

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 to sjmaier@nwosu.edu instead.

As of now, we expect that teachers will upload projects for their students. zairs 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 than not.

If you already have a teacher account set up, please continue on to Steps 1, 2, and 3. If you do not have a teacher account set up, please set up an account following the same steps below but using the teacher selection instead of the student selection.

Steps 1, 2, and 3:

Go to <https://nwosu.zairs.com> and get to the student Create Account page:

The screenshot shows the homepage of the Northwestern Oklahoma State University Regional Science Fair. At the top, there is a navigation bar with a 'Create Account' dropdown menu. The 'Student' and 'Teacher' options in this menu are circled in red. Below the navigation bar, there is a 'Login' section with fields for 'Username' and 'Password', and a 'Create Account' section with fields for 'First Name', 'Last Name', and 'Email'. The main content area features the university's logo and the text 'You Have Arrived at Northwestern Oklahoma State University's Regional Science Fair Homepage!'. At the bottom, there is a small text block providing information about the fair's history and contact details.

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 relatively new and younger students might not frequently check their email).

https://nwosu.zfairs.com/?f=e36e79dc-e235-4cf7-9acf-0098f5281396&stdReg=y

Northwestern Oklahoma State University Regional Science Fair

Home Create Account Fair Help Login

Student's Registration

This is displayed at the beginning of student registration.

Registration

Student First Name:

Student Last Name:

E-Mail:
Invalid e-mail address.

Or Register Using

illuminating 4.1.6977.19499

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 email address if they do not have one.

https://nwosu.zfairs.com/?f=e36e79dc-e235-4cf7-9acf-0098f5281396&stdReg=y

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Registration - Personal Information

Student First Name:

Student Last Name:

Gender:

Ethnicity:

Address:

Address 2:

City State, Zip:

Phone Number:

E-Mail:

Parent's E-Mail:

Confirm Parent's E-Mail:

Username:

Password:

Confirm Password:

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Step 6:

Choose the school, teacher, and grade and continue.

The screenshot shows a web browser window with the URL <https://nwosu.zfairs.com/?f=e36e79dc-e235-4cf7-9acf-0098f5281396&p=9bbaea2c58841fac067c0360847c0bf3e1d6437>. The page title is "Northwestern Oklahoma State University Regional Science Fair". The navigation bar includes "Home", "Create Account", "Fair", "Help", and "Login". The main heading is "Registration: School & Teacher". Below this, a message reads: "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." The form contains three dropdown menus: "School:" with "Aline-Cleo Public School (Aline)", "Teacher:" with "Sattler, Jenny", and "Grade:" with "5th Grade". A "Save & Continue" button is located below the "Grade:" dropdown. The footer includes the "illuminating" logo and the phone number "41.6977.19499".

Step 7:

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."

The screenshot shows the "Registration: Project" page. The navigation bar is the same as in Step 6. The main heading is "Registration: Project". Below this, there are two buttons: "Create A New Project" (a dark blue button) and "Link / Join Existing Team Project" (a white button with a blue border). Below the buttons, a light blue box contains the text: "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 8:

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

The screenshot shows a web form titled "Creating New Project". It contains the following fields and options:

- Title:** A text input field containing "Project Title".
- Will this be a Team Project?
- Will your display need an electrical outlet?
- Category:** A dropdown menu.
- Description:** A text area containing "Project description".
- Consider this project for the ISEF

Below these fields is a blue box with the text: "By checking this box I understand that all of the required ISEF forms must be completed before the Science Fair."

The second part of the screenshot is titled "ISEF Forms Questionnaire" and contains a list of checkboxes with associated text:

- 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 agent: Microorganisms
- This project includes the use of potentially hazardous biological agent: rDNA
- This project includes human 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)

At the bottom of the questionnaire is a blue button labeled "Save & Continue".

Step 9:

Additional questions may be asked depending on which boxes are checked.

Step 10:

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

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Registration Step 5:

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

First Name: Test	School: Aline-Cleo Public School (Aline)
Last Name: Registration	Teacher: Sattler, Jenny
Address: Address	Grade: 5th Grade
Address 2: Address	Project Title: Test project
City, State, Zip: City OK Zip Code	<input type="checkbox"/> Team Project
Phone Number: Phone number	<input type="checkbox"/> Electrical Outlet
E-Mail: jasattler@nwsu.edu	Category: Environmental Engineering
Parent's E-Mail: Parent's email address	Description: test project
Gender: Female	<input checked="" type="checkbox"/> Consider this project for ISEF
Ethnicity: Caucasian	
Username: TestRegistration	
Password: test	

My Information Is Correct Edit

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Step 11:

Verify participants have agreed to abide ISEF rules.

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Home Create Account Fair Help Login

Permissions and Waivers

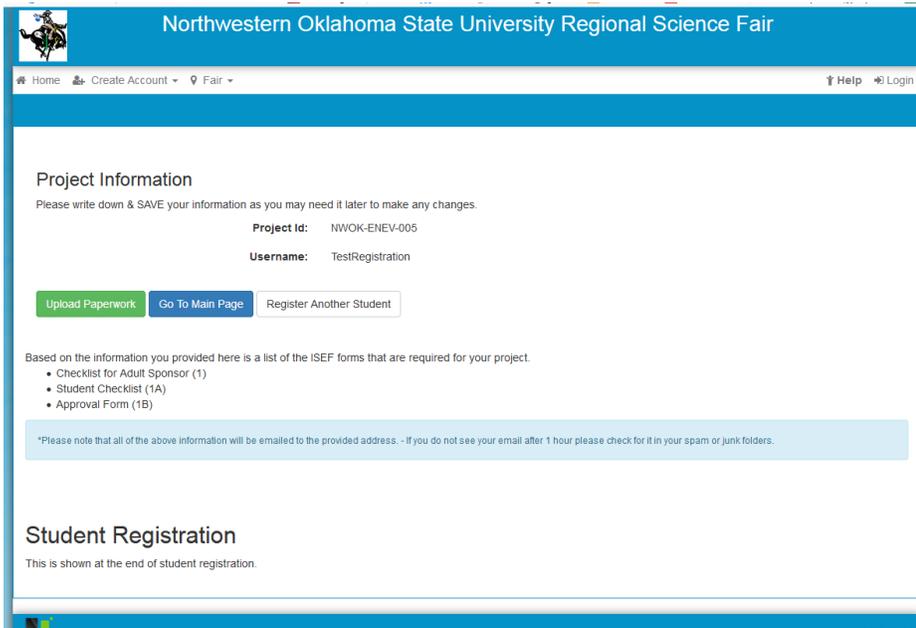
I agree to comply with all ISEF rules, policies, and protocols.

Continue

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Step 12:

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.



The screenshot shows a web interface for the Northwestern Oklahoma State University Regional Science Fair. The page is titled "Project Information" and includes a navigation bar with "Home", "Create Account", "Fair", "Help", and "Login". The main content area displays the project ID "NWOK-ENEV-005" and the username "TestRegistration". There are three buttons: "Upload Paperwork" (green), "Go To Main Page" (blue), and "Register Another Student" (white). Below the buttons, a bulleted list of required ISEF forms is shown: Checklist for Adult Sponsor (1), Student Checklist (1A), and Approval Form (1B). A light blue note box states: "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." The "Student Registration" section is partially visible at the bottom, indicating the end of the registration process.

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Home Create Account Fair Help Login

Project Information

Please write down & SAVE your information as you may need it later to make any changes.

Project Id: NWOK-ENEV-005

Username: TestRegistration

[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)

*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.

Student Registration

This is shown at the end of student registration.

2/7/19 Version 1