

TEACHER'S

Regional Fair Registration Directions

Step by Step Instructions for Teacher's Registering K-8 students - NE IN Regional Science & Eng Fair pg. 1

1) TEACHER LOGIN

Go to <http://www.sefi.org/registration.html> and click on Teacher Login.

If you haven't completed a Teacher Sign Up, click Register Online to do that first.

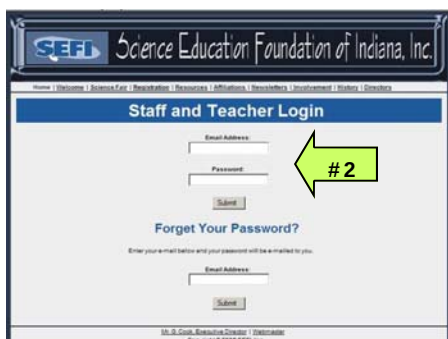


Registration Deadlines

Junior/Senior Division (gr. 6-12)
Friday, March 2, 2012 by 5 p.m.

Elementary Division (gr. K-5)
Friday, March 9, 2012 by 5 p.m.

\$10 per project fee due to IPFW
by Thursday, March 15 at 5 p.m.



2) ENTER your email address and the password that was emailed to you.

First time users will have to enter email and password again to read and agree to the privacy statement.

Teachers who registered last year and can't remember the password, enter your email in "Forgot Your Password?" box.



3) CLICK REGISTRATION to enter your students.

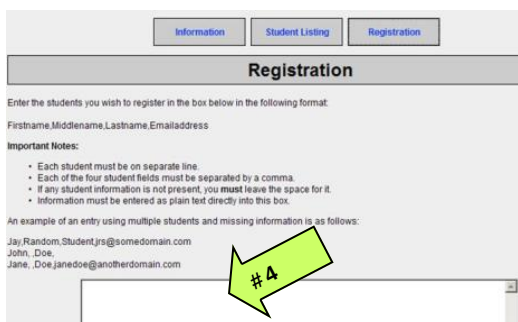
Maximum project entries per school:

K-5 Elementary: 5

K-6 Schools: 5 in K-5 and 2 in grade 6

6-8 Junior Div: 5

9-12 Senior Div: 15



4) Enter the students in the box in this format:

Firstname, Middlename, Lastname, Emailaddress

Which email address should be entered?

If a student email is entered they will receive an email from SEFI regarding registration. Last year this caused confusion with parents who thought they had to register their child. Since the teacher is the one handling the registration, you may use your teacher email instead of the student's.

Format to enter:

- Each student must be on separate line.
- Each of the four student fields must be separated by a comma.
- If any student information is not present, you **must** leave the space for it.
- Information must be entered as plain text directly into this box.
- When done, go to Student Listing**

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The screenshot shows the 'Student Listing' page. At the top, there are two buttons: 'Information' and 'Student Listing'. A large yellow arrow points to the 'Student Listing' button with the text '5) Student Listing'. Below the buttons is the 'Student Listing' header. The main content is a table with columns: Student, E Mail Address, Username, PW, and Regionals?. The table contains two rows of student data. A yellow arrow points to the 'VIEW' button in the first row of the table with the text 'VIEW'.

Student	E Mail Address	Username	PW	Regionals?
		48	5522280 Ind	View Del No Send to Regional
Logins (All Time): 0, Logins (7 Days): 0, Last: never				
.john.doe		46	1050287 Ind	View Del No Send to Regional
Logins (All Time): 0, Logins (7 Days): 0, Last: never				
Last, First JR	spirac@ipfw.edu	Last28	6252859 Ind	VIEW Del No Send to Regional

5) STUDENT LISTING

- Click on View to continue Registration
- This opens the screen to enter the project information for each project.

Do NOT click Send to Regional button now.
Doing so will result in an incomplete registration.

6) STUDENT QUESTIONNAIRE

- Choose student's **grade** and **project type**: Individual or Team.
- Team projects **must** designate a team leader who should register **first**. This allows all project information to automatically fill in for the team members. Team members still need to register but only need to enter their personal information.
- **Continue**

Student Two Example

Student Questionnaire

To start, we need to ask you a short series of questions about yourself and your project.

What Grade are you in? **SELECT GRADE**

Will you be working with a team on your project? **SELECT Project type**

Student Questionnaire continues

[illegible]

#6 continued
K-5 SKIP TO BOTTOM & SUBMIT.
Grades 6-8 MAY ANSWER OR SKIP TO
BOTTOM & SUBMIT. Why is this skipped?
Because Junior Division may have answered questions with
their teacher to determine if Pre-Experimentation Review
was needed. K-5 doesn't require this.

[illegible]

7) Review what has been submitted

- If the **grade** and **project type** is correct
- **SKIP** to bottom & click **Finish Setup**.
- If not, go BACK and correct.

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Settings About Me Project Abstract School Info Required Forms

Account Settings

FORM TYPE SETTINGS

☒ I will fill out and print my forms from this website **K-8 SKIP**

☐ I will be using only paper forms

Save Changes

Account Settings: This is a default box that will pop up between each screen.

K-8 can ignore this.

If a Junior Division form is needed, click on REQUIRED FORMS.

VERY IMPORTANT FOR ALL GRADES
TO COMPLETE

8) About Me: PERSONAL INFORMATION

Complete all **required fields *** and **SAVE**.

You will need student's

- **Address including Zip Code**
- **Date of Birth**
- **Gender**
- **Phone & Ethnicity are optional fields.**

- Student's name and Project Type was previously entered.

- Make sure to **SAVE** Personal Information before continuing.

8) ALL GRADES!!
REQUIRED
FIELDS

About Me

Personal Information

* - Required

No personal information will be sold or released to any agency outside of the regional fair system.

First Name: Test

Middle Name: A

Last Name: Student Name

E-Mail Address: None

Address:

City:

State: Indiana

Zip Code:

Phone:

Date of Birth:

Gender: -CHOOSE ONE-

Ethnicity: -CHOOSE ONE-

Entry Type: Individual Entry

Save Personal Information

SAVE INFO!

9) Don't miss!!
Title-Category-
Division

About My Project

Project Information

Use the form below to provide information about your project. When you have finished making entries, be sure to click the Save Changes button to save them.

After your project is complete and you want to enter your entries, click here.

PROJECT INFORMATION

Project Title: -CHOOSE ONE-

Category: -CHOOSE ONE-

Division: -CHOOSE ONE-

Does this project require electricity at fair? -CHOOSE ONE-

Report Name: K-5 SKIP; gr. 6-8 optional

Experimental Method: K-5 SKIP; gr. 6-8 optional

Experimental Design: K-5 SKIP; gr. 6-8 optional

Biotechnology: K-5 SKIP; gr. 6-8 optional

Save Changes

SAVE

9) ABOUT MY PROJECT

All K-8 teachers must enter

- **Project Title**
- **Category**
This is the category gr. 6-8 will be judged in; K-5 used by Special Award judges
- **Division** (Elementary, Junior, or Senior)
- **Does project require electricity at fair?**
(A limited number of spaces are available with electrical)
- K-8 may **skip middle** section; go to **SAVE** Changes.

For team projects, only the Team Leader will get this screen.

All projects are displayed on half of an 8' table. If a project needs a floor display (no table), you must contact Kirk Tolliver at 260-481-6679 for arrangements by registration deadline.

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#10 Not done yet!
Return to your teacher
page to finish last step

10) Go to the top of the page to
• “**CLICK HERE TO RETURN TO YOUR PAGE**”

- By student's name, click **SEND TO REGIONAL**.
- For team projects, you only need to click **SEND TO REGIONAL** by the team leader's name.

SEND TO REGIONAL



Student	E-Mail Address	Username	PW	Done?	Regionals?	
Example, Student Two	none	Example72	2358290	No	No	View Del Send to Regional
Example, Student Three	testemail@nomail.com	Example45	3966640	No	No	View Del Send to Regional
Test, Example, Student X	student@notreally.com	TestExample68	9065481	No	No	View Del Send to Regional

[Click here to hide this list.](#)

Repeat steps for each student

- 1) View
- 2) Questionnaire
- 3) About Me
- 4) Project
- 5) SEND TO REGIONAL

ABSTRACTS: Grade 6-8 students must submit a hardcopy of their ABSTRACT for POST-Review. If they advance to the State Fair this ABSTRACT will need to be entered online. Abstracts may be entered now (link to abstract on top row) or wait until student advances.

Congratulations, you made it!

You can go back and view each student's record to make sure all information is complete.
Log off when you're done!

For questions call 260-481-5756 or email scifair@ipfw.edu

- **All Projects** remit a \$10 fee payable to IPFW before March 15. Mail to:
IPFW

Regional Science Fair
2101 E. Coliseum Blvd. ET 243
Fort Wayne, IN 46805

Grades 6-12 POST-REVIEW Deadline is March 2, 2012:

- Junior Division students must submit Junior Division **Form**, a **Research Plan**, and an **Abstract** to IPFW by **Friday, March 2, 2012 at 5 p.m.** for POST-review. Junior Division students should submit their abstract as a WORD document with their paperwork. **If they advance they will need to enter their abstract online.**
- Senior Division students must submit the required **ISEF forms** including an **Abstract**, to IPFW by **Friday, March 2, 2012 at 5 p.m.** for POST-review. Senior Division students must enter their Abstract online and print a hard copy for POST-review.