

Waterloo-Wellington Science & Engineering Fair

School Contact Registration Instructions – 2021 (Revised)

Overview

Registration for the Waterloo-Wellington Science Fair is done through an online system. School Contacts create a school account and student files with basic information (e.g., student name and email address and project title). Students provide personal information and project details. For a team project of two students, both students need to be set up and invited but just one project file has to be created.

The Key Registration Steps are as follows:

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
Teacher Complete School registration and set up. By Feb. 12	Teacher Invite the Student	Teacher Create Project File	Teacher Link Project to Student(s)	Student Complete Personal Registration	Student Complete Project Registration By March 12	Student Download, Complete Signature Form and Submit to Registrar By March 26	Student Upload Project elements as per instructions to follow By April 5

School Contacts need to be familiar with all of the rules, regulations and guidelines of the Fair as provided through our main website located at wwsef.ca.

Instructions

A/ School Contact Registration

School Contacts will receive a Registration System email (from science.fair@wwsef.ca) with a link to the WWSEF Registration Site (this will occur no later than early February). Click on the link to go to the School Contact registration site. Follow the instructions on the screen and complete the information required.

NB! Note to return to the WWSEF Registration Site after the initial school setup use the url – registration.wwsef.ca

To log out of the system click on the down arrow to the right of your user name in the top right of the main title bar and select Log Out.

B/ Inviting Students

Once the school has been set up, the School Contact can begin to invite students. All that is needed is the name and email address that will be used by the student. This generates an email that is sent to the student with a link to the registration system.

To add a student click on the **Students + Add** button and then complete the required fields.





NB! For a team project, **both** students need to be invited.

Students can then access the email message later or, if the student is with the School Contact at the time the invitation is sent, they can access their file immediately and complete it then. This is useful in cases where a student does not have an actual email address. In this case a dummy email address such as "Samsproject@gmail.com" can be used. This will serve as the student's login and he or she can complete their personal registration if the **Register Now** option is selected.

[Register Now](#)

Once the student begins to complete his or her personal registration information all mandatory fields (marked with an asterisk “*”) must be complete before the file can be saved. Students will be able to access their file at any time (up to the registration deadline) to make changes. **Please provide students with the Student Instructions attached.**

Once the student has completed his or her personal registration information their status on the School Management Desktop will change from Unregistered to Registered, indicated by a Green Check Mark  icon beside the student’s name. However, students will not be able to complete the Project registration until they have been assigned to a project by the School Contact.

To review the student file entered click on the green check mark box icon. 

C/ Adding Projects and Assigning Students

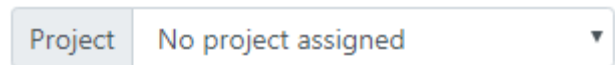
School Contacts must also create the initial Project files and link students to them.

To add a project, click on **the Project + Add** Button.



You will need to enter the Title of the project, indicate if the preferred language is English or French and select the Category and Age Division for the Project/Student.

Once the project file has been created the project can be assigned to the student. Click on the **Project** button and select the project for that student. Be sure to assign both students in a team to the same project.



Note that a counter beside the **+ Add** Project button indicates the remaining number of projects that can be entered for the school. This limit is based on the eligible student population and other factors as indicated in our regulations. If the School Contact wishes to request a change to the limit, he or she should contact the registrar at registrar@wwsef.ca.

Once a student is linked to a project he or she will have access to the Project file and can complete the required information.

D/ Signature/Permission Forms

For the Virtual fair this year the School Contact / Teacher does not need to sign the Permission Form / Signature Sheet nor are there any registration fees to submit.

Students need to print the Permission form, sign it, have a parent or guardian sign it and then submit it directly to the WWSEF Registrar.

Please contact the WWSEF Registrar if you have any questions at registrar@wwsef.ca.