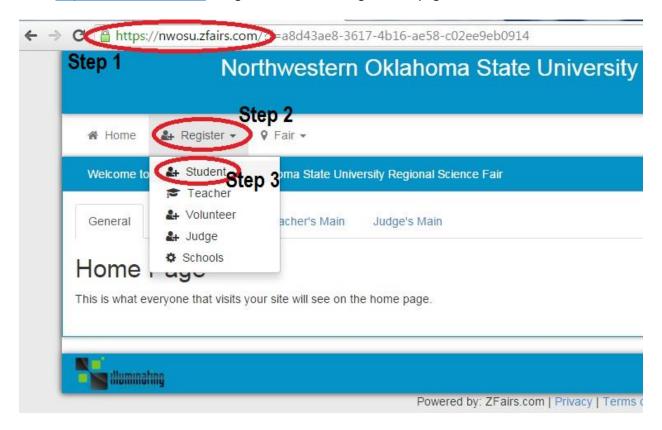## To register projects for the Northwestern Oklahoma State University Regional Science Fair, please follow these steps.

Before you begin this process, it is recommended
- you have ISEF forms already completed
- you have a brief description of the project
- you have ISEF forms scanned in and saved as PDF files for quick upload at the end of this process
  - ○ ISEF forms can be uploaded separately after the registration process. So if you don't have scanned PDF versions at the time of registration, you will still be able to add them later.
  - ○ Uploading ISEF forms is not critical if you do not wish for the project to be OSSEF eligible—you can fax us the forms at 580 327-8556 or email them sjmaier@nwosu.edu instead.

As of now, we expect that the teachers will upload projects for their students. zfairs is encouraging us to open up the registration process for students to complete. **We would like your feedback on this idea for future fairs.** While it would be nice to relieve the burden of registration for teachers, we understand that putting that responsibility on the students may create more headaches that not.

STEPS 1, 2 & 3
Go to https://nwosu.zfairs.com and get to the student registration page:

STEP 4
Complete the first set of dialog boxes. Use YOUR email in the event students do not have an email account or you simply want to manage registrations as an administrator (recommended at this point, since this is our first year and 7-12 grade students might not frequent their email often).

STEP 5
Complete personal information. If you as the teacher are registering the projects as an administrator, USE ONE PASSWORD for all projects, or come up with an easy way for you to know what each project's password is. If you are opening up registration for your students to complete, you can still have them enter your mail address if they do not have one.

STEP 6
Click the appropriate button. For a new project "Create A New Project." For members of a group project that was already begun under a student, choose "Link / Join Existing Team Project."

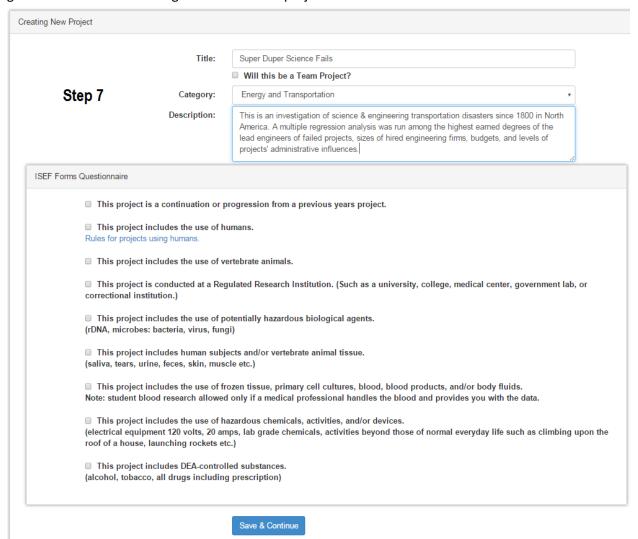Fair Registration: Project

| Create A New Project   **Step 6** | Link / Join Existing Team Project |

If you are in a team and your teammate has already registered please select "Link/Join Existing Team Project" and type in the Project ID or team key

STEP 7
Then fill in the project information. When the boxes are checked, a list of required forms will be generated at the close of registration for each project.
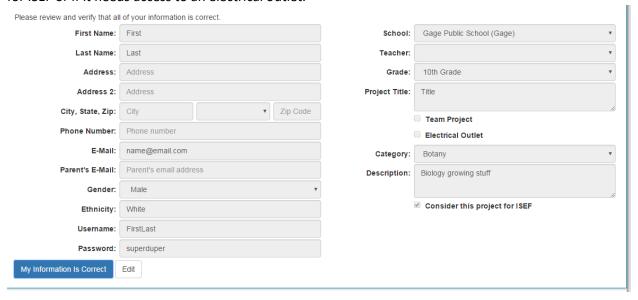
Creating New Project

Step 7

Title: Super Duper Science Fails

☐ Will this be a Team Project?

Category: Energy and Transportation

Description: This is an investigation of science & engineering transportation disasters since 1800 in North America. A multiple regression analysis was run among the highest earned degrees of the lead engineers of failed projects, sizes of hired engineering firms, budgets, and levels of projects' administrative influences.

ISEF Forms Questionnaire

☐ **This project is a continuation or progression from a previous years project.**

☐ **This project includes the use of humans.**
Rules for projects using humans.

☐ **This project includes the use of vertebrate animals.**

☐ **This project is conducted at a Regulated Research Institution. (Such as a university, college, medical center, government lab, or correctional institution.)**

☐ **This project includes the use of potentially hazardous biological agents.**
(rDNA, microbes: bacteria, virus, fungi)

☐ **This project includes human subjects and/or vertebrate animal tissue.**
(saliva, tears, urine, feces, skin, muscle etc.)

☐ **This project includes the use of frozen tissue, primary cell cultures, blood, blood products, and/or body fluids.**
Note: student blood research allowed only if a medical professional handles the blood and provides you with the data.

☐ **This project includes the use of hazardous chemicals, activities, and/or devices.**
(electrical equipment 120 volts, 20 amps, lab grade chemicals, activities beyond those of normal everyday life such as climbing upon the roof of a house, launching rockets etc.)

☐ **This project includes DEA-controlled substances.**
(alcohol, tobacco, all drugs including prescription)

Save & Continue

STEP 8
Select the school and grade.

Fair Registration: School & Teacher

Please select your school, teacher, and your grade. If your School and/or Teacher is not listed please have them register; you will be able to continue the registration process once your school and teacher have registered. Thank you.

Step 8

School:	Gage Public School (Gage) ▾
Teacher:	▾
Grade:	10th Grade ▾
	Save & Continue

STEP 9
Verify information. Notice that for our fair, you can indicate whether you'd like the project considered for ISEF or if it needs access to an electrical outlet.

Please review and verify that all of your information is correct.

First Name:	First
Last Name:	Last
Address:	Address
Address 2:	Address
City, State, Zip:	City ▾ Zip Code
Phone Number:	Phone number
E-Mail:	name@email.com
Parent's E-Mail:	Parent's email address
Gender:	Male ▾
Ethnicity:	White
Username:	FirstLast
Password:	superduper

School:	Gage Public School (Gage) ▾
Teacher:	▾
Grade:	10th Grade ▾
Project Title:	Title
☐	Team Project
☐	Electrical Outlet
Category:	Botany ▾
Description:	Biology growing stuff
☑	Consider this project for ISEF

My Information Is Correct   Edit

STEP 10
Verify participants have agreed to abide by ISEF rules.

Fair Guidelines

☑ I agree to comply with all ISEF rules, policies, and protocols.   **Step 10**

Continue

STEP 11

Built in ISEF wizard. Notice how the bulleted list of forms guides you/your students as to which forms are required. Once these are complete, they should be scanned (creating a PDF) and then uploaded by clicking the green button.

Fair Sign Up Complete!

Project Information

Please write down & SAVE your Project ID, Username and Password as you may need it later to make any changes.

Project ID:	NWOK-BO-001
Username:	FirstLast
Password:	superduper

Step 11

[Upload Paperwork] [Go To Main Page] [Register Another Student]

Based on the information you provided here is a list of the ISEF forms that are required for your project.

- Checklist for Adult Sponsor (1)
- Student Checklist (1A)
- Approval Form (1B)
- Human and Vertebrate Animal Tissue Form (6B)

*Please note that all of the above information will be emailed to the provided address. - If you do not see your email after 1 hour please check for it in your spam or junk folders.

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