

Waterloo-Wellington Science & Engineering Fair Student/Exhibitor Registration Instructions – 2022 (Virtual)

Congratulations on being selected to participate in the 2022 Waterloo-Wellington Science & Engineering Fair (WWSEF). The instructions provided below will assist you in getting yourself and your project fully registered for the Virtual Fair. There are several key steps in the online registration as follows:

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
Teacher Invite the Student	Teacher Create Project File	Teacher Link Project to Student(s)	Student Complete Personal Registration	Student Complete Project Registration By March 8	Student Download, Complete Signature Form and Submit to Registrar By March 25	Student Upload Project elements as per instructions to follow By March 25

NB! The Student online registration closes at midnight, Tuesday, March 8, 2022

Please note that it is your responsibility to be aware of, and to follow all of the rules and regulations for the Fair. These can be found on our main website – wwsef.ca.

On the WWSEF home page click on:

WWSEF 2022 Virtual Fair and then on **Project & Exhibitor Information** to access the **Project Creation Manual**, the **Writing the Research Report Manual**, or the **Exhibitor Manual**.

NB! DO NOT BEGIN ANY PROJECTS involving humans or other animals until you have approval of the WWSEF Ethics Officer, who can be contacted via ethics@wwsef.ca.

A/ Personal Registration

Your School Contact will send you an invitation to participate in the 2022 WWSEF via email through the WWSEF Registration system (it will be from science.fair@wwsef.ca). The email will have a link to the registration system for you. Click on the link to go to the registration site and enter all of the required data. Be sure to take note of the password you create. Please note that for Individual entries the WWSEF Registrar will serve as the School Contact.

All fields marked with an asterisk "*" are mandatory and must be completed before the file can be save. You can access your registration file at any time and make changes as required.

Note: to return to the WWSEF Registration Site after the initial access use the url – registration.wwsef.ca

If people have difficulty pronouncing your first or last name please provide a pronunciation key in the indicated field.

Although our fair this year will be virtual our standard registration system does include sections on medical and dietary conditions / restrictions. These fields can be filled out or ignored for this year.

We do still require an Emergency contact to be identified. The Second Emergency contact is optional but if a name is entered all other mandatory fields for the second Emergency Contact must be completed as well.

B/ Project Registration

Your school Contact will also create your Project file in the registration system by entering your project title, Category and Division.

If you are part of a team project, both you and your partner will have access to the project registration file and you need to be sure that you communicate with each other about information that is entered and any changes that are made.


Click on the **Edit** button beside the **Project** section heading and enter the required data. [Edit](#)


All fields marked with an asterisk "*" are mandatory and must be completed before the file can be saved. However, if necessary, temporary data can be entered and your project registration file can be accessed and edited later; e.g. if you do not have your full Project Summary Report completed when you first access the Project registration you can enter any data to satisfy the requirement of the field (minimum of 100 words) and enter the full Report later. This report is marked and should follow the outlined provided in the **Writing The Research Report Manual** on our main website.

For this year, with our Virtual Fair, you can ignore the questions related to the requirement of a Table or Electricity.

C/ Safety Questions

You need to confirm that your project adheres to the Rules and Regulations of the Fair. On your Management Dashboard click on the highlighted text here

 **Need to complete Safety Form**
You or another project member will need to complete the [following safety form](#).



You need to check each item listed.

D/ Signature Forms

As part of the registration process parent/guardian permission, if you are under the age of 18, is required for you to participate. This is obtained by printing a set of Signature Sheets. There is also a section for you to sign.

You print the forms by clicking on the link in the highlighted text here.

 **Forms not signed**
Please download and sign [the following forms](#) and submit them to your teacher.



You then sign your section and have your parent(s)/guardian(s) sign it (if under 18). The completed form is to be sent (scanned and emailed or mailed) to the WWSEF Registrar.
registrar@wwsef.ca / WWSEF Registrar, c/o Bill Proctor Suite 1808, 20 Barrel Yards Blvd., Waterloo ON N2L 0C3

If you have any questions you can contact the WWSEF Registrar at registrar@wwsef.ca.