

1. Registration Process

This guide describes the online registration process. The online registration is the first deadline that must be met. The second deadline applies to the reception of the registration package, which includes the signed signature page, two hard copies of the report, and payment. Completion of the online registration is required to take part in submitting a registration package. Dates for this year's fair can be found on the science fair website.

2. Setting Up an Account.

Before describing the registration process, the two options to obtain a registration account will be described. The first option is for students who have a unique email account (see Section 3, Student Account). The second option is for students who either have no email account, may be sharing a common email account with a sibling who is also entering into the science fair, or for students who will be registering under the guidance of their teacher (see Section 4, Teacher-Led Account).

3. Student Account

Go to the Science Fair in a Box url: <https://secure.youthscience.ca/sfiab/vancouverisland/login.php>. Click on the participant registration link at the top of the page (Figure 1).



The screenshot shows the website for the Vancouver Island Regional Science Fair. The main header is "Vancouver Island Regional Science Fair". On the left is a navigation menu with links: Home Page, Important Dates, Committee, Winners, Login/Register, English (dropdown), and Contact Us. The main content area is titled "Login/Register" and asks the user to "Please choose one of the following:"

- Participant**
 - I am a participant
- Judge**
 - I am a judge and I already have an account
 - I am a new judge and would like to register to judge
- Sponsor**
 - I am an existing sponsor
 - I would like to become a sponsor
- Teacher/School**
 - I am a teacher or science fair coordinator at a school
- Volunteer**
 - I am a volunteer and I already have an account
 - I am a new volunteer and would like to help out
- Committee**
 - I am a committee member

Figure 1: Select the participant registration link at the top of the page.

You will be asked to enter in your email address. Your registration number will be emailed to you. Once you have received your registration number, you are ready to start the registration process. Please proceed to Section 5, Registration.

4. Teacher - Led Account

This method of obtaining an account for registration can be used by teachers who want to monitor and guide their students through the registration process, and by students who do not have an email address, or who are sharing an email with a sibling who is also registering for the science fair. The system requires a unique string for each student participating in the fair, and the default string is the student's email address.

Before proceeding, the teacher will need the school code for their school. If you need this information, contact the registration person listed on the Vancouver Island Regional Science Fair website.

Go to the Science Fair in a Box url: <https://secure.youthscience.ca/sfiab/vancouverisland/login.php>. Click on the Teacher/School link in the middle of the page (Figure 1). Enter the name of the school and the access code Figure (2).

School Access

Welcome to the School Access Page. This page allows your school to provide several key pieces of information for the fair, as well as feedback about the schools experience with/at the fair. If you do not have an access code, please contact the committee. If your school would like to bring more than 15 projects, please contact Rossi Marx in advance using the "Contact Us" section.

Note: Schools do not need to login in order to have students register from their school. Students can register by going to the Participant Registration Page. The only benefit of logging in is to update your school contact information or submit feedback. :
[Participant Registration](#)

Please login below by selecting your school and entering your school **Access Code** that you received in your package

School:

Access Code:

Figure 2: Enter the school name and the school access code.

Once into the system, students can be invited (Figure 3).

School Participant Invitations

<< Return to school access main page

In order for your school's students to register for the fair, you will need to invite them to register. Simply enter their email address below to invite them to register. **Important:** for group projects, only add one of the participants, that participant will then add the other group member(s) to the project

Student Email Address Or unique username for student

Contact Email Address Any emails that would normally go to the student, will also be sent to this address

Student First Name

Student Last Name

Grade

Invited participants from your school

Last Name	First Name	Email Address	Grade	Registration Number	Actions
Green	John	jgreen	4	431944	<input type="button" value="Login"/>
Smith	Jane	MyEmail@gmail.com	4	602547	<input type="button" value="Login"/>

Figure 3: Invite students from your class/school.

The first field must be a unique string that the system can associate with the student. If an email cannot be used (because the student does not have an email, or the student is sharing an email account with a sibling who is also entering into the fair), then the student's name is usually used. Shared email accounts can be entered into the second field.

Once the students have been invited, the teacher can provide the student with the string assigned to them (email/name) and their registration number. If the student name is being used instead of an email, it should be reiterated to the student that their name will be used in place of an email by the system.

Please proceed to Section 5, Registration.

5. Registration

Congratulations, you now have an account in the registration system. All that remains in the process is to complete the registration process.

1. Proceed to the science fair registration page:
<https://secure.youthscience.ca/sfiab/vancouverisland/login.php>.
2. Click on the participant link at the top of the page (Figure 1).
3. Enter in your email (or name if instructed to do so by your teacher) and your registration number (Figure 4). If you do not have a registration number, please return to section 1.

Participant Registration

Please enter your email address to :

- Begin a new registration
- Continue a previously started registration
- Modify an existing registration

You must enter a valid email address. We will be emailing you information which you will need to complete the registration process!

Email:

Participant Registration

Please enter your **registration number** that you received in your email, in order to begin your new registration

Registration Number:

If you have lost or forgotten your **registration number**, please [click here to resend](#) it to your email address

Figure 4: Enter email and registration to start the registration process.

4. At the start of the process, each of the seven steps are displayed in red, and are marked 'incomplete'. As you complete each step, it will change to green and be marked 'complete'. The first five steps must be completed, as illustrated in Figure 5, in order for your registration to be accepted. This is the first deadline before the science fair. The second deadline is ensuring we have received your signed signature page, the hard copies of your report, and payment. Once we have checked through all of the registration packages, we will mark the last step for the students with completed packages as 'complete', indicating acceptance to the science fair.

Now that we have reviewed the full registration process, let's walk through the online registration process.

Participant Registration - Summary

Hello Jane

Please use the checklist below to complete your registration. Click on an item in the table to edit that information. When you have entered all information, the **Status** field will change to **Complete**

Registration Item	Status
Student Information	Complete
Emergency Contact Information	Complete
Project Information	Complete
Safety Information	Complete
Double Check your Name	Complete
Signature Page	Print
Signature Page Received	Incomplete

Figure 5: The main page of your account shows the seven registration steps. The first six steps must be completed by the student. The first five steps appear in green as they become completed. The 7th step shows the acceptance of your registration and is done by us after we have received all of the registration packages due later.

5. Enter in your student information (Figure 6).

Participant Registration - Student Information

[<< Back to Participant Registration Summary](#)

Student Information Complete

Number of students that worked on the project:

Student 1 Details

First Name	<input type="text" value="Jane"/>	*	Last Name	<input type="text" value="Smith"/>	*		
Gender	<input type="text" value="Female"/>	*					
Email Address	<input type="text" value="MyEmail@gmail.com"/>	*	City	<input type="text" value="Victoria"/>	*		
Address	<input type="text" value="123 Front Street"/>	*	Province	<input type="text" value="British Columbia"/>	*		
Postal Code	<input type="text" value="V2R 6L2"/>	*	Phone	<input type="text" value="250 383 1234"/>	*		
Date of Birth	<input type="text" value="15"/>	<input type="text" value="Mar"/>	<input type="text" value="2006"/>	*	Grade	<input type="text" value="4"/>	*
Medical Alert Info	<input type="text"/>						
School	<input type="text" value="Brentwood Bay - Brentwood Elementary"/>						*
Teacher Name	<input type="text" value="Ms. Brown"/>		Teacher Email	<input type="text"/>			

Figure 6: Enter your information.

6. Enter in your emergency contact information. (Figure 7).

Participant Registration - Emergency Contact Information

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Emergency Contact Information Complete

Emergency Contact for Jane Smith

First Name:	<input type="text" value="John"/>	* Last Name:	<input type="text" value="Smith"/>
Relation:	<input type="text" value="Parent"/>	* Email Address:	<input type="text" value="jsmith@gmail.com"/>
Phone 1:	<input type="text" value="250 363 1234"/>	* Phone 2:	<input type="text"/>
Phone 3:	<input type="text"/>	Phone 4:	<input type="text"/>

Figure 7: Enter your emergency contact information.

7. Enter your project information (Figure 8).

Project Information Complete

Project Title:	<input type="text" value="asuring the Earth's Circumference Using a Stick's Shadow"/>	*(Max 100 characters)
Age Category:	Elementary (Grades 4-5)	
Division:	<input type="text" value="Physical and Mathematical Sciences"/>	* Division Selector
Language:	<input type="text" value="English"/>	* This is the language you wish to be judged in!
Requirements:	Table* <input checked="" type="radio"/> Yes <input type="radio"/> No	
	Electricity* <input checked="" type="radio"/> Yes <input type="radio"/> No	
Special	<input type="text"/>	
Summary:	<input type="text" value="Project description."/>	

2/100 words maximum

Figure 8: Enter in your project information.

8. Safety Information. We need to be sure you are safe while working on your project, and that your colleagues are safe during the fair. To help us do that, we need you to answer some questions about your project (Figure 9).

Participant Registration - Safety Information

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Safety Information Complete

Please agree to / answer the following safety questions by checking the box next to the question, or choosing the appropriate answer

1. • Does your project involve animal experimentation?	<input checked="" type="radio"/> Yes <input type="radio"/> No
2. • Does your project involve human experimentation?	<input checked="" type="radio"/> Yes <input type="radio"/> No
3. • Does your display contain expensive items (e.g. laptop computer)	<input checked="" type="radio"/> Yes <input type="radio"/> No
4. • Does your display use heat in any way?	<input checked="" type="radio"/> Yes <input type="radio"/> No
5. • Does your display involve any live organisms (plants, bacteria, mould)?	<input checked="" type="radio"/> Yes <input type="radio"/> No
6. • Does your display use liquids over 2 litres in volume?	<input checked="" type="radio"/> Yes <input type="radio"/> No

Figure 9: Please provide us some safety information about your project.

9. Confirmation of the spelling of your name. After all of the hard work you put into your project, we want to be sure that your name is spelled correctly on any lists or awards. Take a deep breath and take the time to carefully double check the spelling of your name now (Figure 10).

Participant Registration - Check Your Name

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Name Check Complete

Every year there is one participant who realizes that his/her name is spelled wrong after certificates are printed and plaques are engraved. This page has been created in an effort to ensure you are not that student. It is difficult to re-print certificates and even harder to re-engrave a plaque.

Your name is in the box below. (If you have a partner, your partners name is also shown below). This is EXACTLY how your name will appear on any certificates, awards, or engraving.

Just to clarify, EXACTLY means EXACTLY. We will not add upper-case letters if you typed your name in all lower-case. We will not change letters to lower-case if you typed your name in all capitals. And we will not fix any spelling if there is a typo. If your name appears incorrect, please visit the [Student Information](#) page and correct it.

Jane Smith

Please confirm that:

- My name is correctly spelled
- The correct letters are capitalized and in lower-case.
- Any required punctuation and accents are present and correct.

Figure 10: Please confirm the spelling of your name.

10. Print the signature page, sign it, and set it aside to be sent in with the hard copies of your report and the payment. The system will not allow you to complete this step until all of the preceding steps have been completed.

11. Congratulations, if you have completed the preceding steps correctly, your main page should look like the one below (Figure 11). If there are any sections still showing in red, you will need to return to them and complete them in order for your online registration to be accepted. All registrations must be completed prior to the cutoff date specified in the science fair website and the registration system.

Participant Registration - Summary

Hello **Jane**

Please use the checklist below to complete your registration. Click on an item in the table to edit that information. When you have entered all information, the **Status** field will change to **Complete**

Registration Item	Status
Student Information	Complete
Emergency Contact Information	Complete
Project Information	Complete
Safety Information	Complete
Double Check your Name	Complete
Signature Page	Print
Signature Page Received	Incomplete

Figure 11: If your main page appears like this one, you have successfully completed the online registration. If any of the first five steps are marked "Incomplete" in red, you still need to complete those sections.