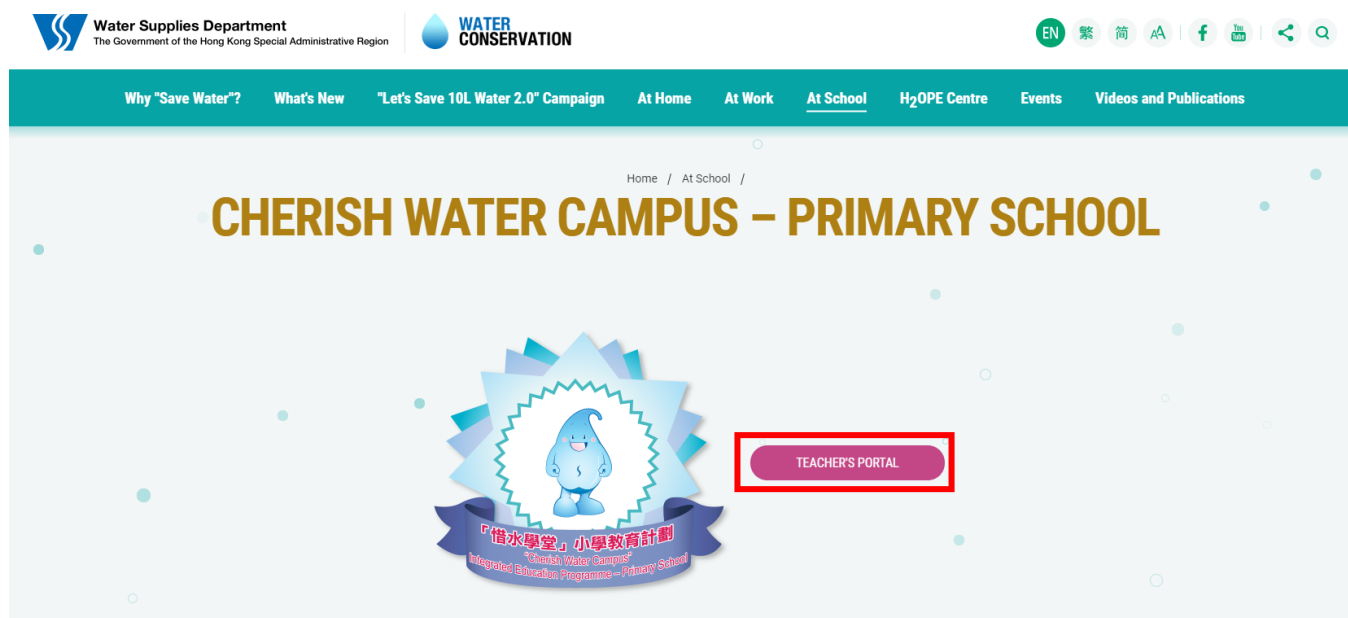
“Cherish Water Campus” Teacher’s Portal for Primary School (“Teacher’s Portal”) is a new online platform to facilitate schools in implementing “Cherish Water Campus” Integrated Education Programme – Primary School (IEP). Every school will have a dedicated account for the Teacher’s Portal and a Teacher-in-charge (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.

This screenshot shows the login page for the 'CHERISH WATER CAMPUS' Teacher's Portal for Primary School. The header features the Water Supplies Department, Water Conservation, and Education logos. A colorful banner at the top depicts various school-related items like a clock, books, a rocket, a chalkboard, and a student. The main heading is 'LOGIN'. Below this, there is a light blue login form with three sections: 'District' with a dropdown menu showing '- Select District -', 'School' with a dropdown menu showing '- Select School -', and 'Password' with a text input field and a 'Forgot Password?' link. At the bottom of the form is a purple 'LOGIN' button. Below the login button, a red rectangular box highlights a link that reads 'First Time Use / Activate School Account'. At the very bottom, a small text line states: 'For enquiries, please contact Water Conservation Unit of Water Supplies Department via email: [waterconservation@wsd.gov.hk](mailto:waterconservation@wsd.gov.hk)'.

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

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 ☐ Male ☐ 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

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

\*Captcha

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:

[REDACTED]

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

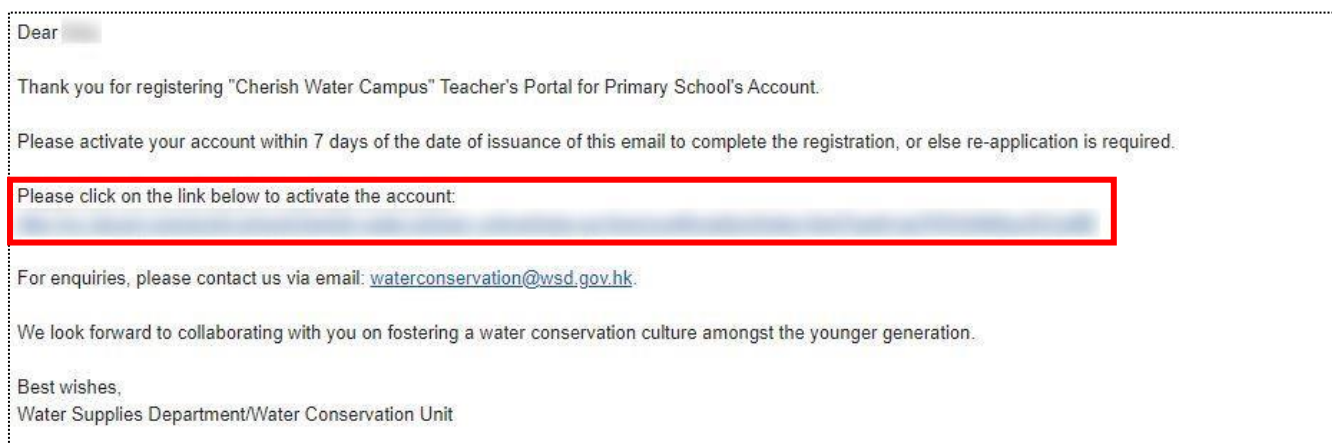
We look forward to collaborating with you on fostering a water conservation culture amongst the younger generation.

Best wishes,

Water Supplies Department/Water Conservation Unit

### III. ACCOUNT ACTIVATION

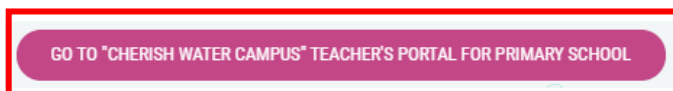
1. If your sign up is successful, you will receive an account activation email. You can then click the link in the aforesaid email to set up the account password.



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”.

A screenshot of the 'SET UP PASSWORD' page on the Water Supplies Department website. The page has a teal header with navigation links: 'Why "Save Water"?', 'What's New', '"Let's Save 10L Water 2.0" Campaign', 'At Home', 'At Work', 'At School', 'H<sub>2</sub>OPE Centre', 'Events', and 'Videos and Publications'. The main content area is white with a large teal heading 'SET UP PASSWORD'. Below the heading, it says 'Set Up Password' and 'Please set a password to your "Cherish Water Campus" Teacher's Portal for Primary School account [redacted]. The password must have eight characters or more and contain at least one uppercase character, one lowercase character and one number.' There are two input fields: 'Password' and 'Confirm Password', both highlighted with a red rectangular box. Below these fields are two buttons: 'SUBMIT' and 'RESET', also highlighted with a red rectangular box.

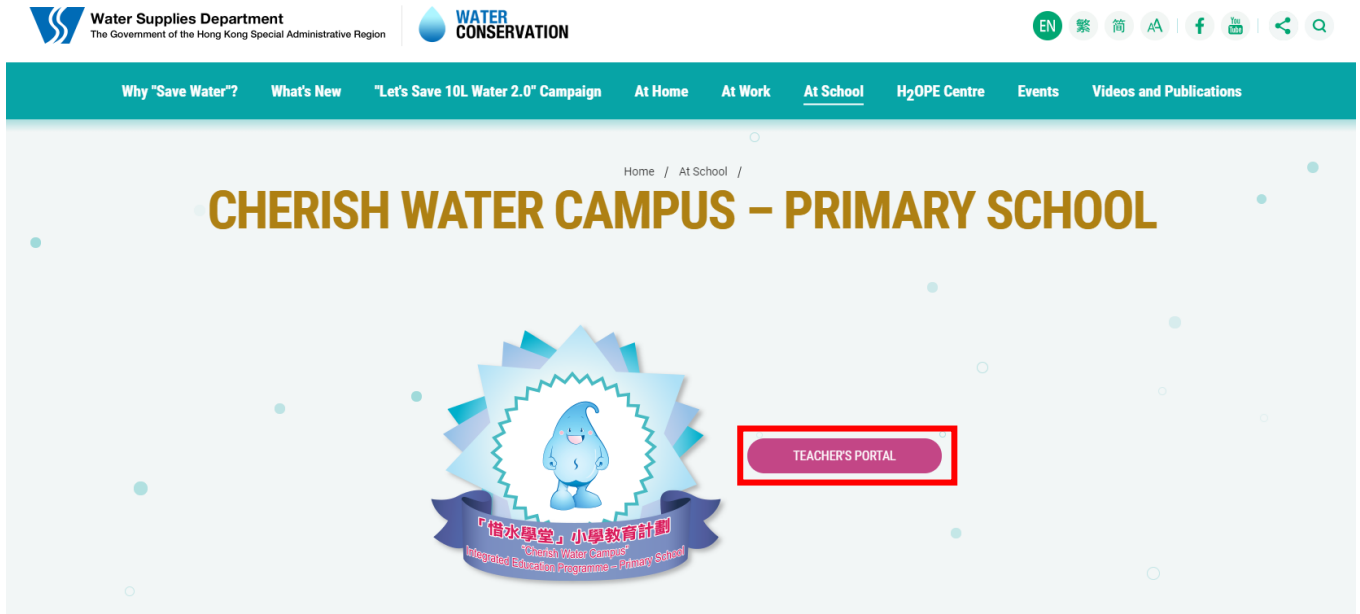
4. You can then click “GO TO “CHERISH WATER CAMPUS” TEACHER’S PORTAL FOR PRIMARY SCHOOL” to login.



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), 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.

The screenshot shows the login page for the 'Cherish Water Campus' Teacher's Portal. The header includes the Water Supplies Department logo and the 'WATER CONSERVATION' logo. The main title 'CHERISH WATER CAMPUS' is prominently displayed, followed by 'TEACHER'S PORTAL FOR PRIMARY SCHOOL'. Below the title is a colorful illustration of various school supplies like books, a clock, a rocket, and a computer. The login form is a light blue box with three main sections: 'District' with a dropdown menu, 'School' with a dropdown menu, and 'Password' with a text input field and a 'Forgot Password?' link. A red rectangular box highlights the entire login form. Below the form, there is a red button labeled 'LOGIN'. At the bottom, there is a link for 'First Time Use / Activate School Account'.



## 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

EN 繁 簡 A

**“CHERISH WATER CAMPUS”**  
TEACHER'S PORTAL FOR PRIMARY SCHOOL

**LOGIN**

District - Select District -

School - Select School -

Password Password **Forgot Password?**

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

EN 繁 簡 A

**“CHERISH WATER CAMPUS”**  
TEACHER'S PORTAL FOR PRIMARY SCHOOL

**FORGOT PASSWORD**

Contact Email 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 [Name],

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

[Link]

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 H<sub>2</sub>OPE 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

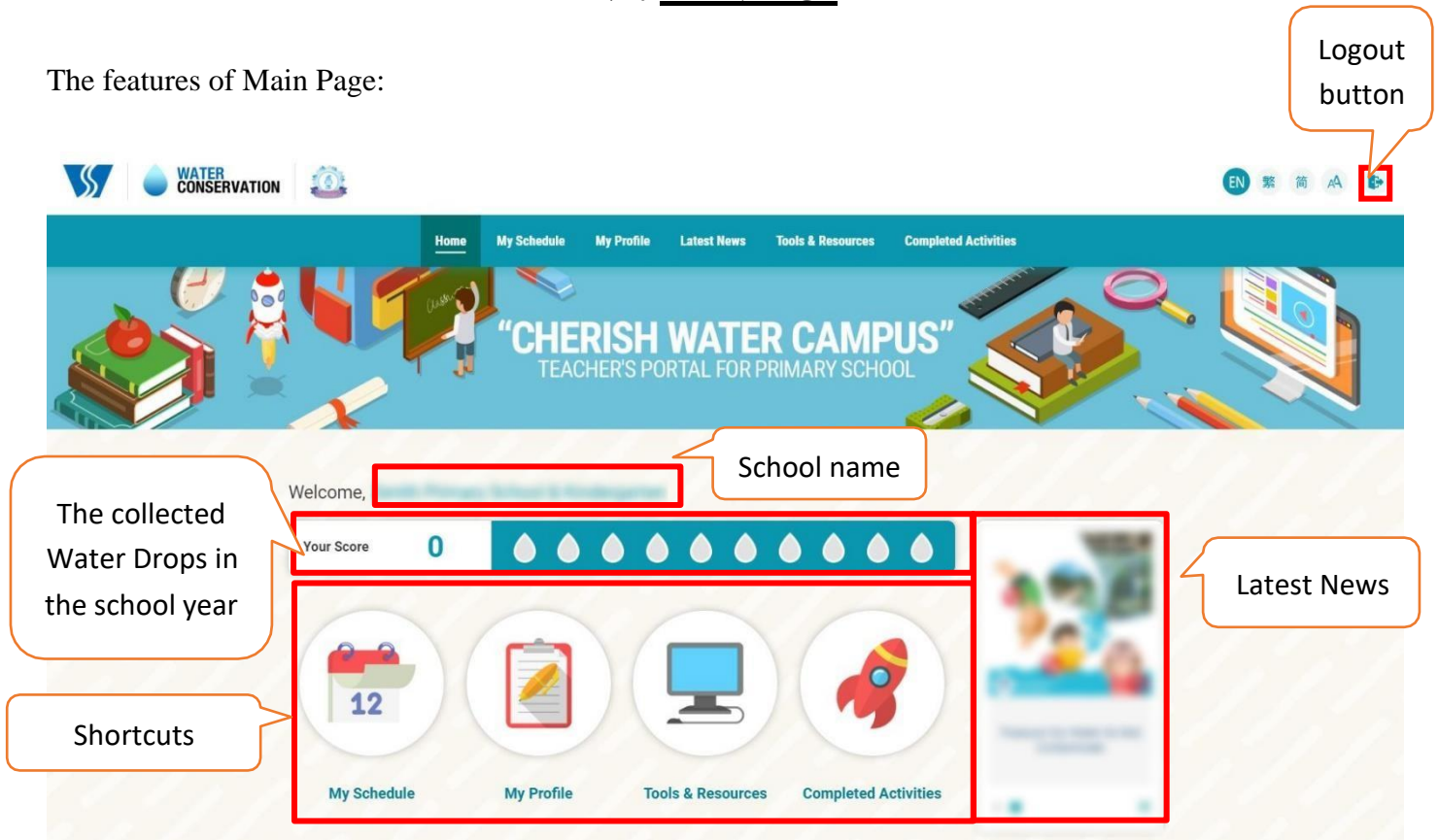
Confirm Password

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:

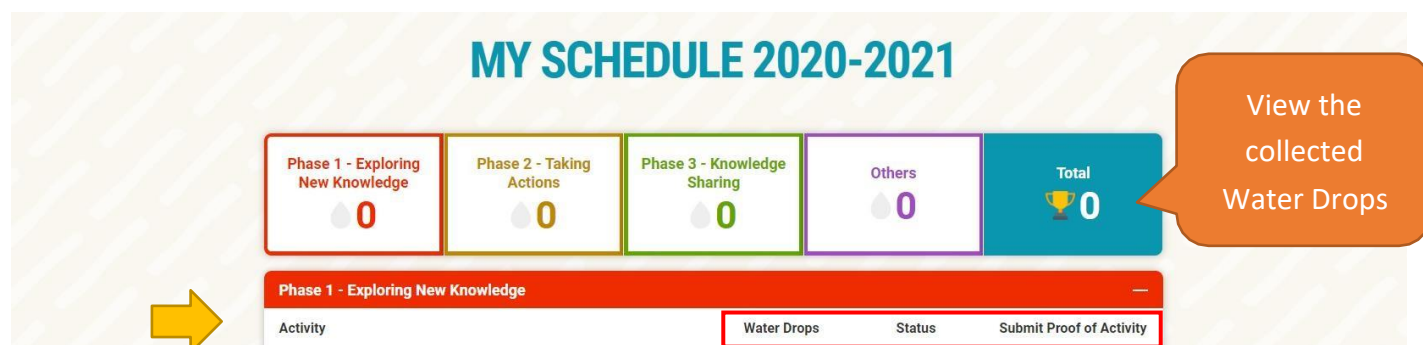


Remarks:

- (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 “<b>ENROLL</b>”, it is considered as joining the activity. You can submit the proof of activity anytime</li> <li>◆ <b>QUIT ENROLL</b> : “<b>QUIT ENROLL</b>” appears after clicking <b>ENROLL</b>. If you click “<b>QUIT ENROLL</b>”, 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

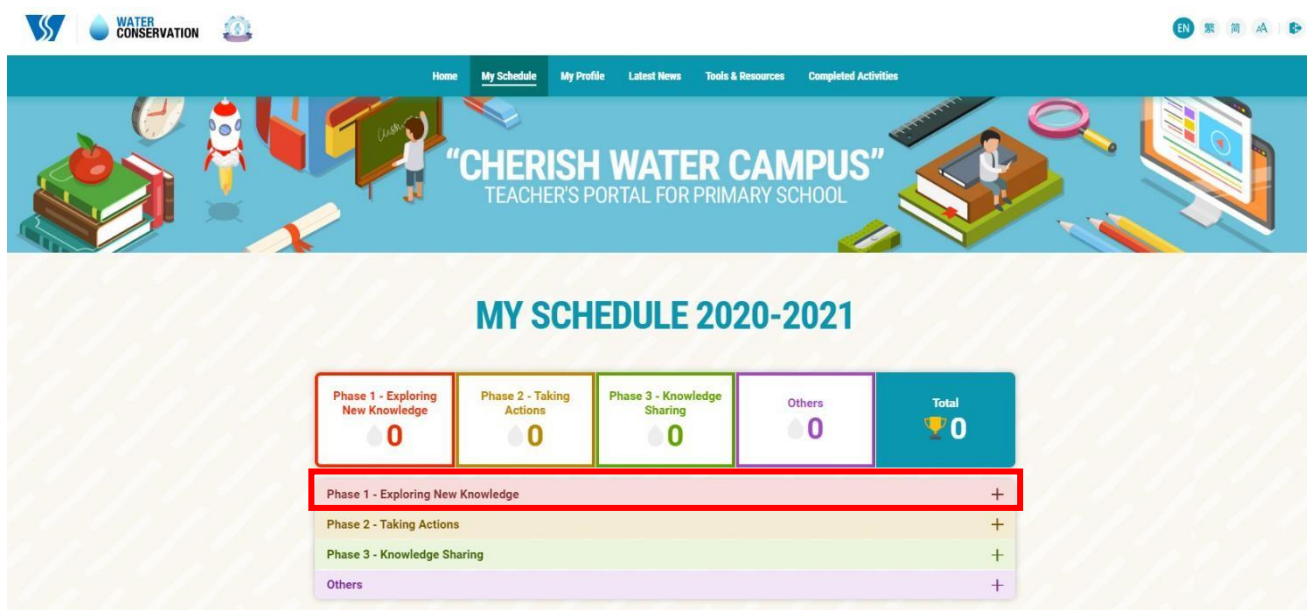
CLOSE

(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”**.



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



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

- Enter the contact information of TIC.
- 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.
- 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
<div><div>*Contact Person</div><div></div></div>		
<div><div>*Contact Tel No.</div><div></div></div>		
<div><div>School Address</div><div></div></div>		
<div><div>*Email Address</div><div></div></div>		
<div><input type="checkbox"/> I have read and agreed to the Terms and Conditions of Application for School Roadshow <a href="#">PDF</a> , Privacy Policy, Disclaimer and Copyright.</div>		

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).

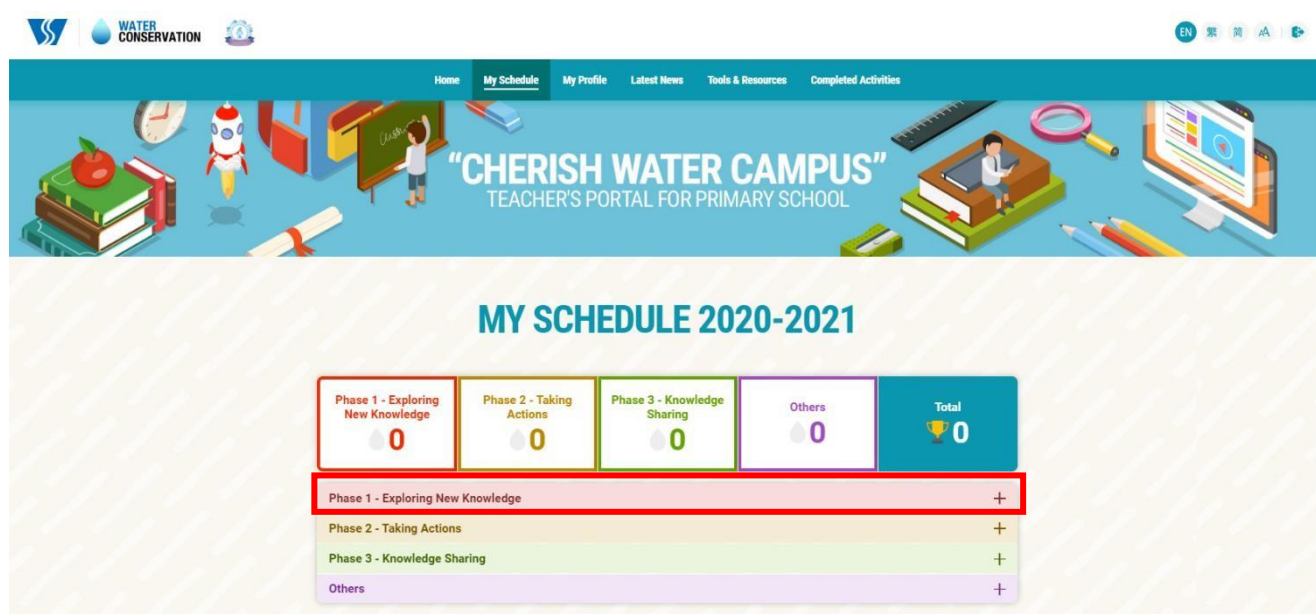


(c) Application for Game Booths Borrowing

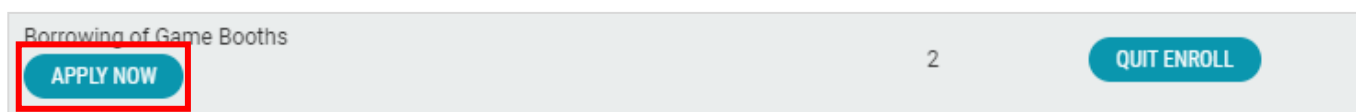
Each school can submit one application for game booths borrowing in every school year. Schools may borrow game booths for a maximum of two sessions in each application. All applications will be processed on a first come, first served basis. For details, please refer to [Terms & Conditions](#).

The procedures for game booths borrowing application are as follows:

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



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



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 at maximum of two times in each application.

\* Mandatory Field

Session 1	Session 2	Contact Information
<p>*Pick up date - Return date</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>		
<p>*Borrowed Game Booths</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Game 1 Natural and Urban Water Cycle</li><li><input type="checkbox"/> Game 2 How to Maintain Good Drinking Water Quality in Building?</li><li><input type="checkbox"/> Game 3 What is Virtual Water?</li><li><input type="checkbox"/> Game 4 Water Saving Tips</li><li><input type="checkbox"/> Game 5 Water Use Habits</li><li><input type="checkbox"/> Game 6 Water Treatment Processes</li></ul>		

The available game booths are shown in dark green

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

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

- Successful application will be confirmed by email within one day.
- You can click “**VIEW SUBMITTED FORM**” under the activity name to view the submitted form.
- 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.

The screenshot shows the 'MY PROFILE' page with a 'User Profile' section. A red box highlights the form fields for updating the user profile. The fields are: School Name(Chi), School Name(Eng), Name(Chi) (with a placeholder 'Please fill in the Chinese name of TIC'), \*Name(Eng) (with a placeholder 'Please fill in the English name of TIC'), \*Gender (with radio buttons for Male and Female, where Female is selected), \*Contact Phone No. (with a placeholder 'Please fill in the contact no. of TIC'), \*Contact Email (with a placeholder 'Please fill in the email of TIC'), Name of Principal(Chi) (with a placeholder 'Please fill in the Chinese name of Principal'), and Name of Principal(Eng) (with a placeholder 'Please fill in the English name of Principal'). Below the form is a 'SAVE' button, also highlighted with a red box.

### (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.

The screenshot shows the 'Change Password' page. A red box highlights the form fields for changing the password. The fields are: Old Password (with a placeholder 'Old Password'), New Password (with a placeholder 'A mixed case with at least 8 alphanumeric'), and Confirm New Password (with a placeholder 'Please re-enter the new password'). Below the form is a 'CHANGE' button, also highlighted with a red box.

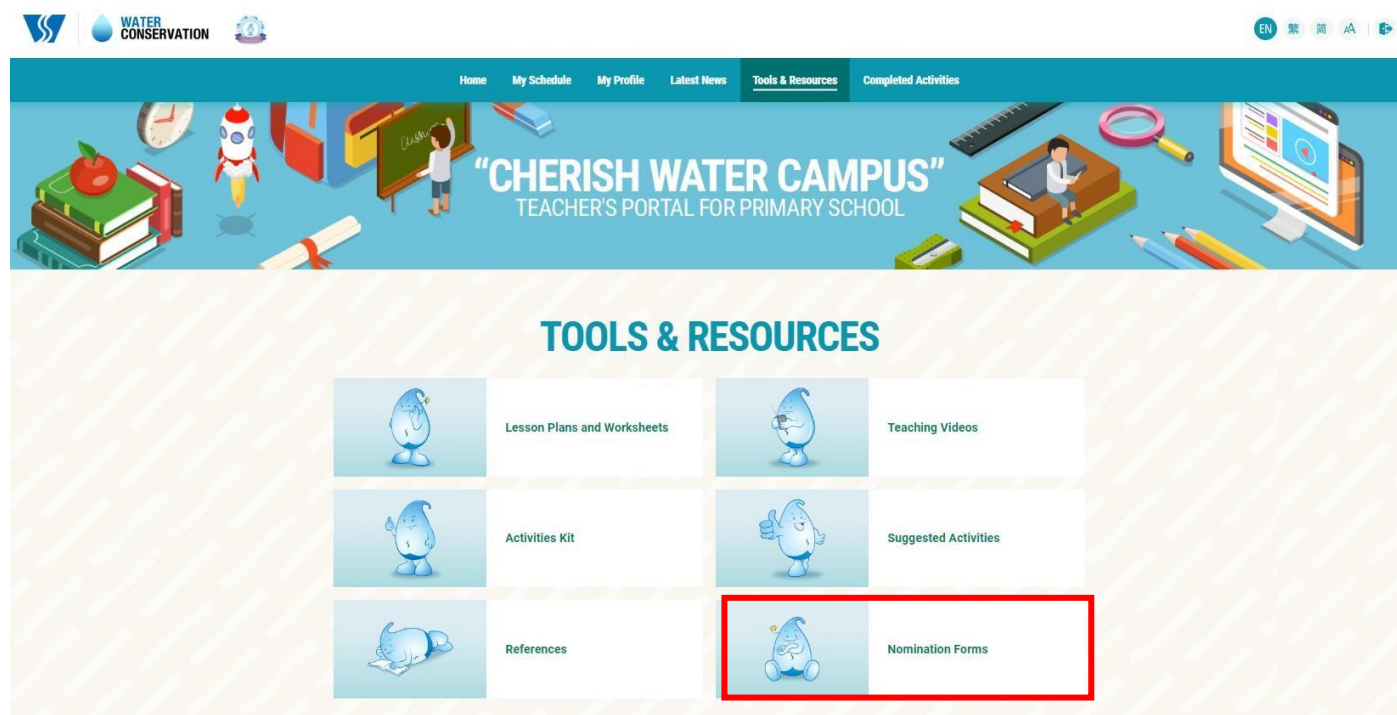
## IX. TOOLS & RESOURCES

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.



## 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”.

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

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**

**“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”.

[SUBMIT THE FORM HERE](#)

**“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”.

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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
<div><div>Name(Chi)</div><div></div></div>			
<div><div>*Name(Eng)</div><div></div></div>			
<div><div>*Class</div><div></div></div>			
<div><div>*Reasons of Nomination</div><div><div><input type="checkbox"/> Active participation in class discussions</div><div><input type="checkbox"/> Active participation in after-class extended activities</div><div><input type="checkbox"/> Having won awards in relevant competitions held inside or outside school</div><div><input type="checkbox"/> Others (Please specify)</div><div></div></div></div>			

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
<div> <div> <p><b>*Documents to be submitted</b></p> </div> <div> <p>You can provide the link for file storage or upload a file with max size of 20MB.</p> <p>The linkage to the file storage (e.g. Google drive, DropBox .... etc)</p> <p><b>Upload file</b></p> <p>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</p> </div> </div>			
<p><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.</p>			

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).