

Creative Generation - State Schools Onstage 2024

STEP BY STEP NOMINATION GUIDE

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Teacher Portal

This portal is where teachers can create an account for CGEN 2024. The platform been centralised in 2024 to include other programs and events managed by the Department of Education, which is why it is called the Teacher Portal.

Create an account

Before getting started, it is important to note that only one teacher per school can create an account for each program. Please make sure that the main coordinating teacher for your school (the person who will be submitting nominations and receiving all comms) is the person who creates an account. Additional teachers can be added to the portal, and allocated to specific categories by the main coordinating teacher once an account has been created.

1. Click the link below to access the Teacher Portal. Please BOOKMARK this link for future use.

<https://events.education.qld.gov.au/teacherportal>

2. You will land on the login page below with multiple options. Read the instructions at the bottom of the page and then click **CREATE ACCOUNT**.

Queensland Government

Login

Username *

Password *

LOGIN

FORGOT MY PASSWORD

Create an account

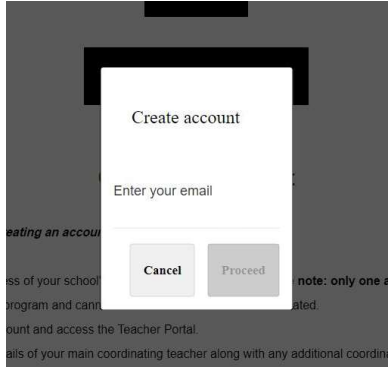
Please read the following information before creating an account

1. Click the button below and enter the email address of your school's main coordinating teacher. **Please note: only one account can be created per school.** The email you enter will be listed as the main contact for the program and cannot be edited once the account is created.
2. You receive an email with a link to create an account and access the Teacher Portal.
3. Within the Teacher Portal please provide the details of your main coordinating teacher along with any additional coordinating teachers for your school. Click submit.
4. Click the 'Update your password' tab to create a password for your account. If multiple teachers will be logging in to submit and manage nominations, this password should be something generic that can be shared.
5. Once you have created a password, you will land on the 'home' page. Follow the prompts to access the Nomination Portal and begin submitting nominations.

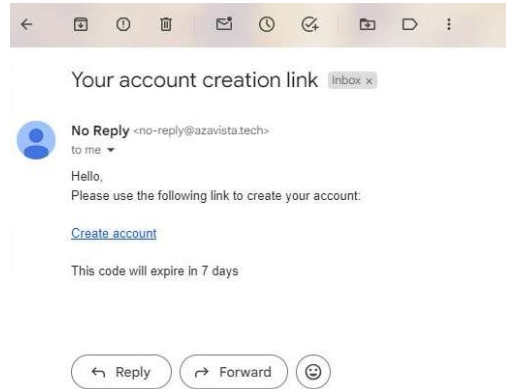
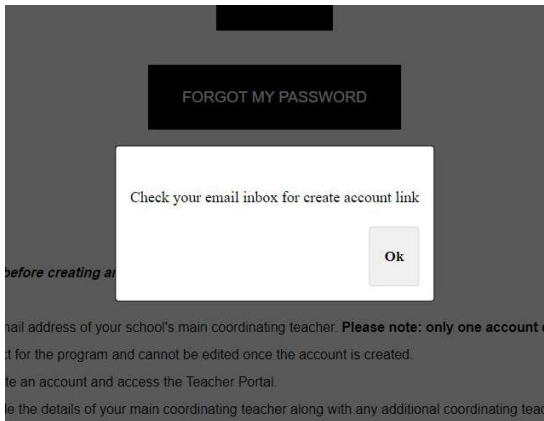
CREATE ACCOUNT

- 3. You will see the pop-up below. Enter the main coordinating teacher's email address and click **Proceed**.

NOTE: this email address will NOT be editable later.



- 4. You will receive an email with a link to create your account. This is an automated email from the database so you may need to check your spam/junk folder. Once you receive the email below, click **Create account**.



- 5. Clicking the link will take you to the form below where you first will need to select the program that you are the coordinating teacher for (CGEN, Instrumental Fanfare, or you can select both programs).

Queensland Government Home Update Password Add teacher details English - United Kingdom

Add Teacher Details

Select your program

What program(s) are you nominating for

- Fill in your details as the main coordinating teacher (your email address will be pre-populated and cannot be edited), select your school from the dropdown list, and indicate if you are part of a cluster.

Your details - main coordinating teacher

<p>First name *</p> <hr/> <p>Email</p> <p style="background-color: #e0e0e0; padding: 2px; text-align: center;">Pre-populated email</p> <hr/> <p>Select your school *</p> <hr/> <p>Coordinating teacher t-shirt size *</p> <hr/>	<p>Last name *</p> <hr/> <p>Teacher mobile *</p> <hr/> <p>Is your school part of a cluster? *</p> <hr/>
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If you are part of a cluster, a second dropdown list will appear where you can select all of the schools in your cluster.

<p>Select your school *</p> <hr/>	<p>Is your school part of a cluster?</p> <p>Yes</p> <hr/> <p>Please select any other schools you manage *</p> <ul style="list-style-type: none"> <input type="checkbox"/> Abercorn State School <input type="checkbox"/> Abergowrie State School <input type="checkbox"/> Acacia Ridge State School <input type="checkbox"/> Agnes Water State School <input type="checkbox"/> Airville State School <input type="checkbox"/> Aitkenvale State School <input type="checkbox"/> Albany Creek State High School <input type="checkbox"/> Albany Creek State School <input type="checkbox"/> Albany Hills State School <input type="checkbox"/> Albert State School <input type="checkbox"/> Aldridge State High School <input type="checkbox"/> Alexandra Bay State School <input type="checkbox"/> Alexandra Hills State High School <input type="checkbox"/> Alexandra Hills State School <input type="checkbox"/> Algester State School <input type="checkbox"/> Allenstown State School <input type="checkbox"/> Alligator Creek State School <input type="checkbox"/> Allora P-10 State School <input type="checkbox"/> Alloway State School <input type="checkbox"/> Aloomba State School
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- 7. After adding your details, you can add up to 6 additional coordinating teachers for your school. See below for the information required for each teacher. Once you have completed all necessary information, click **SUBMIT**.

NOTE: you can return to the Teacher Portal to update, add or remove additional coordinating teachers at any time.

Do you wish to add additional coordinating teachers for CGEN?

Yes

How many coordinating teachers are you listing for CGEN?

1

CGEN coordinating teacher 1

CGEN teacher 1 - first name *

CGEN teacher 1 - last name *

CGEN teacher 1 - email *

CGEN teacher 1 - mobile *

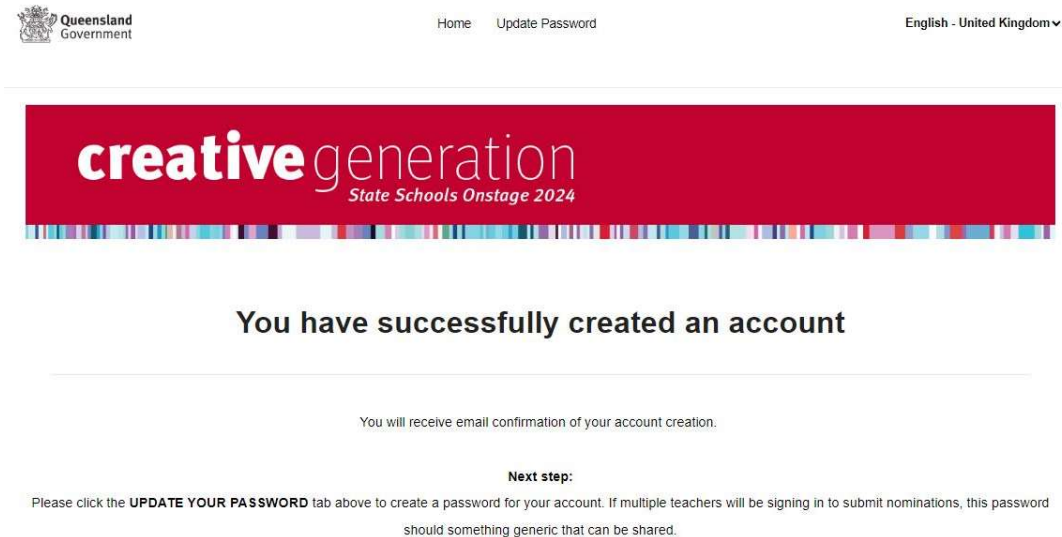
CGEN teacher 1 - t-shirt size *

CGEN teacher 1 - coordinating categories (select all that apply) *

- Backing vocalist
- Drama
- Drumline
- Featured choir
- Featured dance
- Featured vocalist
- First Nations dance ensemble
- Massed choir
- Massed strings
- Musical theatre
- Signing choir
- Solo instrumental
- Specialty act or skill
- Student event crew
- Student media crew
- Student stage crew
- Symphony orchestra/big band

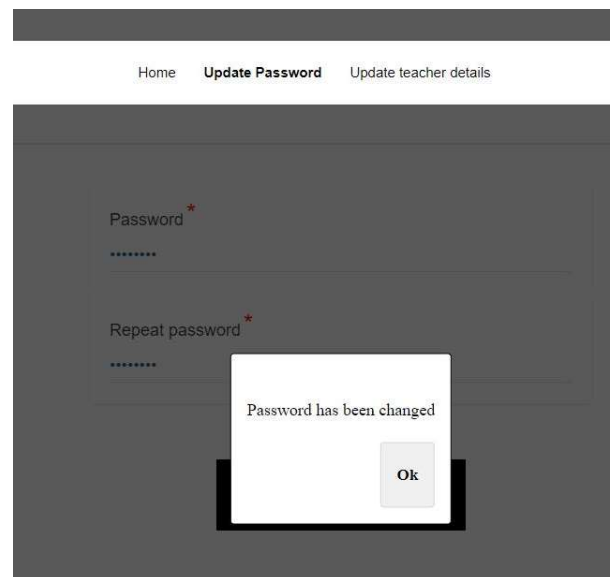
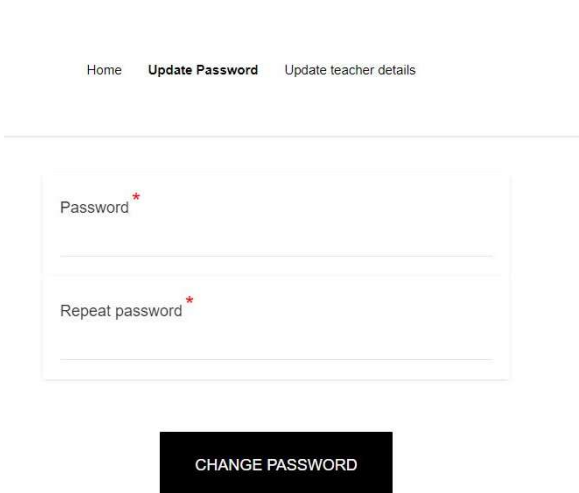
SUBMIT

- You will land on the below confirmation page and will also receive an email to confirm your account creation. Click on **UPDATE PASSWORD** in the header menu to finalise your account.



- In the 'Update Password' tab, enter your chosen password and click **CHANGE PASSWORD**. A pop-up will appear to confirm your password has been created. Click **OK**.

NOTE: *if multiple teachers will be using this account to login and submit nominations, the password you set should be something generic that can be shared.*



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10. You have now finished creating your account and will land on the 'Home' page below. From here, you can click the button to login to the CGEN Nomination Portal, update your teacher details, or change your account password.

The next time you want to access the Teacher Portal, use your email address as the username, and the password you set, to login.



[Home](#) [Update Password](#) [Update teacher details](#)

English - United Kingdom ▾

Teacher Portal



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Once you have created an account, added your teacher details, and set your account password, click below to access the CGEN Nomination Portal.

Login using the account email address as the username and the password you created to begin submitting nominations.

If you have not yet set a password for your account, click the **UPDATE YOUR PASSWORD** tab above.

GO TO THE CGEN NOMINATION PORTAL

To update your teacher details

To update your teacher details, add or remove additional coordinating teachers for your school, click the button below. You can log back into the Teacher Portal at any time to make updates.

UPDATE TEACHER DETAILS

To update your account password

To update your account password, click the **UPDATE YOUR PASSWORD** tab above and enter your new password.

CGEN Nomination Portal

This portal is where teachers can create and edit nominations for CGEN 2024, and download useful resources including the nomination guidelines and consent forms.

Login

1. Now that you have an account, you can login to the CGEN Nomination Portal and begin submitting new nominations. To access the CGEN Nomination Portal, click the button on the 'Home' page of the Teacher Portal below:



[Home](#) [Update Password](#) [Update teacher details](#)

English - United Kingdom ▾

Teacher Portal

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Once you have created an account, added your teacher details, and set your account password, click below to access the CGEN Nomination Portal.

Login using the account email address as the username and the password you created to begin submitting nominations.

If you have not yet set a password for your account, click the **UPDATE YOUR PASSWORD** tab above.

GO TO THE CGEN NOMINATION PORTAL

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- 2. You will automatically be logged in and will land on the 'Home' page below. Use the buttons to navigate between the website pages, or return to the Teacher Portal.



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How to submit nominations for CGEN 2024

Click the button below to go to the **MANAGE NOMINATIONS** tab. Here, you will find instructions on how to submit new nominations for CGEN 2024, as well as manage your existing nominations.

[MANAGE NOMINATIONS](#)



[DOWNLOADABLE RESOURCES](#)

[TEACHER PORTAL](#)

Click the button to view and download resources for CGEN 2024 including the nomination guidelines, medical form, consent forms, and more.

Click the button to return to the Teacher Portal and add/remove/update your school's coordinating teachers. This is also where you can update your account password.

Downloadable resources

1. Click the **DOWNLOADABLE RESOURCES** button to view and download important resources including the CGEN 2024 Nomination Guidelines, bulk nomination template, required forms, audition criteria, and more.

NOTE: please review the CGEN 2024 Nomination Guidelines to ensure you have all of the required forms, information and footage from your students/teachers for their relevant categories, before you begin to submit nominations.

Downloadable Resources

Nomination resources

CGEN 2024 nomination guidelines - [DOWNLOAD](#)

Bulk nomination template - [DOWNLOAD](#)

Drama monologue criteria - [DOWNLOAD](#)

Consent forms

Department of Education project consent form - [DOWNLOAD](#)

Ministerial consent form - [DOWNLOAD](#)

Courier Mail talent release form - [DOWNLOAD](#)

Nine Network talent release form (for under 18 years) - [DOWNLOAD](#)

Nine Network talent release form (for over 18 years) - [DOWNLOAD](#)

Medical form

CGEN 2024 personal details and medical form - [DOWNLOAD](#)

[RETURN TO THE HOME PAGE](#)

Manage nominations

- Once you have collated all the necessary materials for your participant/s, you can begin submitting nominations. Click the **MANAGE NOMINATIONS** button on the home page.

NOTE: please be aware that this feature is still in the testing phase and will be refined and simplified over the coming weeks. The CGEN team is always happy to receive your feedback!

To submit a new nomination, click **Add to event**, circled below.

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Manage nominations

The table below shows the details of your nominations for CGEN 2024 and allows you to add and update nominations. Please note, this feature is still in the testing phase. We will be making updates and refinements to this over the coming weeks.

How to create a new nomination

- Click **ADD TO EVENT**.
- A pop up will appear asking for an email address **
- ** Please **IGNORE THIS**, leave the email field empty and click proceed.
- You will be directed to the nomination form where you can nominate individual students and teachers, as well as upload a bulk nomination form for massed categories.

How to edit or withdraw an existing nomination

- Click **VIEW** next to the nomination you wish to edit or withdraw.
- You will be directed to the nomination form. Click the **WITHDRAW** button to withdraw the nomination or edit any relevant fields and click **UPDATE** at the bottom of the page.

Name *	Start Date/Time *	End Date/Time *	Status *	First name *	Last name *	Email *	
Instrumental Fanfare 2024: nomination database	21 January 2024 01:00	24 April 2024 01:00	registered	TEACHER	Coordinating teacher name	email1@email.com	View
Instrumental Fanfare 2024: nomination database	21 January 2024 01:00	24 April 2024 01:00	registered	EXAMPLE ENSEMBLE	Coordinating teacher name	email@email.com	View

Items per page: 5 | Showing 1-2 of 2

- A pop-up will appear requesting an email address. Please **IGNORE** this, leave the field blank and click **Add to event** to continue.

Add to event

Email
LEAVE BLANK

Cancel Add to event

Create a new nomination

IMPORTANT TO NOTE - before you commence a nomination, you require all relevant details as you cannot save a nomination and return to it without inputting the necessary fields.

After selecting **Add to event** you will be sent to a new nomination form. You will first be asked if you want to submit a bulk nomination, or an individual nomination. See below for more information about bulk nominations.



CGEN 2024 Nomination Form



Would you like to submit a bulk nomination? *

*A bulk nomination allows you to nominate multiple students in one upload. Access the template via the **Downloadable Resources** tab and upload below once completed.*

Please note: this option is only available for the following categories:

- Massed dance
- Massed choir
- Massed strings
- Signing choir

*If you are nominating for a different category or would prefer not to submit a bulk nomination (e.g. nominating one student for massed choir) please select **NO** below and complete the nomination form.*

Bulk nominations

A bulk nomination allows teachers to nominate multiple students in one upload. This option is only available for following categories:

- Massed dance
- Massed choir
- Massed strings
- Signing choir

To submit a bulk nomination:

- Download the bulk nomination template from the 'Downloadable Resources' page and complete it with your students' details before nominating.
- In the nomination form, select which bulk category.

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- If you are nominating for massed choir, massed dance, or massed strings, all you will need to do is upload your completed bulk nomination form, enter your details as the coordinating teacher, and click **SUBMIT**.
- If you are nominating for signing choir, you will need to enter some additional information as well as upload the bulk nomination form, and footage of the choir (see below).

Would you like to submit a bulk nomination?

Yes

Which category (with bulk upload capabilities) are you nominating students for?

Signing choir

Name and position of the person who will be rehearsing the item with students *

Number of students nominating *

Conductor name (if different) *

Equipment required for performance *

Please upload your bulk upload form *

[Choose File](#) No file chosen

[Download](#)

Coordinating teacher information

First name *

Last name *

Email address of the teacher creating the nomination *

Nomination ID
65b6f60d6ab6e9c3f44ff8bf@email.unknown

Footage

Please refer to the nomination guidelines for the footage requirements specific to each category. Access the nomination guidelines via the Downloadable Resources page.

Upload audition footage 1 *

[Choose File](#) No file chosen

[Download](#)

Upload audition footage 2

[Choose File](#) No file chosen

[Download](#)

SUBMIT

Individual nominations

If you are nominating an individual, select 'No' to submitting a bulk nomination. The next question will ask if you are nominating a student or a teacher.

Teacher nomination

- If you select 'Teacher', the following questions will appear.

NOTE: you must be nominating a teacher for category support or show week roles.
Do not use this form to add additional coordinating teachers.

Teacher nomination information

First name *

Last name *

Email address of the teacher creating the nomination *

Nomination ID
65b6f60d6ab6e9c3f44ff8bf@email.unknown

Teacher email *

Mobile *

Emergency contact name *

Emergency contact mobile *

2. Next, you will be asked to select any relevant category and sub-category for this teacher's nomination. See options below:

Category support roles:

What role is this teacher nominating for?

Category support

Teacher show week roles

Select relevant category/categories *

Category support - choir

Category support - dance

Category support - drumline

Category support - FVBV

Category support - massed string orchestra

Category support - media crew

Category support - symphony orchestra and big band

Teacher show week roles:

What role is this teacher nominating for?

Category support

Teacher show week roles

Select the relevant show week role/s *

Teacher assistant big band conductor

Teacher assistant choir conductor

Teacher assistant symphony orchestra conductor

Teacher stage crew

3. Lastly, upload the required forms and click **SUBMIT**.

NOTE: Teacher stage crew, assistant conductors and category support applicants who participated in CGEN 2023 are not required to submit support material (resume and cover letter). As these fields are mandatory, please upload a blank document in order to submit.

Forms

Medical form *

No file chosen

[Download](#)

Upload resume *

No file chosen

[Download](#)

Upload cover letter (detailing relevant experience) *

No file chosen

[Download](#)

* Please note: teacher stage crew, assistant conductors and category support applicants who participated in CGEN 2023 are not required to submit support material (resume and cover letter). As these fields are mandatory, please upload blank documents to submit your nomination.

SUBMIT

Student nomination

1. If you select 'Student', the following questions will appear.

NOTE: please check the CGEN Nomination Guidelines to ensure the student meets the age eligibility for their category before nominating them. If they are not eligible, their nomination will not be considered.

Student nomination information



First name *

Last name *

Email address of the teacher creating the nomination *

Nomination ID
65b6f60d6ab6e9c3f44ff8bf@email.unknown

Is this student part of a cluster nomination? *

** Please refer to the nomination guidelines for each category's eligible age range before submitting a nomination.*

For example, only students in years 3 or above are eligible for massed choir, and only students in years 7 or above are eligible for drumline. The nomination will not be considered if the student does not meet the age eligibility criteria.

Student year level in 2024 *

Student school email address (if applicable)

Parent/carer email address *

Is the student a First Nations' Person? *

Email address of the teacher creating the nomination *

Student mobile (if applicable)

Parent/carer mobile *

Student preferred pronouns *

2. Next you will be asked to select all categories that this student wishes to nominate for. The sub-categories for Dance/Drama and Instrumental are shown below as an example.

Which category/categories is the student nominating for?

- Dance/Drama
- Instrumental
- Production
- Variety
- Vocal

Select all relevant dance/drama sub-categories *

- Drama
- Featured dance
- First Nations dance ensemble
- Massed dance (metropolitan)
- Musical theatre
- Regional massed dance
- Specialty dance only

Select all relevant instrumental sub-categories *

- Big band
- Drumline
- Massed string orchestra
- Solo instrumental
- Symphony orchestra

3. There will be additional questions to complete, depending on the category. Below are some examples of the additional information collected for specific categories.

Big band / symphony orchestra / solo instrumental:

Additional information

Can the student read music? *

How many instruments is the student nominating on for symphony orchestra, big band, or solo instrumental?

1 _____

Instrument 1

Instrument 1 - Type *

Instrument 1 - Exam level completed *	Instrument 1 - Examining institution *
_____	_____
Instrument 1 - Exam result *	Instrument 1 - Exam year *
_____	_____
Instrument 1 - Current level *	

Student media crew:

Additional information



Areas of interest *

- Script writer
- Concept creator
- Interviewer/presenter
- Film editor
- Photographer
- Social media

Teacher recommendation (50-100 words): The student is a suitable nominee for the CGEN media crew because *

4. Lastly, upload any required forms and footage and click **SUBMIT**.

NOTE: Each category has different requirements for footage and forms. For example, student stage crew nominees are required to submit a resume and cover letter, as well as a medical form and students were in the FV or BV casts in 2023 are not required to upload footage. Please check the CGEN Nomination Guidelines for category specific requirements.

Footage



Please refer to the nomination guidelines for the footage requirements specific to each category. Access the nomination guidelines via the Downloadable Resources page.

Upload audition footage 1 *

No file chosen

Download

Upload audition footage 2

No file chosen

Download

Forms



Medical form *

No file chosen

Download

SUBMIT

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- You will land on the below confirmation page and receive an email confirming your nomination has been submitted. To submit a new nomination, you must **CLOSE THE TAB** and return to the 'Manage Nominations' page to repeat the process outlined above. Refresh the 'Manage Nominations' page to see the nomination you just created.

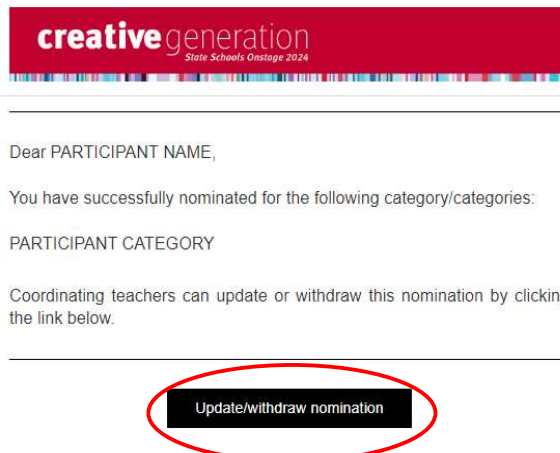


Thank you for submitting a nomination

You will receive email confirmation of this nomination.
 Please feel free to forward this email to the student and/or their parent/carer to confirm their nomination has been submitted.
 To submit a new nomination, close this tab and return to the **MANAGE NOMINATIONS** page.
 Please contact the CGEN team at creativegeneration@qed.qld.gov.au if you have any concerns about your nomination/s.

Update / withdraw nomination

- Refresh the 'Manage Nominations' page to see all of the nominations you have submitted.
- To edit or withdraw a nomination, click the **Update/withdraw nomination** button in the confirmation email for a particular student or teacher nomination, or go the 'Manage Nominations' page and click **VIEW** next to the nomination you wish to edit.



Name	Start Date/Time	End Date/Time	Status	First name	Last name	Email	
Creative Generation 2024: State Schools Onstage	21 January 2024 01:00	24 April 2024 01:00	registered	TEACHER	Coordinating teacher name	email1@email.com	View
Creative Generation 2024: State Schools Onstage	21 January 2024 01:00	24 April 2024 01:00	registered	EXAMPLE ENSEMBLE	Coordinating teacher name	email@email.com	View

Items per page 5

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3. Either of these routes will take you back to this participant's nomination form where you can edit their details and click **UPDATE** to save the changes, or click **WITHDRAW THIS NOMINATION**.



CGEN 2024 Nomination Form

For: PARTICIPANT NAME



WITHDRAW THIS NOMINATION