Waterloo-Wellington Science & Engineering Fair
School Contact Registration Instructions – 2027

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 must 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. 8**	**Teacher** Invite the Student	**Teacher** Create Project File	**Teacher** Link Project to Student(s)	**Student** Complete Personal Registration	**Student** Complete Project Registration **By March 10**	**Student** Download, Complete Signature Form and Submit to Teacher	**Teacher** Check and Sign Signature Form, Submit to Registrar with Fees **By March 25**

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 in the first week of January). Click on the link to go to the School Contact registration site. Follow the instructions on the screen and complete the information required. Be sure to take note of the password you create.

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 username in the top right of the main title bar and select Log Out.

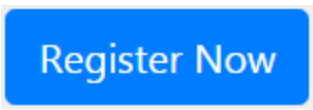
B/ Inviting Students

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.



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. **Be sure to provide students with the Student Instructions**.

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.

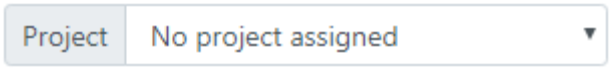
C/ Adding Projects and Assigning Students

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

As part of the registration process parental/guardian permission for the students (under the age of 18) to participate is required. The School Contact, or the teacher working with the student, and the student him or herself must also sign the Signature Forms. Students generate the forms by clicking on the **Print Signature Sheets** button.

The student should then sign them, have their parents/guardians sign them (if under 18) and submit them to the teacher supervising their work to be signed by them. The complete Signature Forms are collected by the School Contact and submitted (scanned and emailed, or via Canada Post or delivered*) to the WWSEF Registrar (see below) along with the $40 **per student** registration fee **no later than March 25, 2027**. Note: it is now possible to make the registrations fees payment through e-transfer to registrationfees@wwsef.ca. If doing so, please include a note in the message area indicating the school or group or individual for whom the payment/transfer is being made.

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

WWSEF Registrar
c/o Bill Proctor
Suite 1808, 20 Barrel Yards Boulevard,
Waterloo, Ontario
N2L 0C3
*If hand-delivering call first to ensure someone can meet you / 519-570-2119