

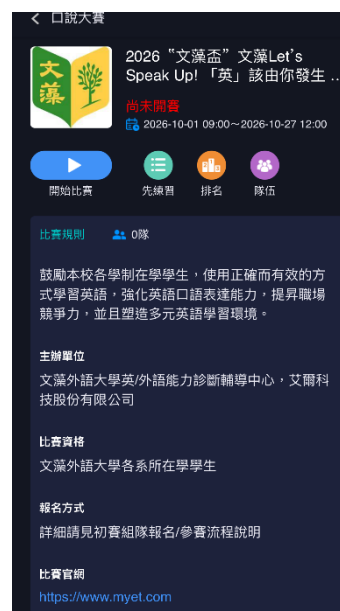


2026 Wenzao Cup
Let's Speak Up!
Let your Hidden English bloom!

Team Creation / Member Approval Instructions
(Team Leader Edition)

Team Leader: Team Creation Process (iPhone/Android Phone – Mobile Version)

- Before the preliminary competition starts, the team leader of each participating team should scan the competition QR code for the repeating contest, download and install, or open the latest version of the MyET app already installed on the device.
- On the competition introduction page, the team leader should click on the green "Team" button on the left to enter the team list page. After successfully creating the team, notify the members to complete the team joining process.



- On the Read-Aloud Competition introduction page, the team leader clicks on the purple “Team” button. A login screen will appear — log in to MyET using the same account and password used for the Wenzao Ursuline University of Languages Information Service Portal
 *Please confirm you have correctly accessed the school's dedicated server login page.
 *Passwords must be 4–16 characters long and may only contain the special characters “_”, “.”, “:”, “\$”, “%”, “^”, “&”, “~”, “<”, “>”, “+”, and “@”. If your password does not meet these criteria, please change it through the information service portal.
- The team leader should click on “Create New Team” in the upper left corner. Each team consists of two people (the leader plus one member). The leader should fill in the team's details, including a team name matching the registration, then clicks on “Confirm & Submit” to finish creating the team, **and then complete the online registration process.**
 *The team names must not contain attacking, insulting, or suggestive language, or content involving political controversy, or other content that violates public decency; violators will be disqualified from the competition.
 *The team leader must create the team first before the team member can join.
 *If the team leader has already created a team for another MyET competition and the old team name differs from the team name used for this registration, please disband the old team and create a new one.



- First select the county/city where your school is located.
- Click on the search “Button” and enter a keyword from your school's name; the school will appear directly — click it to complete the competition-region setup.



Enter the team name you have decided on.

No need to fill in the instructor's name.

Select “Yes” to add a team member.

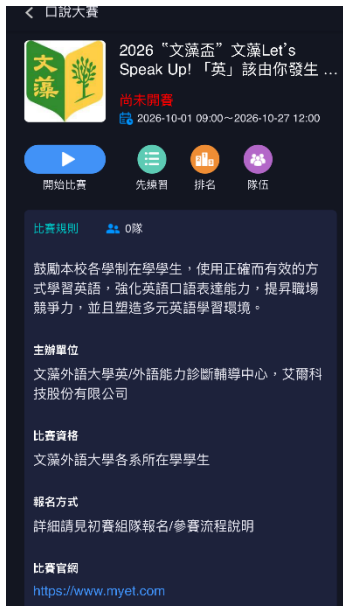
Team Leader: Approving a Member's Request to Join the Team

(iPhone/Android Phone – Mobile Version)

- Before the preliminary round begins, the team leader should scan the Read-Aloud Competition QR code, or simply open the MyET app already installed on the device.
- The team leader clicks on “Team Performance” section, and enters the page for approving members' requests to join the team.



- On the Read-Aloud Competition introduction page, the team leader clicks on the purple “Team” button to enter the performance page of the team already created.
- The team leader should verify whether the accounts applying to join are the other two team members. Once confirmed, press "Approve to Join." **When the confirmation message appears, the team and team members have completed the process.**



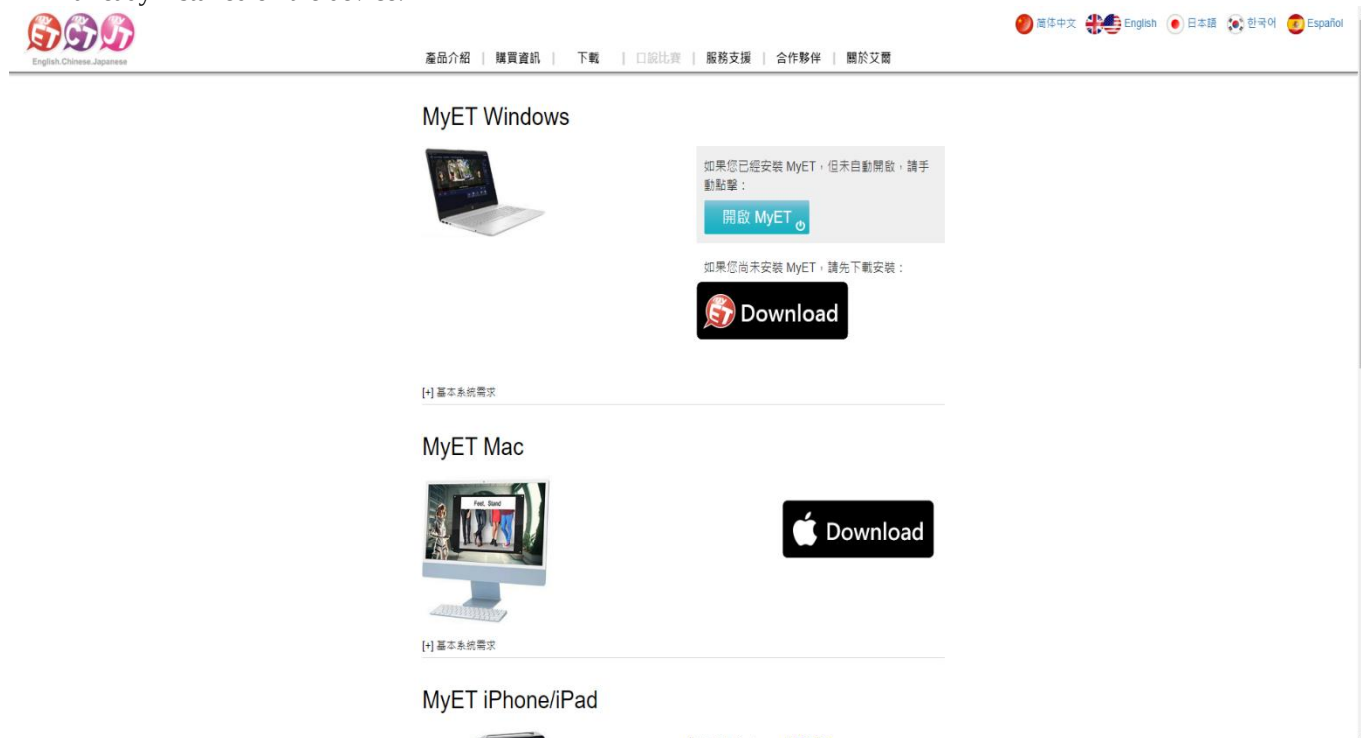
***If the organizer finds, when finalizing the rankings, that a participating team's member information does not match the registration form, that team will be disqualified from the competition.**



Team Leader: Team Creation Process

Windows PC/Notebook, iPad, Android Tablet, Mac

- Before the preliminary round begins, the team leader should first click the Read-Aloud Competition's dedicated web address https://llabs.app.link/TWN-WTUC_C6961, download and install it, or click to open the latest version of the MyET app already installed on the device.



- On the Read-Aloud Competition introduction page, the team leader clicks on “**Login**” in the upper right corner, and logs into MyET using the same account and password used for the Wenzao Ursuline University of Languages Information Service Portal.

***Please confirm you have correctly accessed the school's dedicated server login page**

***Passwords must be 4–16 characters long and may only contain the special characters “_”, “-”, “.”, “\$”, “!”, “^”, “~”, “<”, “>”, “;”, and “@”. If your password violates this rule, please change it on the Information Service Portal first.**

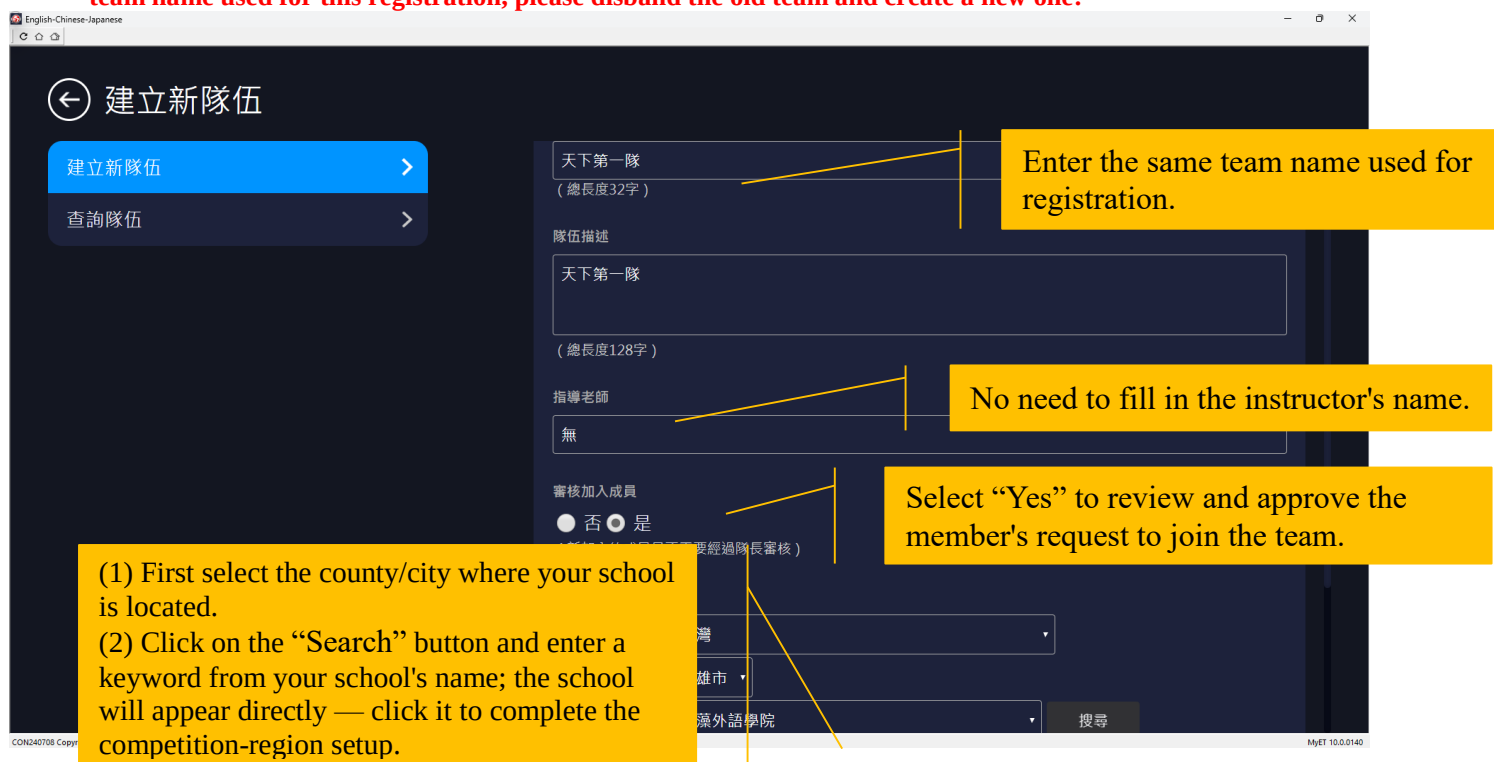


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3. On the Read-Aloud Competition introduction page, the team leader should click on the purple “Team” button to enter the team list page. After successfully creating the team, notify the team member to complete the process of joining it.



4. The team leader should click on “Create New Team” in the upper left corner. Each team consists of two people (the leader plus one member). The leader should fill in the team's details, including a team name matching the registration, then click on “Confirm & Submit” to finish creating the team, **and then complete the online registration process.**
- **The team name created must not contain attacking, insulting, or suggestive language, or content involving political controversy or other content that violates public decency; violators will be disqualified from the competition.**
 - **The team leader must create the team first before the team member can join.**
 - **If the team leader has already created a team for another MyET competition and the old team name differs from the team name used for this registration, please disband the old team and create a new one.**



(1) First select the county/city where your school is located.

(2) Click on the “Search” button and enter a keyword from your school's name; the school will appear directly — click it to complete the competition-region setup.

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5. The team leader clicks the Read-Aloud Competition's dedicated web address again https://llabs.app.link/TWN-WTUC_C6961. On the introduction page, click on the purple “Team” button to enter the performance page of the team already created.



6. The team leader confirms whether the account requesting to join is indeed the other team member, then clicks on “Approve.” **As soon as the “Approval Completed” message appears, the process of creating the team and having the member join is complete.**
- If the organizer finds, when finalizing the rankings, that a participating team's member information does not match the registration form, that team will be disqualified from the competition.

