

Important Information

Regarding

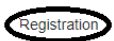
Registering for the North Carolina Region 4

Science and Engineering Fair

1. Go to <http://www.uncp.edu/academics/colleges-schools-departments/departments/chemistry-and-physics/science-fair>
2. Click on “Online Registration” This takes you to the STEM Wizard main page.
3. Toward the upper right hand side you will see two words “home,” “registration.” Click on “registration” and select the word that best fits your role in the process.



Home



24 DAYS TO GO!



4. If you have registered you will see a third word here, “login.” Use it to log in to the account you created in your first visit.

5. When you click on Registration you are taken to the Registration page the top of which is shown below.

The screenshot shows a web form titled "Student Registration". At the top, there is a "Project type" section with two radio buttons: "Individual" (which is selected) and "Team". Below this are several input fields: "First Name *" (with a note: "- The way you enter your name here is exactly how it will show up on all fair materials including awards."), "Middle Name", "Last Name *" (with the same note as the first name field), "Phone *" and "Extension" (two separate boxes), "Select Gender *" (a dropdown menu), "Select Grade *" (a dropdown menu), "Address *" (a wide text box), "City *" (a text box), and "Select State *" (a dropdown menu). The form is enclosed in a light blue border.

6. Each starred box is mandatory. Toward the end of this page you will be creating an account in the STEM Wizard program which

you can return to at any time through the “Login” feature on the home page.

7. When the page is filled out, you may wish to view the Privacy Policy that you are agreeing to. If you agree, click the Submit button on the bottom left.
8. You will then be taken to the Dashboard which contains four Waypoints as shown below.



9. These waypoints MUST be fully completed in the order given. If one is incomplete you CANNOT go on to the next.
10. “Project Information” has four fields all of which are necessary. You will need to select the names of your teacher, and a second teacher from drop down boxes. These cannot be the same. This ALSO means that your two teachers must register as teachers on the STEM Wizard site to be in the drop down boxes.
11. “Additional Team/Project Information” should be filled out if a person OTHER than your teacher was your primary helper (mentor) in your project.
12. “Personal Information” Just what it sounds like.
13. “Files and Forms” When you get to this waypoint for the first time you will see a statement to the effect that you must fill out the relevant International Science and Engineering Fair (ISEF) forms BEFORE doing the science in your project.

This is clearly impossible since you must have completed your project before your school's fair which comes before ours.

Never the less the NC Region 4 Science and Engineering Fair is requiring the appropriate forms. (We don't like it either, but we have to require the forms.)

You **MUST** fill out and upload all of the forms that are required. If your project won your division and section you are then invited to participate in the North Carolina State Science and Engineering Fair. To do so you **MUST** have all of the required paperwork completed so we can send it forward.

14. Clicking "Continue" takes you to the following list of questions that begins the process of determining which forms are required for your project.

Files and Forms

1 of 9. Will your experiment include (check all that apply):

- Vertebrate animals
- Human Participants
- Recombinant DNA
- Microorganisms
- Human or animal tissue
- None of the Above

GO BACK

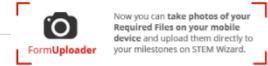
CONTINUE

CLEAR AND RESTART

This is the first of 9 lists of question. Some of m are shorter than this one. One or two are longer.

- 15 Going systematically through these lists will take you to the next page, the top of which is shown below. It lists all of the necessary forms.

Files and Forms



DOWNLOAD REQUIRED FILES

UPLOAD YOUR FILES

EXPORT QUESTION AND ANSWERS

Below this is the following set of instructions:

Step 1: Click on the "Download Required Files" button to download a zip file that contains all of the files that are currently indicated as being required for your project. (See the yellow button above on the left)

Step 2: Open the files and complete the forms.

Step 3: Click on the "Upload Your Files" button above. Or use the STEM Wizard Forms Uploader app to take photos of your files/forms and upload them to your account.

16. Clicking on box outlined in red with the camera in it takes you to a page, a part of which is shown below, where you can download the APP necessary to take a picture of your completed form and then upload the picture to the STEM Wizard site.



Now you can take your photos of your Forms and Required Files on your mobile device and upload them directly to your milestones on STEM Wizard. Download the app today and be ready!

This is particularly helpful if you need to print the forms and fill them out by hand.

17. The MINIMUM set of forms are

- a. Form 1 Checklist for Adult Sponsor
- b. Form 1a Student Checklist
- c. Form 1b Approval Form
- d. Form 3 Risk Assessment Form

We are requiring this form even if there are NO risks, because it is always important to risks inherent in scientific research. The first step to safety is knowing the risks!

18. Congratulations! You are Finished! When the four waystones are completed your registration is completed and you are officially registered for the North Carolina Region 4 Science and Engineering Fair.