Student 67(0 :L]DUG *XL(
Registration
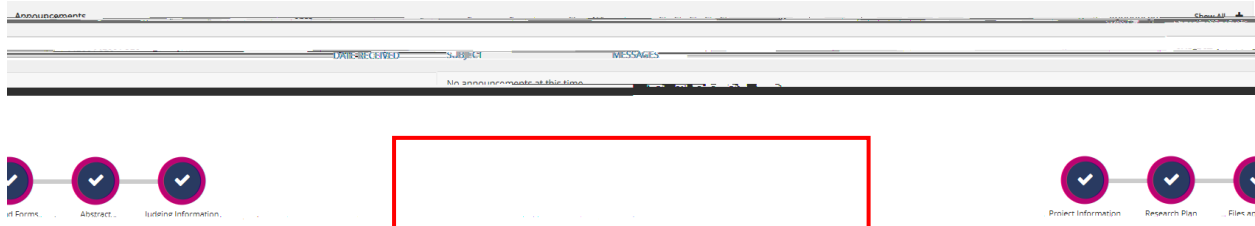
Registration:

Step 1: Go to the 6 7 (0 Wizard page for your fair and select the Registration

'DVKERDUG

7KLV SDJH LV D VXPPDU\ RI DOO WKH VWDWXVHV WKDW GHEULHI ZLOO RFFRPSOLVK ZHOO DV DQQRXQFHPHQWV RI RQ\RXU DGPLQLFRQVXPHL OHVV WR ROHVWKH IWHHQ GWR WKH 3URMHFW LFDWH JR IRU WWKLV SORDG DOO DQGLLVWRQHV

8VLQJ 0HVVDJHV

6WXGHUQGWHPLYHV D JUHHR WK\HLU DGPOWQNOHLV VLJQHG WROHDFKHVH SDJH 6WXF FDQ DVOHQRGHVVDJHWRRLU DGPOWQNOHLU DWWHLDJFQKHHGV

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Step 1: :KHQ \RX ILUVW ORJ LQWR \RXU DFFRXQW ORRN WR WKH O VFUHHQ \RX ZLOO ILQG D FROXPQ PHQX ZLWK VHYHUDO RSWLRQ 'DVKE RSWLRQ Is your Messages option. This will take you to your Inbox and allow you WR send Messages within 7S(0 Wizard.

This is an important tool for you to utilize for questions you have about the science fair, your project, forms, etc. It is important to check your Messages to make sure that your administrator has not sent you information concerning un-met requirements of your project. Do not respond to messages from your administrator from your personal e-mail, it will not work. You must respond to your administrator's messages from within Messages.

Step 2: On your Inbox page, there will be a New Message button. In order to Message your administrator with questions, you click this button. This will open up a New Message window, and will automatically be addressed to your administrator. Simply write your Message and hit send!

Should you have any questions regarding your account, please use Messages to contact your Administrator.

Completing Your Milestones

Step 1: After logging into your account, you will automatically be taken to your Dashboard. To get to your Milestones from another page, you can always get to them by selecting the Dashboard link on the navigation bar to the left.

7KH ILUVW WLPH \RX ORJ LQWR \RXU DFFRXQW LW ZLOO ORRN
KRZHYHU \RXU VSHFLILF 0LOHVWRQHV PD\ YDU\ IURP WKRVH E

Step 2: < R X P X V W I L U V W F R P S O H W H Hnformaßorv D Y H \ R X U 3 U R M H F W
Milestone before you will be allowed to begin I L O O L Q J R X W \ R X U R W K H U
0 L O H V W R Q H V W W R W K L V P L O H V W R Q H \ R X V L P S O \ F O L F N R Q W K H
U R X Q G V \ P E R O D E R Y H InformaßO.DarRyou3 wllRe H F W
taken to that page. You follow this V D P H S U R F H G X U H X Q W L O \ R X K D Y H
I L Q L V K H G D O O \ R X U 0 L O H V W R Q H V

' H D G O L Q H V 6 R P H P L O H V W R Q H V Z L O O K D Y H G H D G O L Q H V D V V R F
W K H P ' H D G O L Q H V Z L O O E H G L V S O D \ H G E H O R Z W K H P L O H V W R Q H
V X U H \ R X F R P S O H W H W K R V H R Q W L P H

Understanding the Symbols: When you have not completed a Milestone, it will be marked with an orange exclamation point. All Milestones will be marked this way initially.

When you complete a Milestone that needs to be approved by your administrator, it will turn to the hourglass symbol. The symbol will remain an hourglass until it is approved by your administrator. Once approved, it will automatically turn to a green check mark.

Milestones that don't require your administrator's approval will automatically turn to a green check mark once completed and saved.

Should you have any questions regarding your Milestones, please use the Messages link on the left-hand side of the screen to contact your W H D F K H U R U administrator.

Step 1: After you have created your account, logged in and completed your Project Information milestone, another important step is filling out the files or forms that your administrator needs you to complete. An example may be a permission form from your parents or ISEF files related to your project. Please note that not all events have this milestone. If you do not see this Milestone you do not have to follow these steps.

Step 2: 6 H Q L R U ' L Y L V L R Q you must first identify the ISEF Forms that will be needed for your project. Your answers to the questions provided will return a list of the ISEF Forms most likely needed for your project. However, the forms needed for your project should be confirmed by a teacher and/or mentor after a careful review of the ISEF International
Rules and Guidelines before experimentation begins. - X Q L R U ' L Y L V L R Q V W X G H Q W V I R U P V D U H D O H D G \ V H O H F W H G I R U \ R X

Step 3: / / V W X S H Your next step will be to download the templates of \ R X U I L O O U P \ G L F W K R Z Q O R D G 5 H T X L U H) button. This will download a zip file that contains the templates (if applicable) of all the files and forms that are

You can upload the files one at a time (one computer file for each form) or you can upload all of your files in a single computer file. It is preferable to upload them one at a time, L Q   F D V H there are any problems with your submissions. ' R Q R W   X S O R J R G X Q J W L K H \ D U F R P S O Z L W H I K O Q H T X L U H G V L J Q D W X U H V

, I   \ R X   K D Y H   V L J Q H G   S D S H U   G R F X P H Q W V   W K D W   \ R X   Q H H G   W R   W X S G I V   I R U   X S O R D G   S O H D V H   X V H   D Q   D S S   V X F K   D V   * H Q L X V   6 F D Q 6 F D Q   2 I I L F H   / H Q V   R U   W K H   1 R W H V   D S S   R Q   L 3 K R Q H   W K D W   F R Q Y L P D J H V   W R   S G I V. ' R   Q R W   W D N H   S K R W R V   R I   W K H   G R F X P H Q W V

Uploading and saving all of your files and forms does not necessarily mean that you are finished. When all files and forms are uploaded, the Files and Forms Milestone icon will turn to an hourglass until all files and forms are approved by those running the event.

Check your messages in the Messages option on the left-hand side of the screen for notes from your administrator in case you need to edit and re-submit your forms.

When your files and forms have officially been approved, the Files and Forms Milestone icon turns to a green check mark, indicating that your Files and Forms milestone is complete.

Files and Forms

Should you have any questions regarding the files and Forms, please use the Messages link on the left-hand side of the screen to contact your Teacher or the Event Administrator.
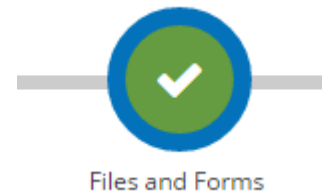
Additional Files

Additional Files is a place for you to store additional files that pertain to your project, but that your administrator does not need to fill out or complete. Examples of these may include V X U Y H \ V   W H V W V   I R U   K D P S O H V R I G o u   p r o j H c t o F L S D Q V pictures of your display.

UPLOAD

FILE NAME

To upload your files, simply select the Upload button under the Additional Files section. After uploading, your file name will appear and you will have the ability to access the file later or to delete the file.