

# HEARTFULNESS ESSAY EVENT - 2020

## Manual for Registered Institutions

1. On registration an institution Login credential will be shared through a mail.
2. Select the Login option available at [www.younghearts.org](http://www.younghearts.org)
3. Use the registered mail id as user name and password (confirmed at the time of registration of the institution ) to login as the institution admin

Heartfulness Essay Event

https://writtenodeedu.heartfulness.org/essay/login

From Wonder, Wisdom  
Heartfulness Education Trust

Login Register Your Institute Submit Your Essay

Login

User Name test5@gmail.com

Password .....

Remember Me

Login Forgot Your Password?

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Activate Windows  
Go to Settings to activate Windows.

Type here to search

10:56 AM  
7/24/2020

4. Click on the Institute Details on the right side to check the institution details

The screenshot shows a web browser window with the URL [heartfulness.org/essay/institute/myinstitute](https://heartfulness.org/essay/institute/myinstitute). The page title is "Heartfulness Essay Event". On the left, there is a navigation menu with "Participant" and "Institute Details" (which is selected). The main content area is titled "Institute Details" and contains the following information:

<b>Unique Id:</b> WB-01/KOL/10069	<b>Name:</b> ARYA VIDYA MANDIR
<b>Email:</b> test5@gmail.com	<b>Contact:</b> 1234567890
<b>Address Line 1:</b> hazra	<b>Address Line 1:</b>
<b>State:</b> West Bengal	<b>District:</b> Kolkata
<b>Zone:</b>	<b>Zip:</b> 700019
<b>Expected Participant:</b> 45	<b>Actual participant:</b> 0
<b>Coordinator:</b> mrs gupta	<b>Status:</b> Active

Below the Institute Details, there are two sections: "Evaluator Details" and "District Event Coordinator Details".

**Evaluator Details:**  
User Name: EVALUATOR-10069  
Password: WB-01@KOL@10069

**District Event Coordinator Details:**

At the bottom right of the page, there is a message: "Activate Windows Go to Settings to activate Windows."

- **The evaluator user name and password needs to be shared with the language wise evaluators for the institution along with the evaluators manual for short listing the top best essays based on the evaluation criteria shared. Details may be downloaded from our website**
- **For any clarification the district event coordinator may be contacted or mail to [essayevent@heartfulness.org](mailto:essayevent@heartfulness.org)**

5. Click on the participant tab to check the details of the participant who have submitted the essays.

Heartfulness Essay Event

Participant List

Add Participant Export Total : 1

Enrollment Id Name

Select Class Select Language Search

Participant registered successfully. Enrolment Id is WB-01/KOL/10069/10095

Enrollment Id	Name	Father Name	Class	Language	Ranking	Action
WB-01/KOL/10069/10095	Gopi Chand	M N Chand	10th Std	English		Edit View Delete Download Essay

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2:12 AM  
7/24/2020

For students to submit the essays directly the institution unique code needs to be shared with the students.

The students submissions will be shown in the participants list

Search options for name, class and language are available.

The submissions may be exported

The essays of the participant may be downloaded for being reviewed.

Delete option has been provided, in case required

The institution has the option to add the participants details directly and submit the essay on behalf of the student also from the add participant option

**Submit Your Participant Details**

Participant Name\*

Father Name\*

Class\*

Gender\*

Participant Age

Category\*

Language\*

Phone number(optional)

Participant E-Mail(optional)

Essay Upload\*  Supported File Formate PDF  
Upload File Size Maximum 3mb.

[Register](#) [Reset](#) [Back](#)

The essay shortlisted by the institution may be ranked by the institution admin by selecting the view option for the student.

Top five essays for each language need to be shortlisted by the institution for state level evaluation. The institution shortlisted candidate will be given Certificate of Merit

All other Participants will be given Certificate of Participation

**Participant Name:** Gopi Chand **Category:** Category 1

**Gender:** Male **Age:** 15

**Language:** English **Class:** 10th Std

**Participant E-Mail:** test5@gmail.com **Phone Number:** 1234567890

**Institute Id:** 10069 **Enrollment Id:** WB-01/KOL/10069/10095

**Institute Name:** ARYA VIDYA MANDIR

**Update Merit Ranking**

**Evaluation Criteria for shortlisting essays for state level :**

1. Introduction/Interpretation : Weight 10%
2. Structure and flow : Weight 10%
3. Language : Weight 10 %
4. Creativity/Originality :Weight 40%
5. Relevance :Weight 10%
6. Research/attention to details: Weight 10%
7. Conclusion : Weight 10%

Rank For Language: **English**

Merit Ranking: \*

6.After the declaration of results the certificates may be downloaded for distribution to the participants.