Waterloo-Wellington Science & Engineering Fair
Student/Exhibitor Registration Instructions – 2027

Congratulations on being selected to participate in the 2027 Waterloo-Wellington Science & Engineering Fair (WWSEF). The instructions provided below will assist you in getting yourself and your project fully registered for the 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 10**	**Student** Download, Complete Signature Form and Submit to Teacher	**Teacher** Check and Sign Signature Form, Submit to Registrar with Fees **By March 25**

NB! The Student online registration closes at midnight, Wednesday, March 10, 2027

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

On the WWSEF home page click on:
PROJECT and FAIR INFORMATION to access the **Project Creation Manual,** the **Writing the Research Report / Project Summary 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 2027 WWSEF via email through the WWSEF Registration system (it will be from **science.fair@wwsef.ca**). If you are part of a team of two, each of you will receive a separate invitation for personal registration. The email you receive will have a link to the registration system for you. Click on the link to go to the registration site and enter all the required data. Be sure to take note of the password you create. **Please complete your personal registration within 72 hours of receiving the link.**

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

NB! 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.

If you have any medical conditions of which the Fair organizers should be aware, such as diabetes or an allergy for which you carry an EpiPen, be sure to include these in the appropriate field. Also, make sure all food allergies are listed in the field for these as well.

The Second Emergency contact is optional but if a name is entered all other mandatory fields for the second Emergency Contact must be complete 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. **Be sure to complete all sections of your Project Registration by the date indicated above.**

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.

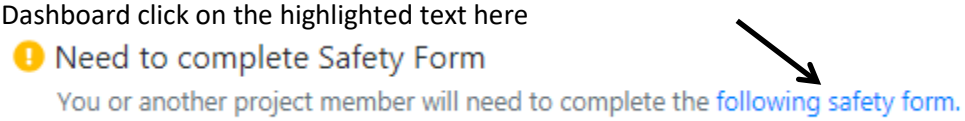
All fields marked with an asterisk "*" are mandatory and must be completed before the file can be saved. However, if necessary, temporary data can be entered and your project registration file can be accessed and edited later; e.g. if you do not have your full Project Summary/Research Report completed 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 / Project Summary Manual*** on our main website.

Be sure to indicate if your project requires an electrical connection.
Note: If you require electricity for your project one standard outlet will be provided.

Be sure to indicate if your project requires a display table.
Note: A standard display space on a table, sufficient to hold the maximum display size allowed for a project is provided for each project. In some cases, exhibitors construct their display such that it sits on the floor; only in this case should you **not** select "Requires a Table".

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



You need to check each item listed. When you come to the Fair a Rules and Safety Check will be conducted to verify that your project is compliant with the Fairs Rules and Regulations.

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.

You then sign your section, have your parent(s)/guardian(s) sign them (if under 18) and submit them to the teacher supervising your work to be signed by him or her and forwarded to the WWSEF Registrar along with the $40 per student registration fee. Note: For students registering as Individual Entries separate instructions for submitting the forms and registration fee will be provided.

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