HOW TO REGISTER FOR THE SOUTH FRASER REGIONAL SCIENCE FAIR
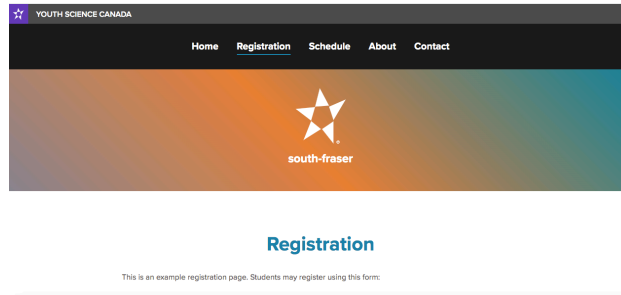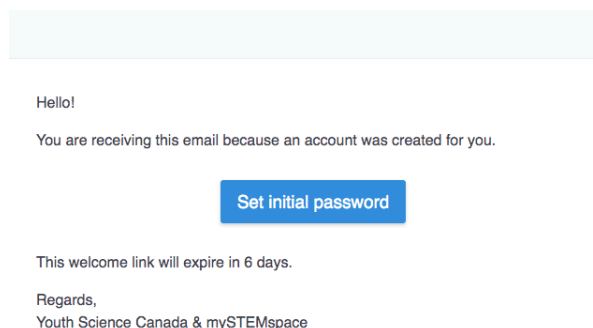
1. Go to youthscience.ca/south-fraser/registration/ and you'll see a page like this:

   Scroll down and register with your email address. Friendly reminders:
   - It must be an email address that can receive incoming emails (some school email addresses do not allow this).
   - If you have a project partner, they need to register separately. Later, both accounts can be linked to the project.

2. You will receive a welcome email. Click on the link and fill out the rest of the information to create your profile. If you are under 13, you will need your parent or guardian to confirm your sign up.

Hello!

You are receiving this email because an account was created for you.

Set initial password

This welcome link will expire in 6 days.

Regards,
Youth Science Canada & mySTEMspace

3. You will then be logged into the Youth Science Canada portal, which will show your name and the email address you used to create your portal account on the dashboard.
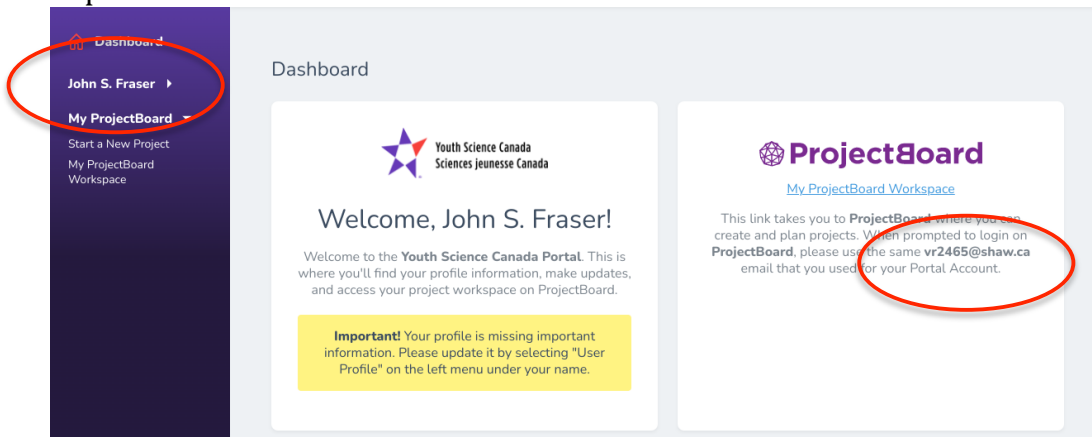

4. From here, you can start a new project by clicking on "My ProjectBoard Workspace". This will take you to ProjectBoard, which will open in a new tab. The first time, you'll set up your account to link with the portal. Click the red "Login" button in the top right. Enter your email and password. **Very important:** this email **must** be the same used to create your portal account. Once you put in your email and password, you will be emailed a verification code. Put in the code, and then follow the prompts to log in fully for the first time. For a partner project, both of you need create ProjectBoard accounts before you start working your project.
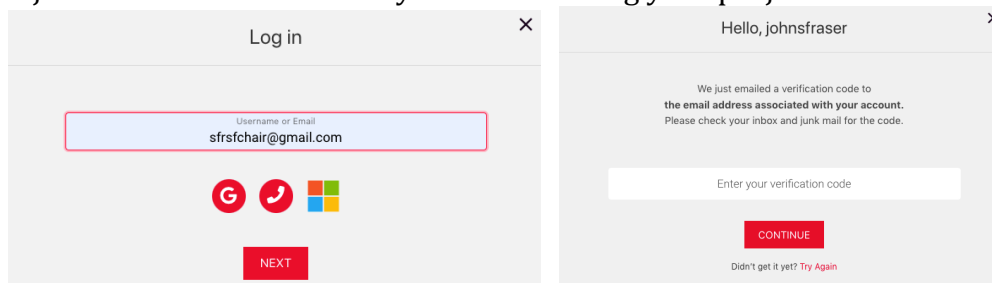
5. After logging in into ProjectBoard, click the "Start" button at the top to begin your first project. If you are doing a partner project, only one of you needs to start the project – you'll add your partner to it so you can both work on it together in a minute. You will be prompted to create a project in English or French. Please select English. Judging in French may be difficult as French speaking judges are limited in our region.


6. Read through the Safety and Ethics checklist, and review Safety and Ethics in STEM sfrsf.files.wordpress.com/2023/01/safety-and-ethics-in-stem.pdf and hit OK. Remember: if you involve humans or animals in your project, or are wondering if your project is safe, talk to an adult about your idea. Get more information how to do safe and ethical STEM on mySTEMspace: mystemspace.ca/start-a-project/safety-and-ethics
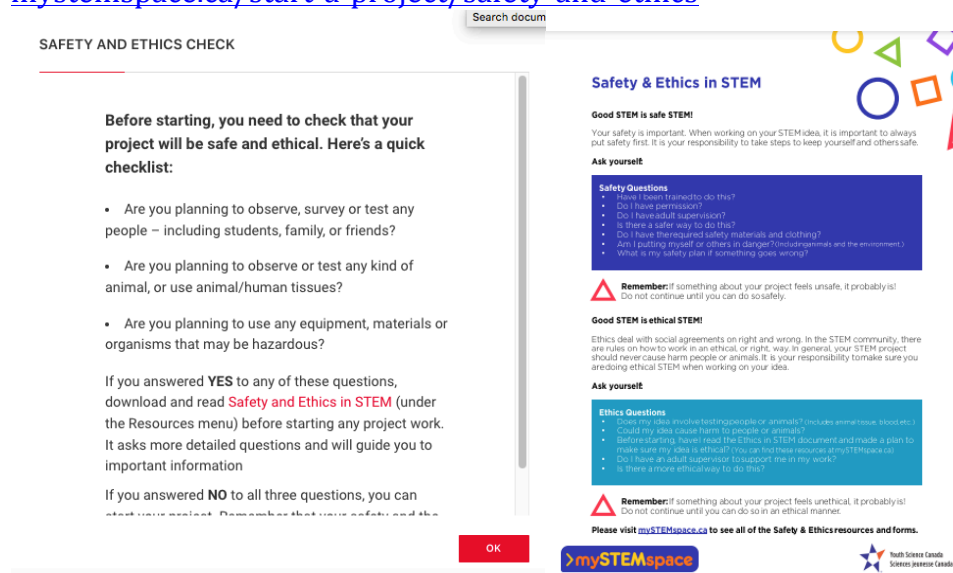
7. Next, select the YSC challenge that best describes your project. You can get information about each one by clicking on the "i" icon. Then click "Apply".

8. A new project will then be started. Enter a project title (this can be changed later) and a short description of your project in the "Summary" section. If you are doing a partner project, click the "+" button under "Team" and search for your partner's ProjectBoard account.
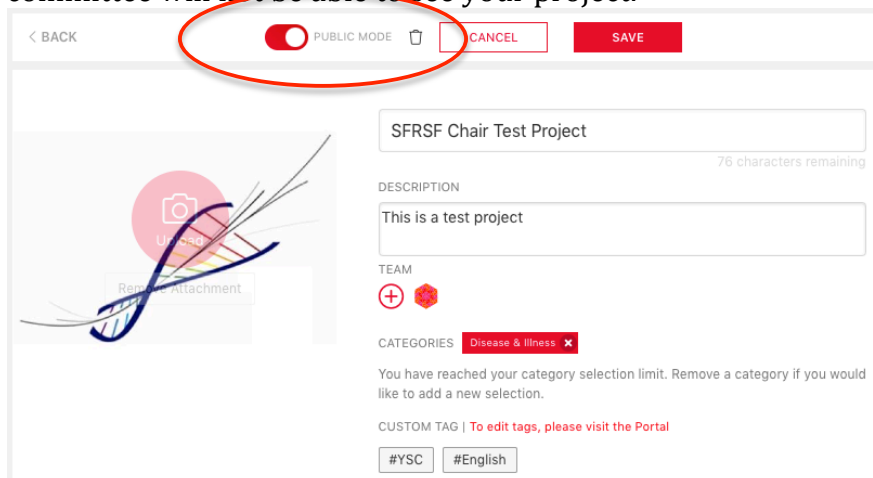
9. When you're done, click "Save" – your project will look similar to the image below. You can continue to work on your project sections, saving as you go. The YSC Project Guide sfrsf.files.wordpress.com/2023/01/project-entry-guide-2022-en.pdfhas more information to help you set up your project. When you're ready to link your project to your region fair registration, be sure to set your switch to PUBLIC MODE. Otherwise, judges and the committee will not be able to see your project.

10. If you go back to your menu, click on My Projects. You should see your project link on the screen. There will be a Canadian flag in the top corner.
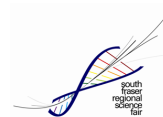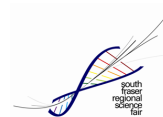
11. Go back to your YSC Dashboard. You will see the regional fair registration at the top of the side menu.

12. Click on the Registration link. Complete all the information in the six-steps for Participant Registration.

13. As you input this information the green status bar on top will show you how much you've completed. Remember you need to "Submit" each section, not just click "Save".

14. The next steps under Your Project are important. You will link the project you created on ProjectBoard to your registration. Click "Select" and then click "Submit". Remember: if you don't see your project here, it is very likely your project isn't set to "Public" on ProjectBoard.
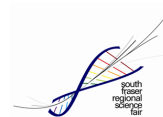
15. The next step is entering more project information. Be sure to note your Event Project Number. This will be used for registration payment and any future references to your project.
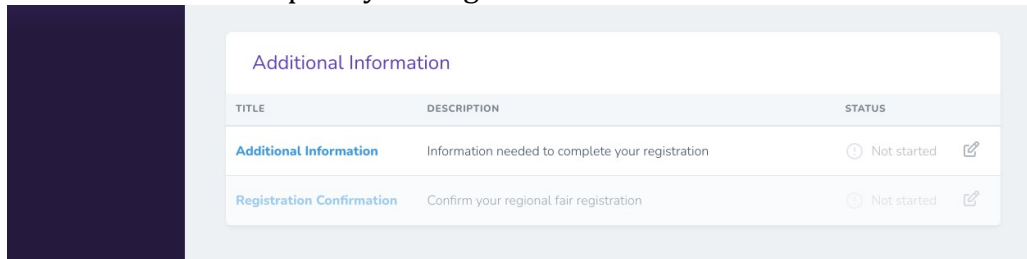

Select the project type – Discovery or Innovation. The Challenge option may need to be done once the SFRSF Committee has finalized the challenges.

Share a summary of your project (at least 30 words). You can edit this before you submit your Registration Confirmation at the end.
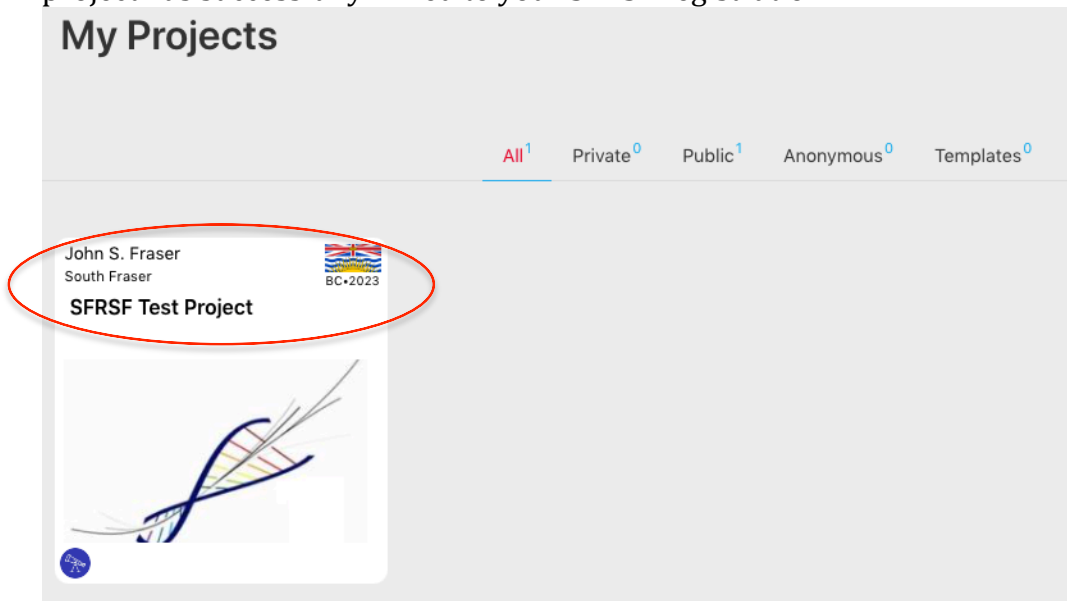
16. Go through and complete the Additional Information. Once this has been completed, along with all of the other sections, you will be able to complete the Registration Confirmation. Click "Submit" in the Registration Confirmation to complete your registration.
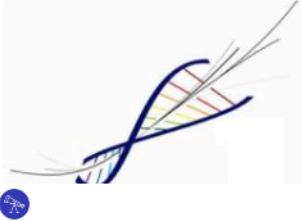

17. Go back to ProjectBoard and click on My Projects under your login icon. You should see the project link icon from before, except now it will have a BC flag at the top right and South Fraser at the top left. This confirms that your project has successfully linked to your SFRSF registration.
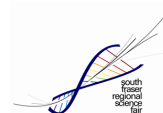
18. The final step is to submit your registration fee payment. In 2023, it is $40 per participant. So, if your project has two participants, you will each need to pay the $40 registration fee. Please submit payment for your registration fee via SFRSF's CanadaHelps Charity Donation page canadahelps.org/en/charities/south-fraser-regional-science- Under "Send a message to this charity", please include your Name, School, School District, and the Event Project Number so we know which project you are paying for. You will need a credit card to make your payment. Please ask a parent or guardian to do this for you. You will receive a receipt for tax purposes.