

## School Fair Administrator and Teacher Guide

The School Fair Administrator will receive a link from their District Fair Administrator. After receiving the link via email or in person, copy and paste it on a browser. It should direct you to the following page:

Test

What best describes you?

SCIENTEER  
School

I'm already registered.

I need to resend my parent consent email.

Device Programming  
Reduce complexity & total cost with Arrow parts & programming services

Click where it says “Scienteer School”.

After clicking this you will be directed to another page. The first part of the page will look like this:

Select a School

In order to affiliate with the Test fair, your school must exist in our system. Use the dropdown menus below to select your school. **If it does not exist, contact your fair administrator to request that your school be added. DO NOT REGISTER AS ANOTHER SCHOOL.**

School State Texas

School City Select a City

School District Select a District

Division Select a Grade

School Select a School

Select a Parent Fair

Use the following dropdown menus to select the fair to which you will send students to from your school.

Fair Test

## Select a School

When selecting a school make sure you do the following (you can check the box as you go):

- Select the correct State
- Select the correct City
- Select the correct and corresponding District
- Select the corresponding Division: Senior or Junior
- Select the correct school
  - **If multiple schools of your school are showing up check with the Regional Science Fair team at (956)882-5058**
- Select the fair that you will be attending next.

**Contact Information**

The contact information you enter below will be used to create an account for managing your school's teachers and students. Be sure to enter the correct email address of the person who will be setting up your school's information.

<b>Contact First Name</b>	<input type="text"/>
<b>Contact Last Name</b>	<input type="text"/>
<b>Contact Email</b>	<input type="text"/>
<b>Confirm Contact Email</b>	<input type="text"/>
<b>Password</b>	<input type="text"/>
<b>Confirm Password</b>	<input type="text"/>
<b>Contact Phone</b>	<input type="text" value="Phone Number"/>
<b>Contact Fax</b>	<input type="text"/>

## Contact Information

When inputting your contact information, make sure you do the following:

- Input an email which you check on a daily basis
- Input a password that's easy to remember.
- Input a cellphone number at which we could contact you on a daily basis or one you're most comfortable with.

**School Information**

<b>Principal First Name</b>	<input style="width: 90%;" type="text"/>
<b>Principal Last Name</b>	<input style="width: 90%;" type="text"/>
<b>Principal Email</b>	<input style="width: 90%;" type="text"/>
<b>School Address</b>	<input style="width: 90%;" type="text"/>
<b>School County</b>	<input style="width: 90%;" type="text"/>
<b>School Zip Code</b>	<input style="width: 90%;" type="text"/>


### **School Information**

This is the last thing you should see in the page. When filling out the school information, make sure you do the following:

- Input the principal's first name
- Input the principal's last name
- Input the principal's school email
- Input your corresponding school address
- Input your corresponding County
- Input your corresponding Zip Code

After you have filled in ALL the information, click Register.

After registering you will be directed to the home page of your Scienteer Account.

 **rmelena127**  
Online

DASHBOARD

- Role Chooser**
- Fair Administrator
- Teacher
- SRC Member

NAVIGATION

- Project Supplies
- Home
- Current Dashboard
- Contact Us
- Find us on Facebook!
- Find us on Twitter!

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### Martha Ruiz [Edit Profile](#)

[Home](#) > [Profile](#) > [Edit](#)

#### Account Information

**First Name**

**Last Name**

**Username**

**Email address**

**Confirm Email address**

**Current Password**

**New Password**

**Verify New Password**

**Signature**  


[Click here to update your signature.](#)

#### Personal Information

**Gender**

**Date of Birth**

**Ethnicity Most Identified With**

**If other, please describe**

**Phone Number**

**Address 1**

**Address 2**

**City**

**State**

**Zip Code**



**SCIENTEER** Martha Ruiz

**Test School HS** Fair Administrator Dashboard

**Step 1**  
Add Teachers & Sponsors  
[More info](#)

**Step 2**  
Set Up SRC & IRB  
[More info](#)

**Step 3**  
Open Registration  
[More info](#)

**Step 4**  
Select Winners  
[More info](#)

**Tools**  
Fair Management  
[More info](#)

**REGISTRATION LINKS**  
<https://scienteer.com/register/testschools>  
or  
<https://scienteer.com/auth/register/235>

**Fair Management**

Group	Total
Teachers	2
Students	6
Projects	1
SRC Members	3
IRB Members	0

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**Martha's Timeline**  
11 Nov 2015  
★ Support Requests 23 hours ago

Support requests through the "Contact Us" link on the sidebar will now be emailed to the appropriate fair director. This should greatly reduce waiting times and allow students and other users to receive support from their own fair!

If you are a fair director and require support, use the "Contact Us" link as usual and your request will be forwarded to either your parent fair or Scienteer's core support line. The system is designed to direct support requests up the fair hierarchy in order to reach the most appropriate person.

-The Scienteer Team

**Fair Management**

Group	Total
Teachers	2
Students	6
Projects	1
SRC Members	3
IRB Members	0

✓

# Step 1

Add Teachers & Sponsors

[More info](#)

Test School HS - Registration
Home > Registration > Teacher

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### Teacher

**General Information**

First Name

Last Name

Phone Number

Gender

Select a gender
▼

**Account Information**

E-Mail Address

Confirm E-Mail Address

**Troubleshooting**

If your teacher does *not* receive an email with their account information it is likely being blocked by their school's email server. Use the "Edit Profile" link for the appropriate teacher below to set a temporary password for their account. You can then email them the information manually.

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### Teachers

Show  entries
Search:

Name (click to send message)	Students	Projects	Manage
Brittany Hernandez	2	0	<a href="#">Edit Profile</a> <a href="#">View Dashboard</a>

✓

# Step 2

Set Up SRC & IRB

[More info](#)

### Committee Status

As one of the steps toward opening registration, your fair is required to have a minimal Science Review Committee.

Your current status is:

- Complete

### SRC & IRB Settings

**SRC Preapproval**  Force **ALL** projects to be reviewed by my fair SRC before they start (even if not required by ISEF).

**School SRC**  My school **will** set up an SRC to pre-approve projects that require it.  
 My school chooses **NOT** to setup an SRC and will not be able to review projects requiring pre-approval.

**School IRB**  My school **will** set up an IRB to pre-approve Human Participant Studies.  
 My school chooses **NOT** to setup an IRB and will not be able to review Human Participant Studies.

Submit Settings

### SRC Members

#### Troubleshooting

If your SRC member does not receive an email with their account information it is likely being blocked by their email server. Use the "Edit Profile" link for the appropriate user below to set a temporary password for their account. You can then email them the information manually.

Add SRC Member

Name (click to send message)	Manage	SRC Chair	SRC Committee Role	Delete
Milton Hernandez	<a href="#">Edit Profile</a>	<input checked="" type="checkbox"/>	Educator	<input type="checkbox"/>
Brittany Hernandez	<a href="#">Edit Profile</a>	<input type="checkbox"/>	Bio-Medical/Bio-Hazard Expert	<input type="checkbox"/>
SchoolAdmin Test	<a href="#">Edit Profile</a>	<input type="checkbox"/>	Reviewer	<input type="checkbox"/>


Submit

### IRB Members

#### Troubleshooting

If your IRB member does not receive an email with their account information it is likely being blocked by their email server. Use the "Edit Profile" link for the appropriate user below to set a temporary password for their account. You can then email them the information manually.

Add IRB Member


**Step 3**  
Open Registration   
More info 

Test School HS - Registration Toggle

Registration Toggle

To open a registration, click on the button. If the registration is open then you'll see a green check mark. When done click on 'Submit'.

Student Registration

 **REGISTRATION LINKS**  
<https://scienteer.com/register/testschoolhs>  
or  
<https://scienteer.com/auth/register/235>

This link will be provided to the STUDENTS. It can either be shown to them in person, emailed to the teachers so they can give it to the students or just email it to students.