

## How Do I Register My School for District Literary Rally?

### 1. Navigate to [www.southeastern.edu/litrally](http://www.southeastern.edu/litrally)

- On the left side menu, click on *School Coordinators*.
- Click on the *Registration System* block.

### 2. Set up your new password.

- If your school has previously attended District Rally at Southeastern, you may use your previous password.
- If your school has previously attended District Rally at Southeastern and you have forgotten your password, click, *Forgot Password*.
  - Select your school from the dropdown menu.
  - Enter your email address. This will be the email address we have on file for you from the prior year. (If you are a new District Rally School Coordinator, your email will not be in our system. You will want to contact us to have your information added to the system).
  - Click the blue *Send Reset Link* button.
  - You will receive an email with a link to reset your password. Click on the link in the email and then create your own password containing between 8 to 15 characters.
- If your school has never attended District Rally at Southeastern, click on *Add Your School Here* at the bottom of the page.
  - You will be guided to enter your school's information.
  - Once completed, you will be returned to the log in screen.
  - Follow the steps listed above to reset your password.

### 3. Review your school's information for accuracy.

- On the left side of the screen, verify that your school's address, phone number, principal's name, school coordinator's name, phone number, email address and rally district are all correct.
  - Use the *Edit School Information* button on the bottom left of the page or the *Update School* tab on the top menu to change or update any inaccurate information.
  - Once the information is corrected, click *Continue* on the bottom right of the screen and then *Submit* on the next page.

### 4. Mail the **\$75** registration dues to the District Rally Office at the address below.

**\*\*Make the check out to – Southeast Louisiana District Literary Rally Association\*\* Please do NOT add any other name to the check!**

Southeast Louisiana District Literary Rally Association

Attn: Amber Siless

SLU Box 10752

Hammond, LA 70402

### 5. An email confirming receipt of your membership dues is sent once the District Rally Office receives your check.

- Instructions on how to register your students will be included in your confirmation receipt.
- Emails are sent to the email address listed in the Registration System.
- Please allow one week for the payment to arrive and confirmation email to be sent.

### 6. Your school is registered for District Rally and you may begin adding students.