

**WOOD  
BUFFALO  
REGIONAL  
SCIENCE  
FAIR**

# **Guide to Registration**

For Teachers and Science Fair Coordinators

## Overview

This guide is designed to assist teachers and school science fair coordinators in accessing the WBRSF Science Fair System to update and manage school-related information and to register participants for the WBRSF.

## Logging In

To access the WBRSF Science Fair System navigate to:

<https://secure.ysf-fsj.ca/sfiab/woodbuffalo>

Click **Login/Register**

Click the link under **Teacher/School**

Select your **School Name** from the drop-down menu

Enter your school's access code - this code will be provided by the WBRSF (if you do not know your code, please contact us).

Do not share your access code with students or parents! Anyone can use this code to modify or delete the project registrations from your school. Please contact the WBRSF if you would like your access code changed.

You should now see a screen like this:

The screenshot shows a web browser window with the URL <https://secure.ysf-fsj.ca/sfiab/woodbuffalo/schoolaccess.php>. The page title is "Wood Buffalo Regional Science Fair" and it includes a "Not Logged In" indicator in the top right corner. On the left side, there is a navigation menu with links for Home Page, Important Dates, Committee, Winners, School Home, Logout, and Contact Us. The main content area is titled "School Access" and contains a "Test School" section. Under "School Information", there is a message: "Please make sure your school contact information is correct, make any necessary changes:". Below this, there are several input fields: School Name (Test School), Address (1234 Lane), City (Testville), Province (Alberta), Postal Code (H0H 0H0), Phone Number (111-222-3333), Fax Number (111-222-3333), Science Teacher (Trial Jones), Science Teacher Email (Trial.Jones@testschool.ab.ca), and Science Teacher Phone (111-222-3333). A "Save Changes" button is located below the phone number field. At the bottom of the form, there is a "School Feedback / Questions" section with a message: "We are always welcome to any feedback (both positive and constructive criticism!), or any questions you may have. Please use the following form to communicate with the science fair committee!". Below this message is a large text area for feedback and a "Send Feedback" button. The footer of the page indicates "SFIAB Version 2.3.1 (Development Revision: 2716)".

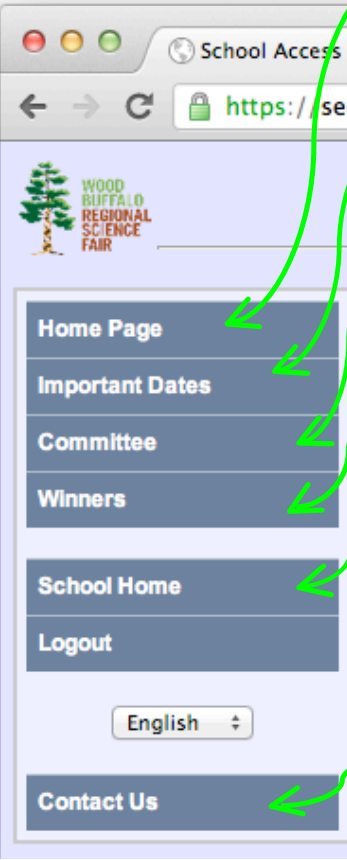
## Updating Information

With changes happening in administration and school staff from year to year, it is difficult for the WBRSF to maintain current information. If any of the information for your school is inaccurate please take a moment and update it. *All information collected by the WBRSF is solely for our use and will not be distributed without consent.*

Unless an individual is comfortable giving their personal or work mobile phone numbers, a school phone number is satisfactory. If there is a direct extension to a desk phone or voice mail please include this. If you have any concerns, questions or difficulties, there is a convenient message box on the main page that allows you to send an email message directly to the WBRSF Committee.

## Navigation

The menu bar can seem a bit confusing, but once you get the hang of where information is located, the Science Fair Registration System is quite handy and user-friendly.



The image shows a screenshot of a web browser displaying the navigation menu for the Wood Buffalo Regional Science Fair. The menu items are: Home Page, Important Dates, Committee, Winners, School Home, Logout, English (dropdown), and Contact Us. Green arrows point from text boxes on the right to each menu item, providing instructions on what each item does.

- Brings you back to the main page that all users and general public see; this contains reminders, important updates and other information about the fair
- Shows when registration opens and closes and when winners are posted on the website
- Displays the members of the WBYSF Board and their email addresses so you can contact the appropriate individual for your concern or question
- Here you can view award winners from past and present WBRSF Fairs
- Brings you back to the main information entry page for your school. It is here that you can update your school contact info, invite/register students from your school, as well as view who has already registered from your school
- Here you can use the system to send a message to a particular WBYSF Board member (the system will email the member directly, regardless of whether their email is displayed publicly on the Committee list or on the WBRSF website).

## Registering Participants

School science fair finalists are encouraged to fill out the WBRFSF registration themselves at home (with the assistance of their parents if necessary). However, teachers or school science fair coordinators can also facilitate the process by: 1) using the online system to invite the winners of their school fairs to register for the WBRFSF; or 2) completing the registration in its entirety for students who are unable to log-on and register themselves for the fair. Teachers may wish to register students themselves if, for instance, the student comes from a single-email household with more than one child entering the fair. This feature allows the teacher to enter a “username” instead of an email for the child. It also allows you, as a teacher/science fair coordinator, to edit registration details at a later date (prior to the registration deadline).

To start, click on the **‘Participant Registration Invitations’** link

From here enter the following:

**Student Email Address:** this can be a username such as firstname.lastname

**Contact Email Address:** this should be either a parent or a teacher – all updates or messages about the project will be sent to that address. The system will not let you proceed without one.

**Student First Name:**

**Student Last Name:**

**Grade:** from drop down menu

Click: **‘Invite Participant’**

Their information will then appear in a table, as shown below:

Student Last Name

Grade

### Invited participants from your school

Last Name	First Name	Email Address	Grade	Registration Number	Actions
Smith	Bill	BSmith / Trial.Jones@testschool.ab.ca	6	832430	<input type="button" value="Login"/> <input type="button" value="X"/>

Under email address, the portion before the backslash is the username for this student. For the student to log-on to the system they will always need to enter the username **and** their Registration Number. The student may need to log-on more than once in the unlikely event that the registration cannot be completed in one sitting (typically a registration will only take 5-10 minutes to complete).

If you are continuing or need to check the accuracy of an existing registration, click **Login**

If there is a duplicate registration (this occurs for partner projects sometimes, where both partners have registered independantly) click the **Red X** to delete the unneeded registration.

Once logged into the student's account you will see a screen like this:

### Participant Registration - Summary

Hello **Bill**

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	Incomplete
Emergency Contact Information	Incomplete
Project Information	Empty
Safety Information	Incomplete
Double Check your Name	Incomplete
Signature Page (Available when ALL above sections are "Complete")	Print
Signature Page Received	Incomplete

This screen tells you which parts of the registration process still need to be completed.

Further down on the page is additional information, including the Registration Fee and further registration requirements.

To continue the registration, simply click the appropriate link to open each Registration Section. Continue until the status of all sections reads "Complete".

**For Partner Projects:** Click on 'Student Information' and select "2" from the drop-down menu at the top of the window. This will bring up fields for the second participant under both the "Student Information" and "Emergency Contact Information" sections. All information fields marked with a red asterisk must be completed for **both** students.

The table below shows the information required for a complete registration and the sections in which this information is found. It is recommended that teachers/science fair co-ordinators have all of this information on hand before they begin filling out student registrations.

#### \*Student Information

First Name  
 Last Name  
 Gender  
 Email Address (or username)  
 Address  
 City  
 Province  
 Postal Code  
 Phone  
 Date of Birth  
 Grade  
 T-Shirt Size  
 Medical Alert Info  
 School  
 Teacher Name  
 Teacher Email

*(\*must be filled out twice for Partner Projects)*

#### Project Information

Project Title  
 Age Category (fills automatically)  
 Division  
 Language for Judging  
 Electricity (yes / no)  
 Special Requirements  
 Summary (description of project)

#### Safety Information

These questions need to be answered before students can complete their registration!

#### Double Check Name

A last check to make sure names are spelled correctly before they are printed or engraved on awards

#### Signature Page

Once all sections are complete, this form needs to be printed and signed by the student(s) and their parent(s) or guardian(s) and submitted to the WBRSF committee, along with the registration fee, by the Registration Deadline.

#### \*Emergency Contact Information

First Name  
 Last Name  
 Relation  
 Email Address  
 Phone 1: (Home)  
 Phone 2: (Cell)  
 Phone 3: (Work)  
 Phone 4: (Pager)

## Help Contact

If you require assistance registering students or have further questions about the Science Fair Registration System, please do not hesitate to contact the registration coordinator via the **'Contact Us'** form on the main page. <https://secure.yzf-fsj.ca/sfiab/woodbuffalo>