

How to register competition in Contest Hub?

1. Go to <https://contesthub.my>
3. Click Register.



2. Choose the competition that you wish to join.
4. Fill up all the information before proceed.

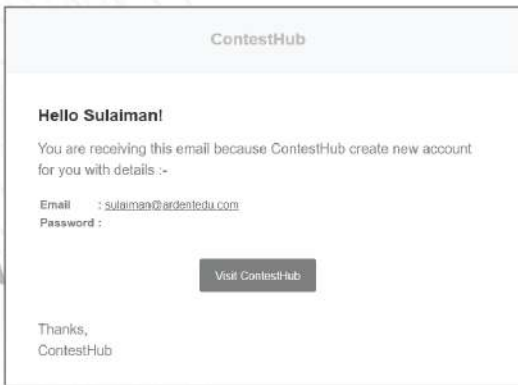
I would like to register as: School Personal

Title * Name *

Mobile * School Email *

5. Please use alternative email if you don't have access to your school email.
6. After finish filing the form, click **Register Now** button.
7. Check your school @ alternative email in order to get the password.

8. Please click **Visit ContestHub** to confirm your account. You will be redirected to Login page after clicking that.
9. In the login page, please fill the form using password given to you.
10. Fill all the information needed in profile page. You may change your password in this page.



1. Your Profile Info

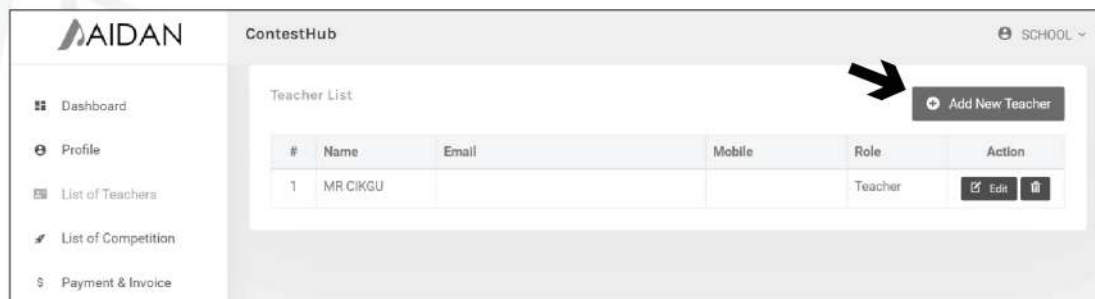
Name

Mobile Email

New Password Confirm Password

How to create teachers account

1. In order to add contestant in competition, you need to **CREATE TEACHER ACCOUNT**. Click at **List of Teachers** menu.
2. Then click **Add New Teacher Button**. Please fill all the information needed.



How to assign teacher for competition

1. Click at **List of Competition** Menu.
2. Click at **Assign Teacher** button in competition that you want to assign.

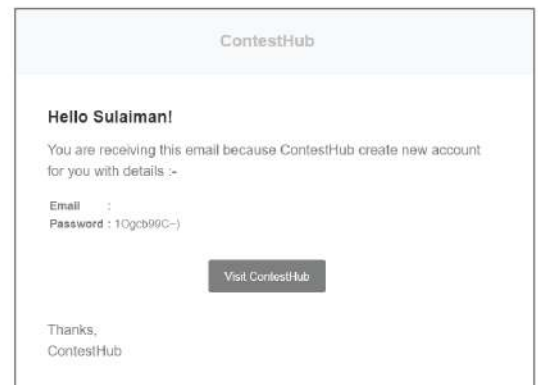


3. Choose your teacher's name to assign. If you are using same name (School & Teacher), please choose the second name.
4. You need to check the teacher's email in order to activate the teacher account.

Edit KANCIL SCIENCE COMPETITION (KSC)

Person In-Charge

Person In-Charge



How to add contestant

1. Please login using teacher account in order to add contestant.
2. Click List of Competition menu and click Add Contestant button.

Dashboard

Profile

List of Teachers

List of Competition

Payment & Invoice

Competition List

#	Competition Title	Registration Date	Teacher Incharge	Action
1	KANCIL SCIENCE COMPETITION (KSC)	03 Feb 2020 - 27 Mar 2020	CIKGU, CIKGU	<input type="button" value="Add Contestant"/> <input type="button" value="Assign Teacher"/> <input type="button" value="Mailing Address"/>
2	KANGAROO MATH COMPETITION	01 Dec 2019 - 20 Feb 2020	CIKGU, CIKGU	<input type="button" value="Add Contestant"/> <input type="button" value="Mailing Address"/>

3. Choose any type of adding contestant you want.

Contestant List - KANCIL SCIENCE COMPETITION (KSC)

#	Student Name	IC/Passport	Gender	Age	Category	Status	Pandai Subscriptions	Action
1	AHMAD	012345678900	Male	7	Alpha	<input type="radio"/> Invoiced	-	<input type="button" value="Edit"/> <input type="button" value=""/>

4. After finish adding contestant, click Proceed To Payment Invoices to make the payment.

List of Invoices

#	Invoice No	Invoice Date	Due Date	Amount (RM)	Status	Action
1	#KSC000001	03 Feb 2020	27 Mar 2020	35.00	<input type="radio"/> Outstanding	<input type="button" value="View"/> <input type="button" value="Pay Now"/>

5. Click Pay Now to go to the payment gateway.
6. You can choose your payment method here. If you want to get instant approval, you may use Online Payment. Our payment gateway is secured by SSL Encryption.

Please Choose Method of Payment

billplz * Instant approval

Recommended!

MANUAL PAYMENT

Cheque, Money Order, Postal Order, CDM/Bank-in, Pesanan Sekolah/Kerajaan

* Please allow 2 working days for approval.

7. Finish! Congratulations! Your registration is now complete. We will contact you shortly.