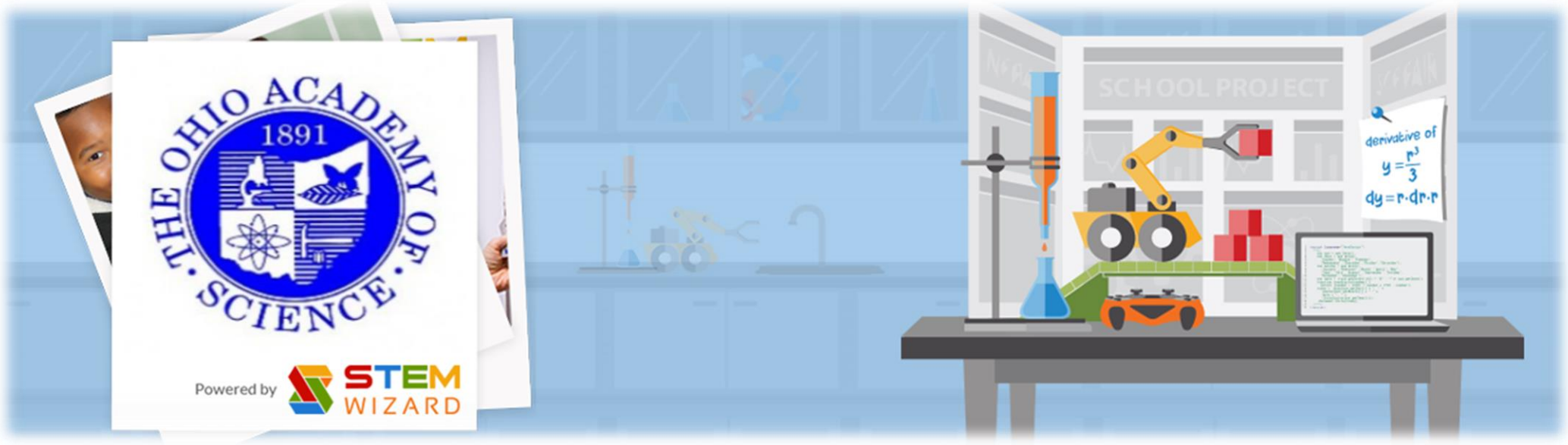


Registration Guide: Using Stem Wizard

District 13 Science Day

March 11, 2017

UNIVERSITY of MOUNT UNION

Where *Exceptional* Begins

STEM WIZARD

- *NEW and IMPROVED* Registration began at the 2016 District 13 Science Day at the University of Mount Union
- Streamlines District and State Science Fair Registration
- ***One Stop Shop*** for Students, Judges, & Volunteers
- All Required Forms accessible on Stem Wizard
  - No Guesswork
  - Submittal through online upload

STEM WIZARD SCIENCE FAIR MANAGEMENT SOFTWARE HANDLES IT ALL!

STEM WIZARD

Online Registration

Register through an online portal and automatically create accounts for the judges, students, teachers, and volunteers. Once those accounts are complete, they can manage rosters and student projects.

Fair Dashboard

Define clear deadlines by creating milestones and setting automatic reminders. Track progress and approve uploaded student work while managing all research paperwork online.

Form Management

Our science fair software allows you to manage, review, and approve all student forms online and make it easy for your reviewing committees.

Judge Management

Cater to your volunteers by streamlining the judging process. Easily assign judges based on schedules, preferred categories, and expertise level.

Award Management

Create custom awards for your fair and easily determine winners based on the judges decision. Quickly run reports to prepare for the award ceremony.

Custom Reports

Create custom reports based on scores, categories, projects, or participants. Download, email, or print reports with the click of a button.

Category Management

Create custom or ISEF categories to assign to each project. Easily manage workflow and judge assignment.

Custom Milestones

Define milestones to help students keep their science fair project on schedule.

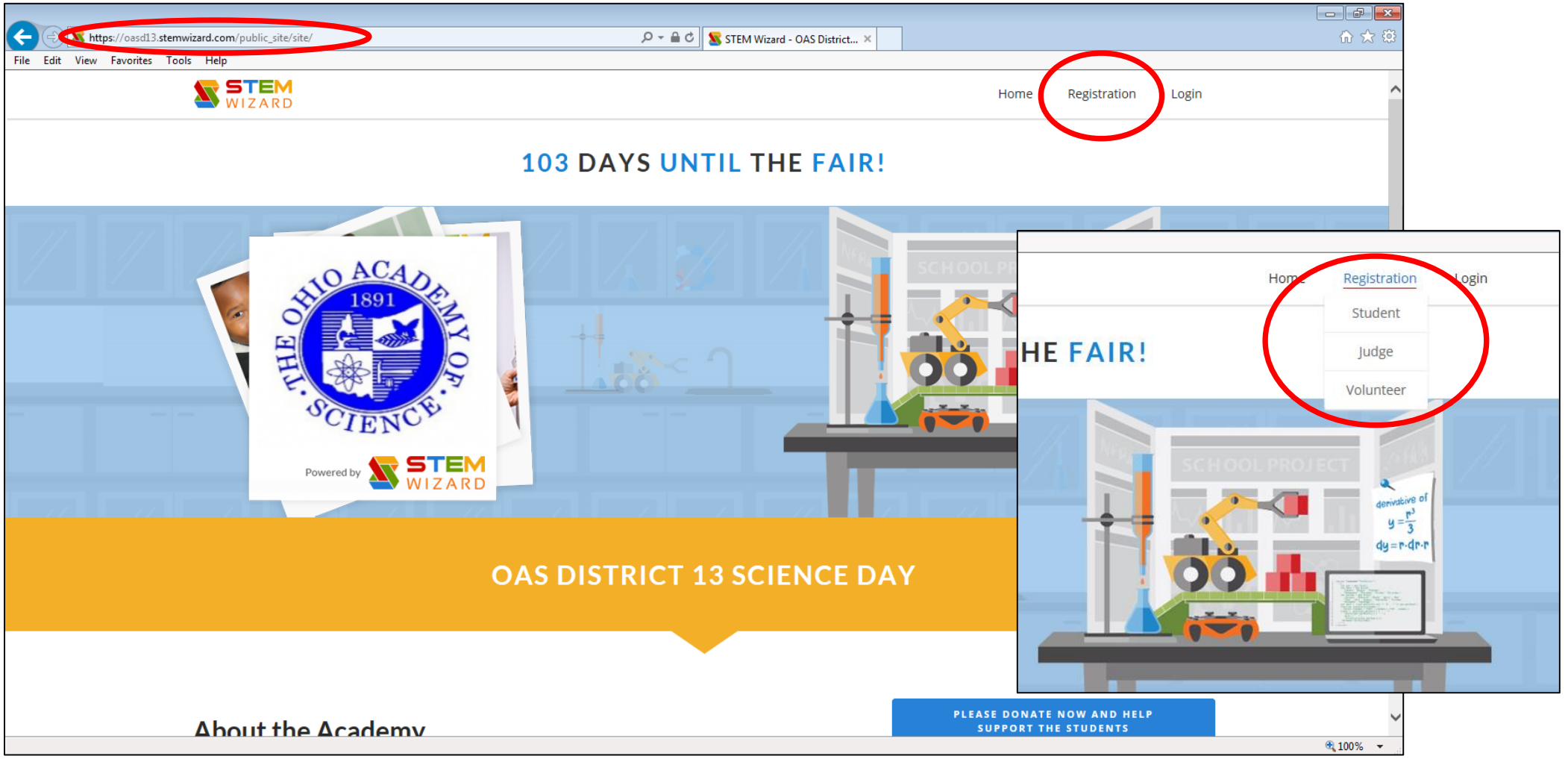
Teacher, Student, Judge, & Parent Resources

- http://www.stemwizard.com/resources/
  - Guide for Teachers
    - http://www.stemwizard.com/wp-content/uploads/2015/07/GuideTeachers.pdf
  - Guide for Students
    - http://www.stemwizard.com/wp-content/uploads/2015/07/GuideStudents.pdf
  - Guide for Judges
    - http://www.stemwizard.com/wp-content/uploads/2015/07/GuideJudges.pdf
  - Guide for Parents
    - http://www.stemwizard.com/wp-content/uploads/2015/07/GuideParents.pdf

STEM WIZARD

Step by Step Guide to STUDENT REGISTRATION

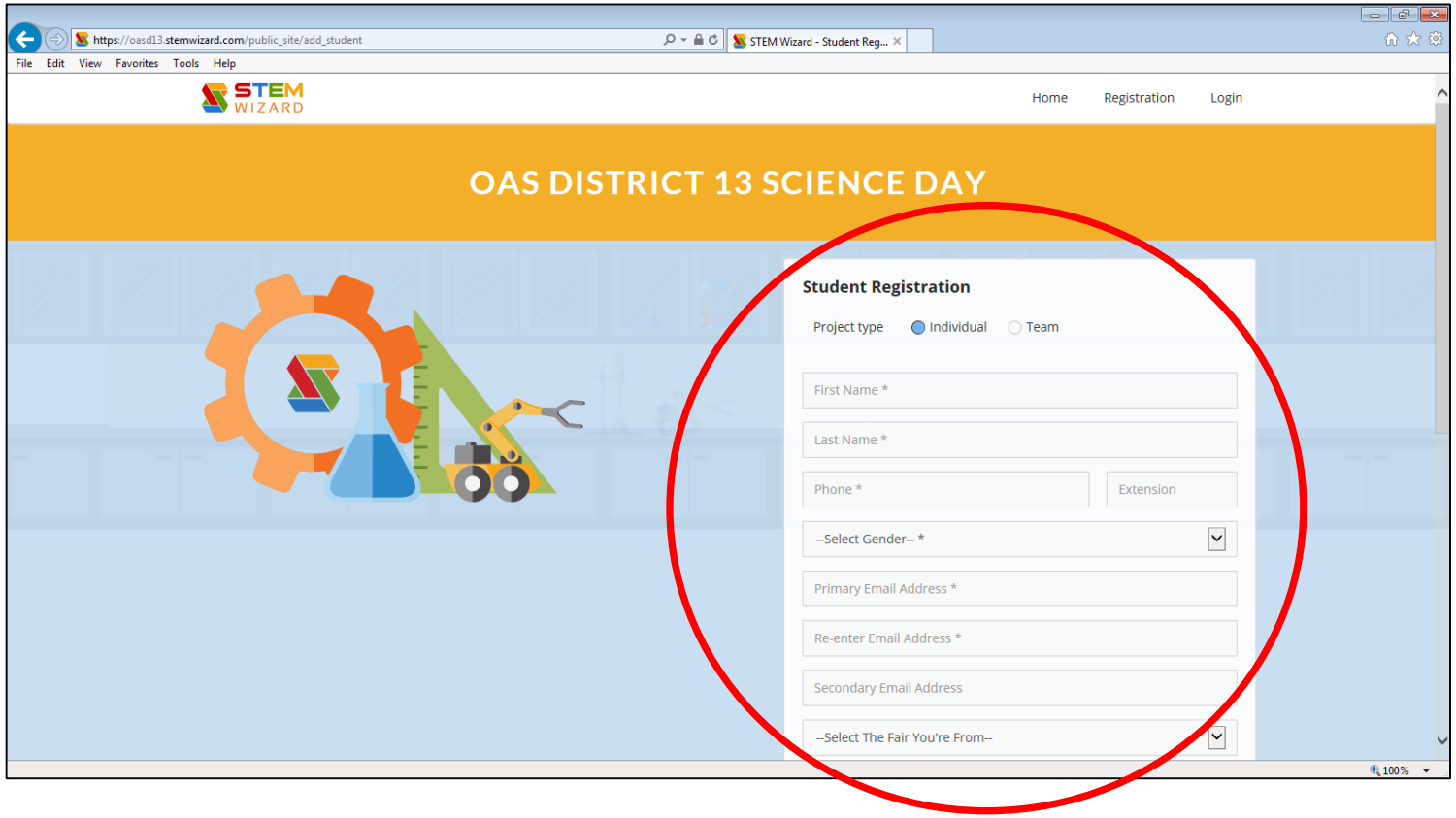
- Web Address:
  - https://oasd13.stemwizard.com/public_site/site/



STEM WIZARD

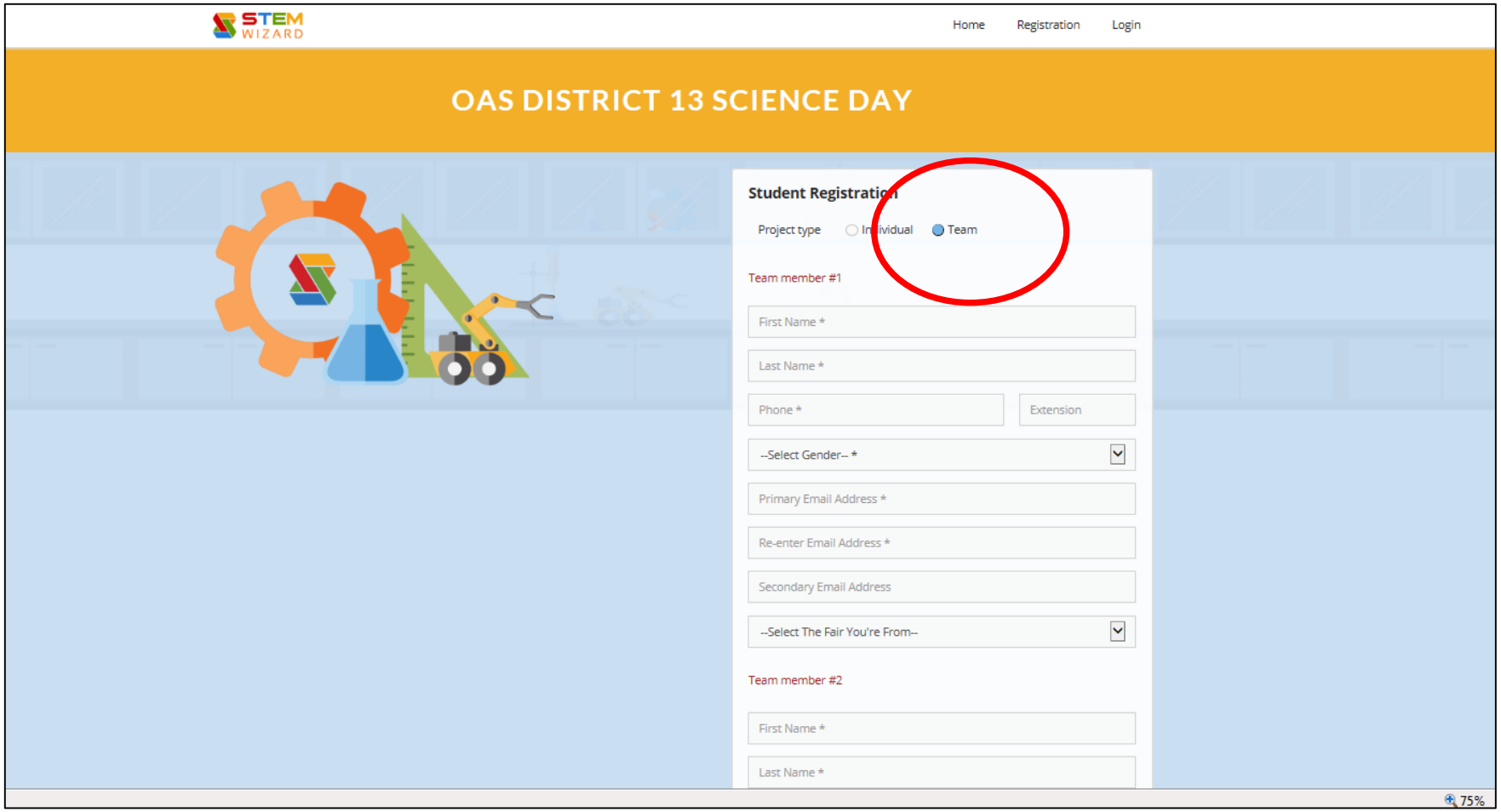
Step by Step Guide to STUDENT REGISTRATION

- Student Registration
  - Project Type
    - **INDIVIDUAL** or Team
  - First Name
  - Last Name
  - Phone Number
  - Select Gender
  - Primary Email Address (Student or Parent)
  - Secondary Email Address (Teacher)
  - Select The Fair You're From (School)
  - Account Information (Student Specific)
  - Allow STEM Wizard to send SMS/text messages to the phone number provided above (optional)
  - Read Privacy Policy & Check Box (required)
  - SUBMIT



Step by Step Guide to STUDENT REGISTRATION

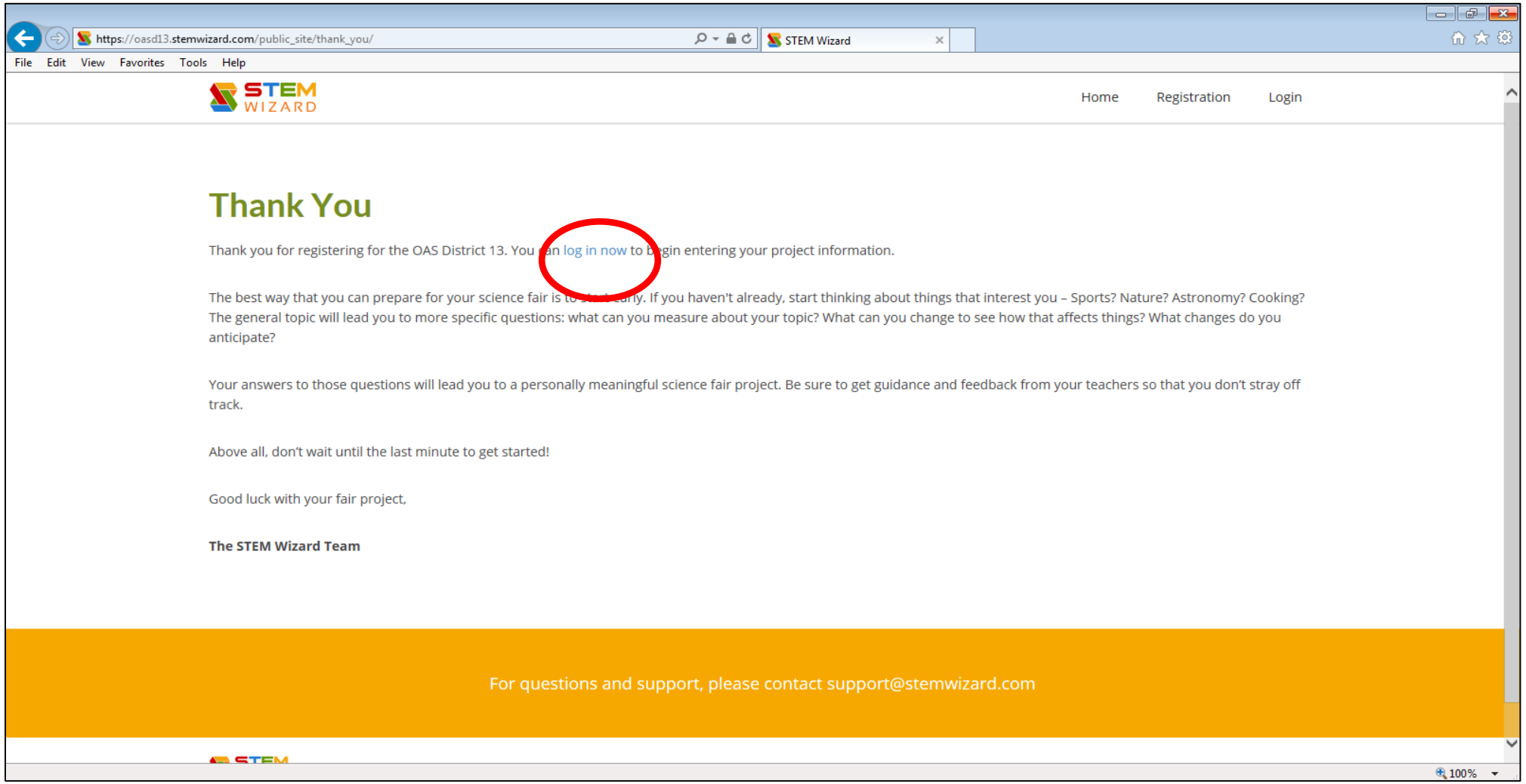
- **TEAM** Registration – Up to 3 Team Members
  - First Team Member selects School (all members should be from same school)
  - Only 1 Username and Password



STEM WIZARD

Step by Step Guide to STUDENT REGISTRATION

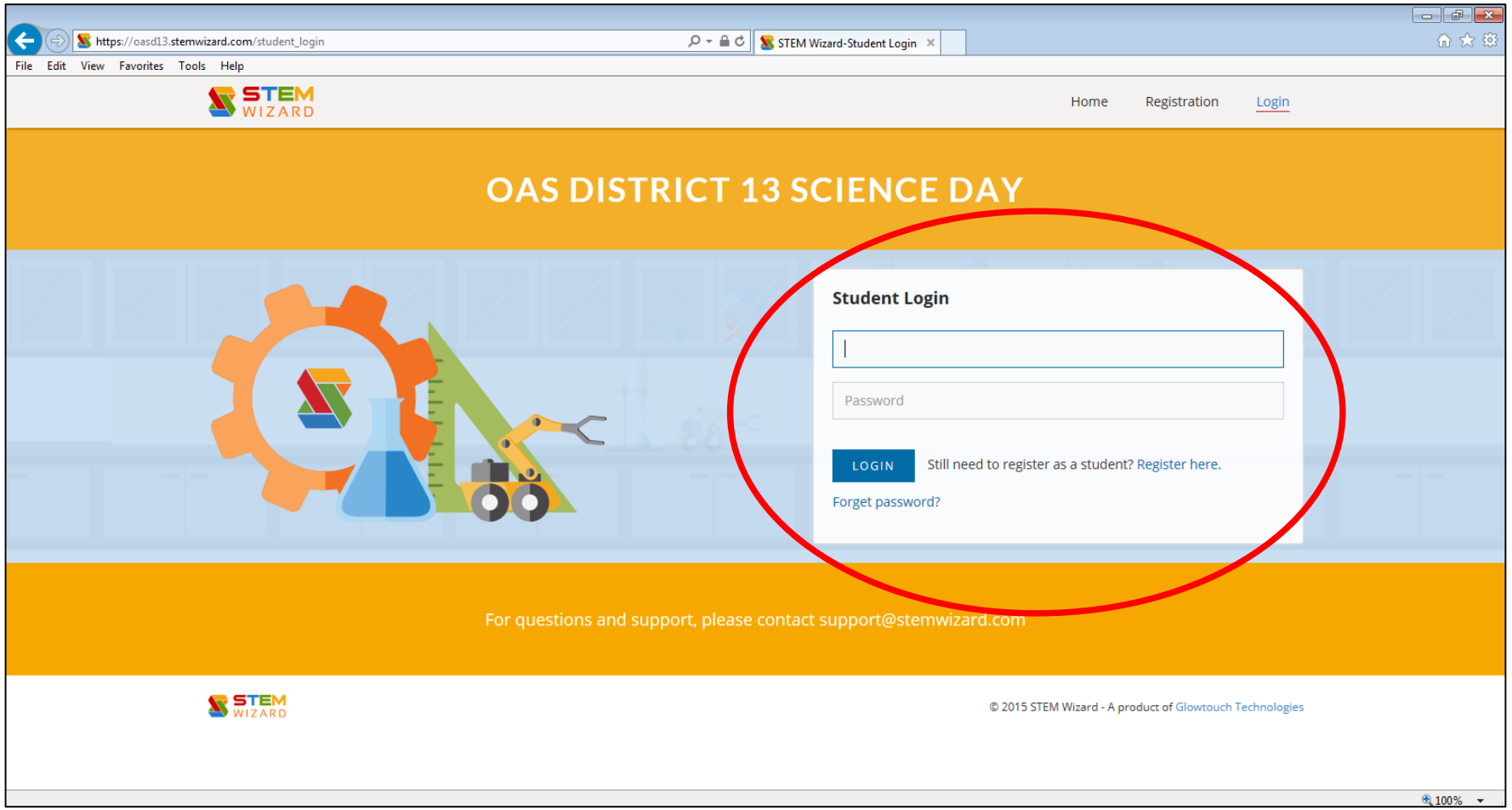
- Once Student has Successfully Registered – LOG IN



STEM WIZARD

Step by Step Guide to STUDENT REGISTRATION

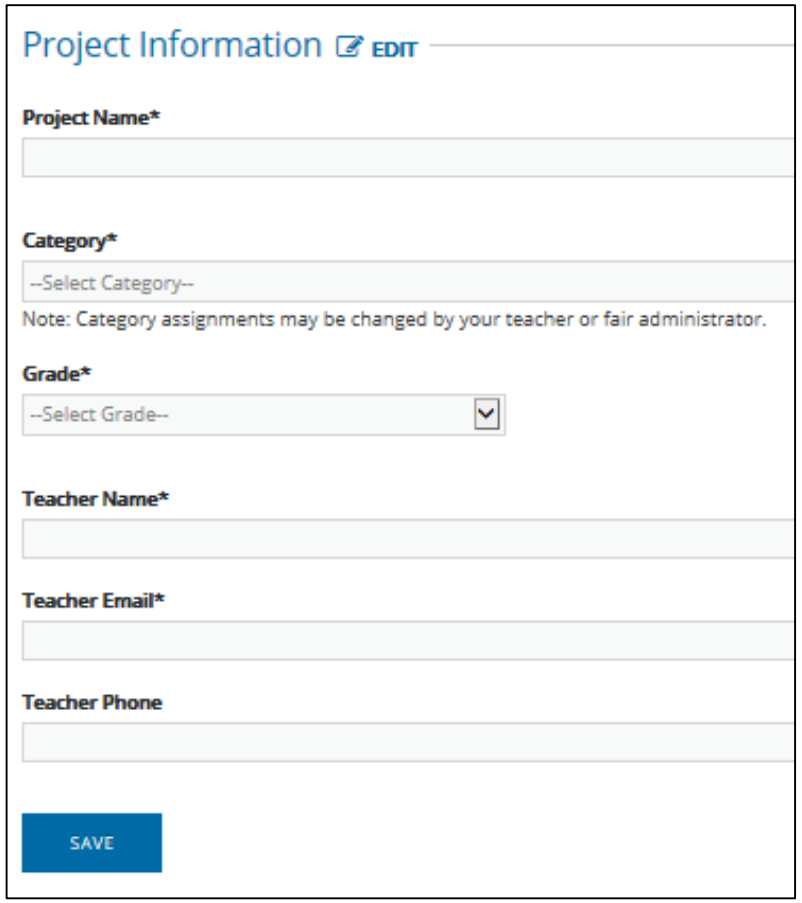
- Log-in Page
  - Enter Username & Password
  - LOGIN

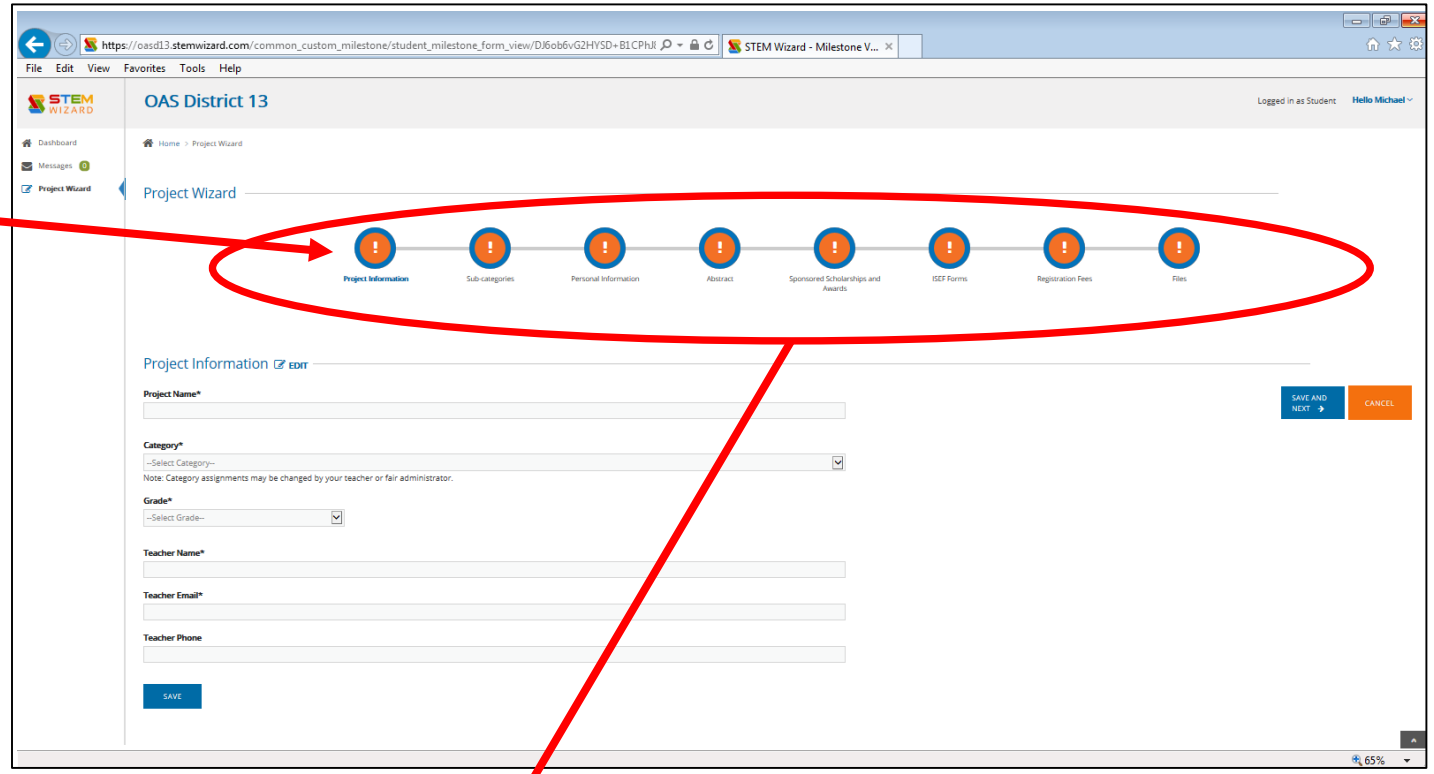


STEM WIZARD

Step by Step Guide to STUDENT REGISTRATION

- Student Page
  - First Milestone - **Project Information**

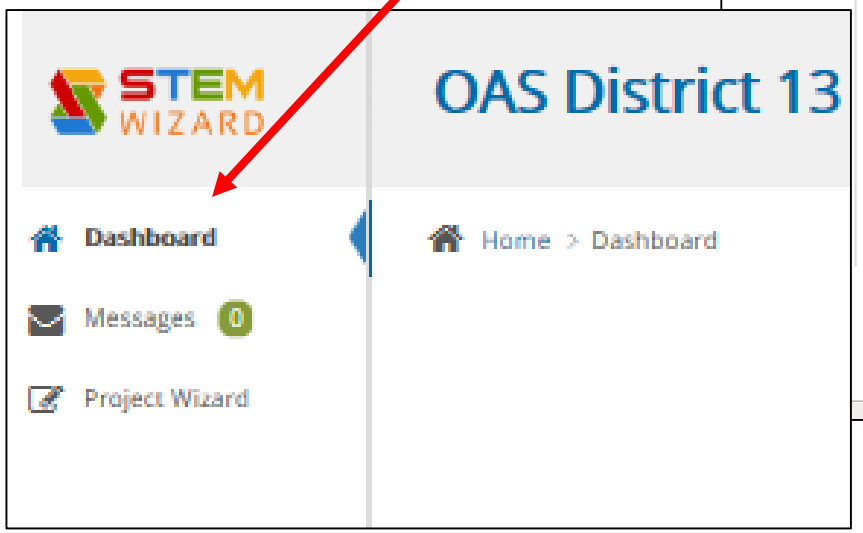


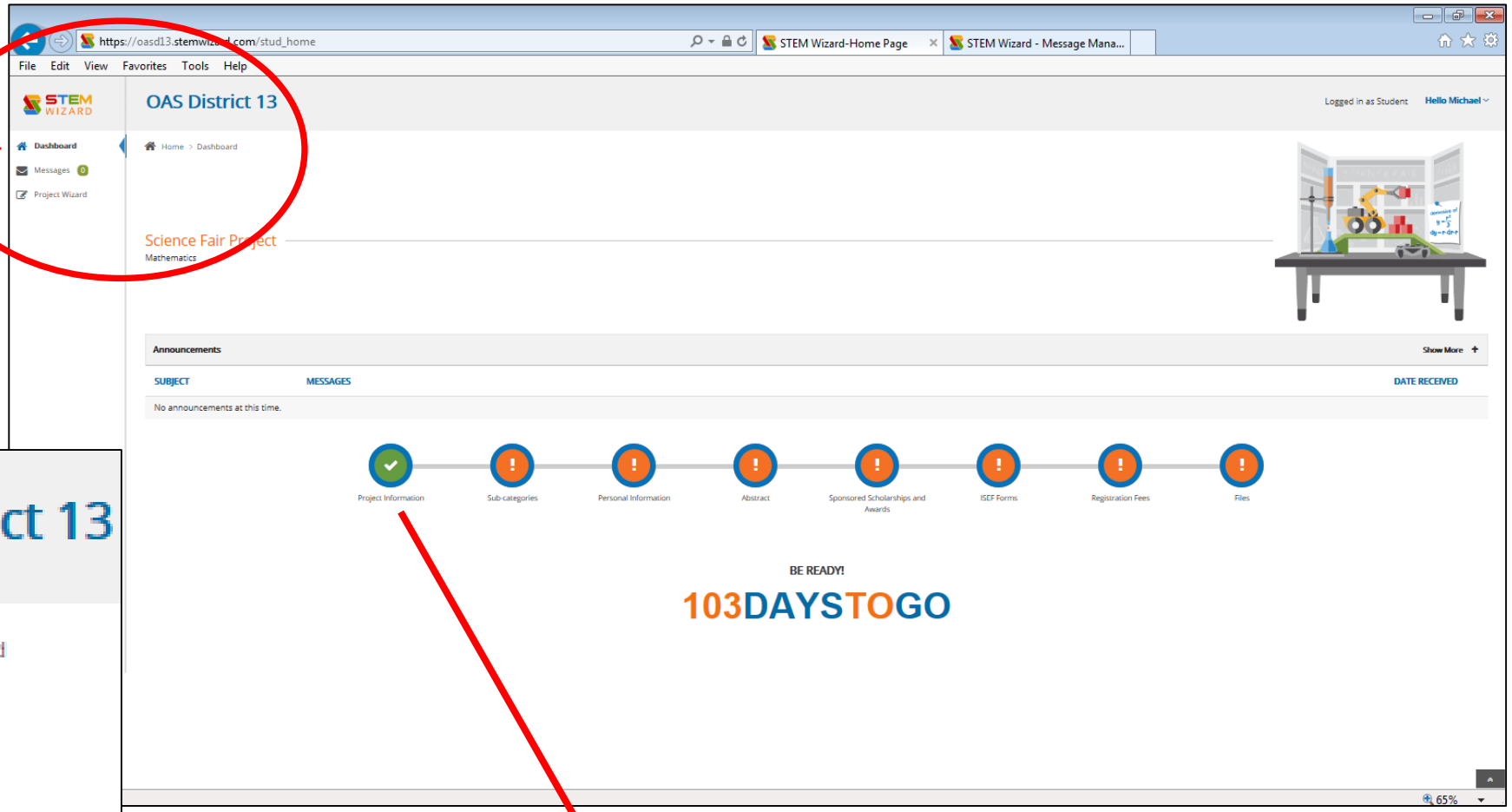


MILESTONES – All Required Information/Forms that need to be completed for Registration Process (once completed they will appear GREEN with a CHECK MARK).

Step by Step Guide to STUDENT REGISTRATION

- Dashboard
  - Check Status anytime throughout process
  - Contains Milestones



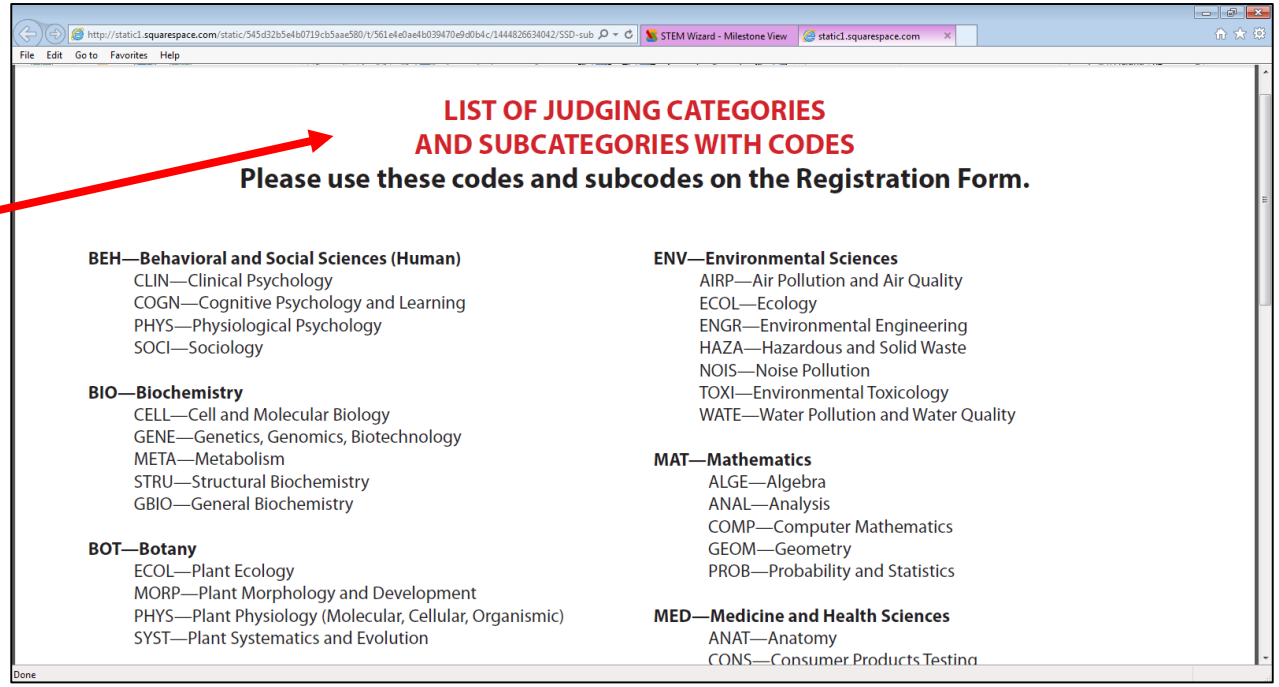


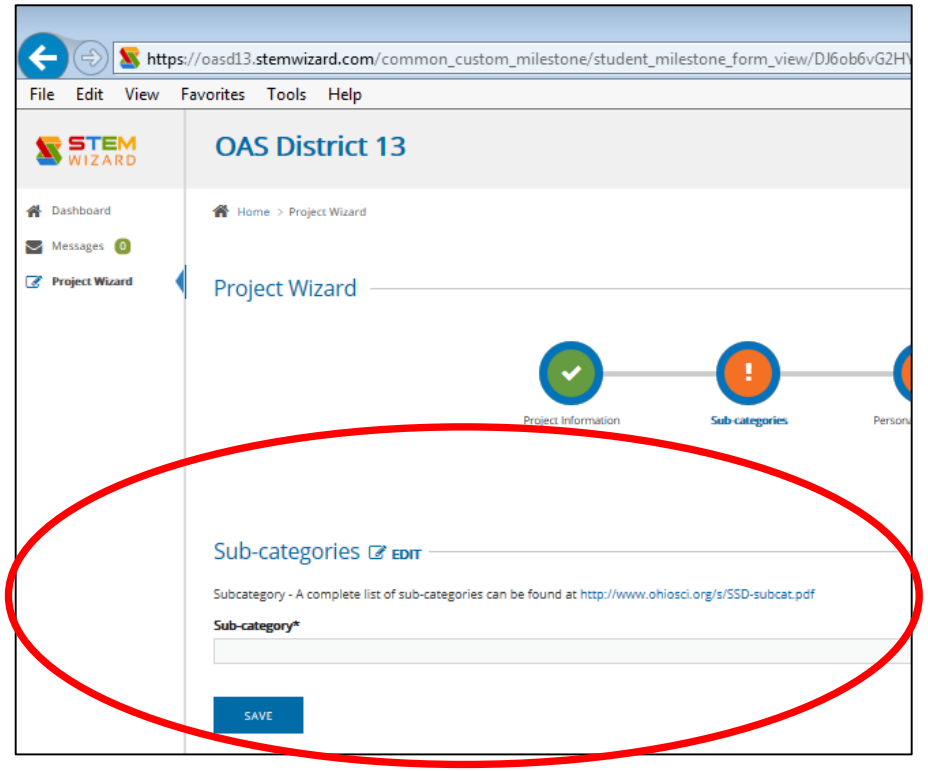
<u>MILESTONE Status</u>: Once Project Information is completed it will appear GREEN with a CHECK MARK!

STEM WIZARD

Step by Step Guide to STUDENT REGISTRATION

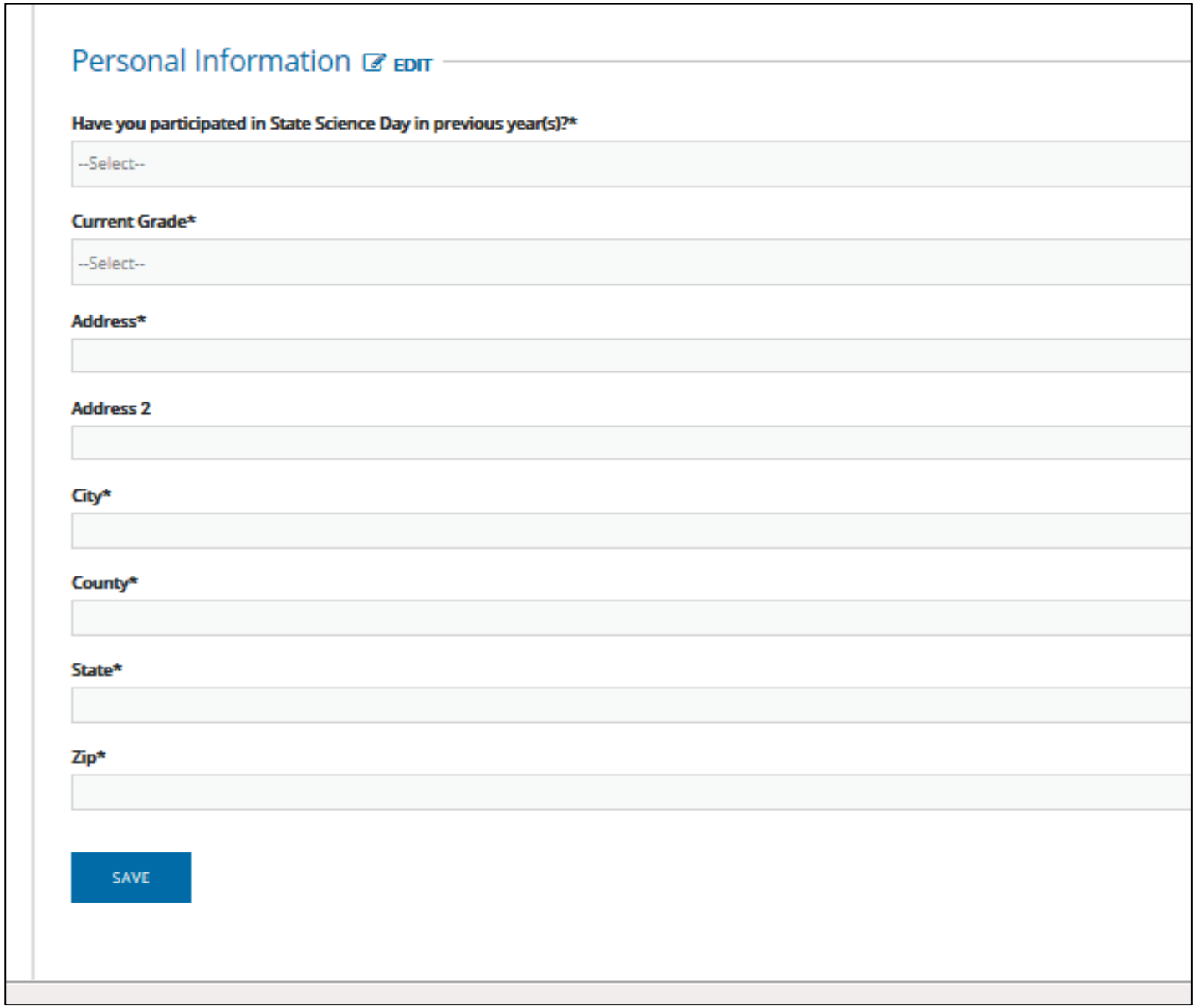
- Next Milestone - **Subcategories**
  - Find Category & Choose proper subcategory (http://www.ohiosci.org/s/SSD-subcat.pdf)
  - Enter Code in Space provided, Click SAVE





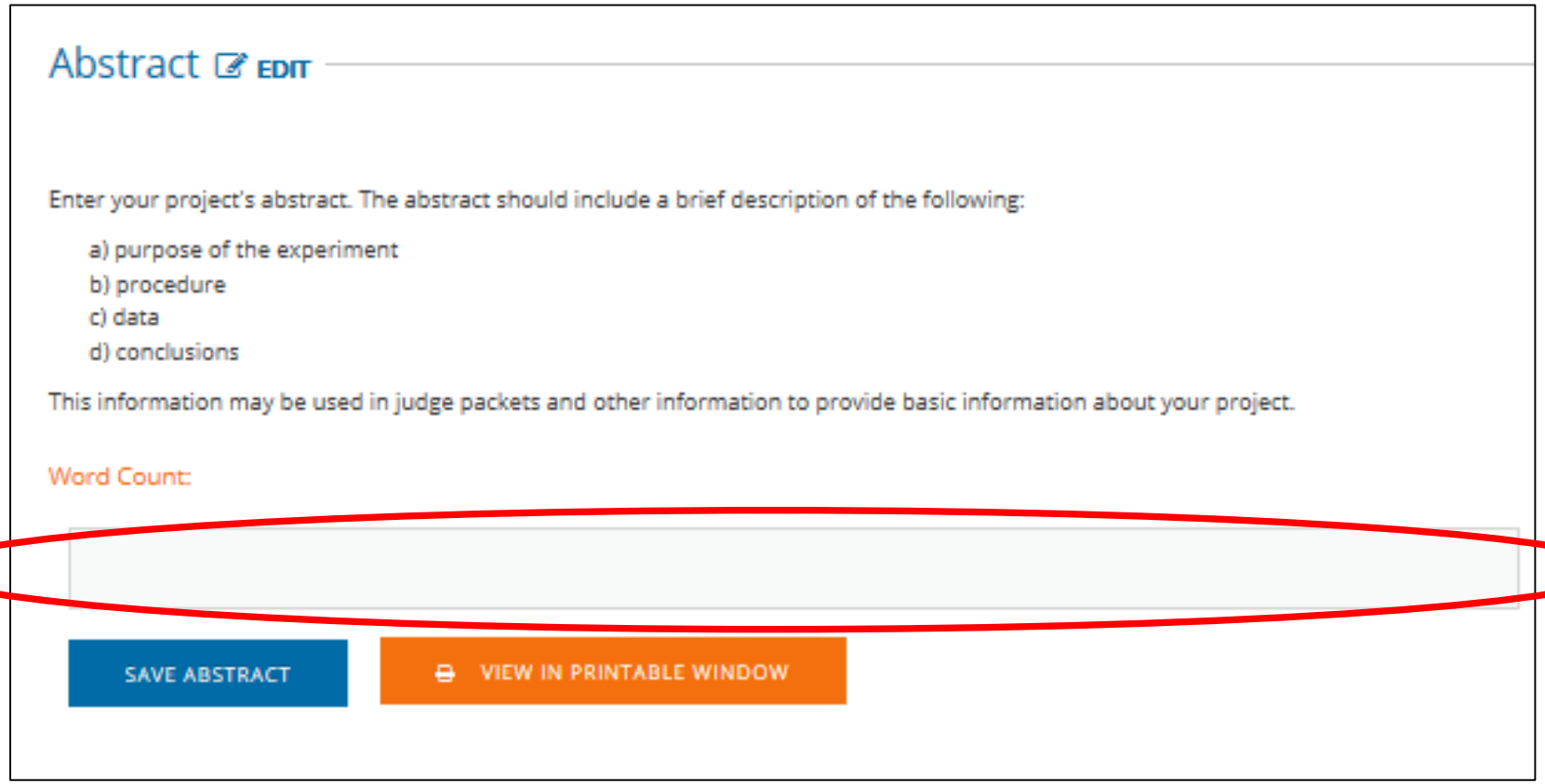
Step by Step Guide to STUDENT REGISTRATION

- Next Milestone **Personal Information**
  - Enter Information, Click SAVE



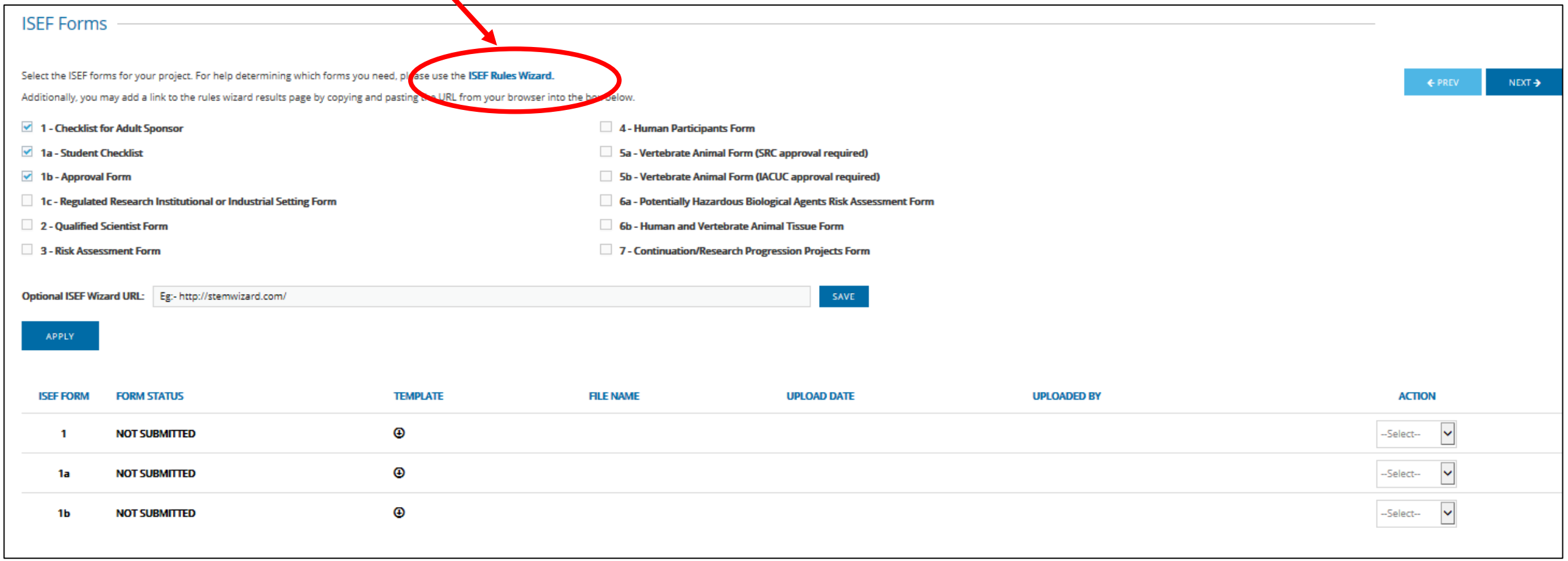
Step by Step Guide to STUDENT REGISTRATION

- Next Milestone – **Abstract**
  - Type in Abstract in space provided
  - Click SAVE ABSTRACT
    - You may View and Print



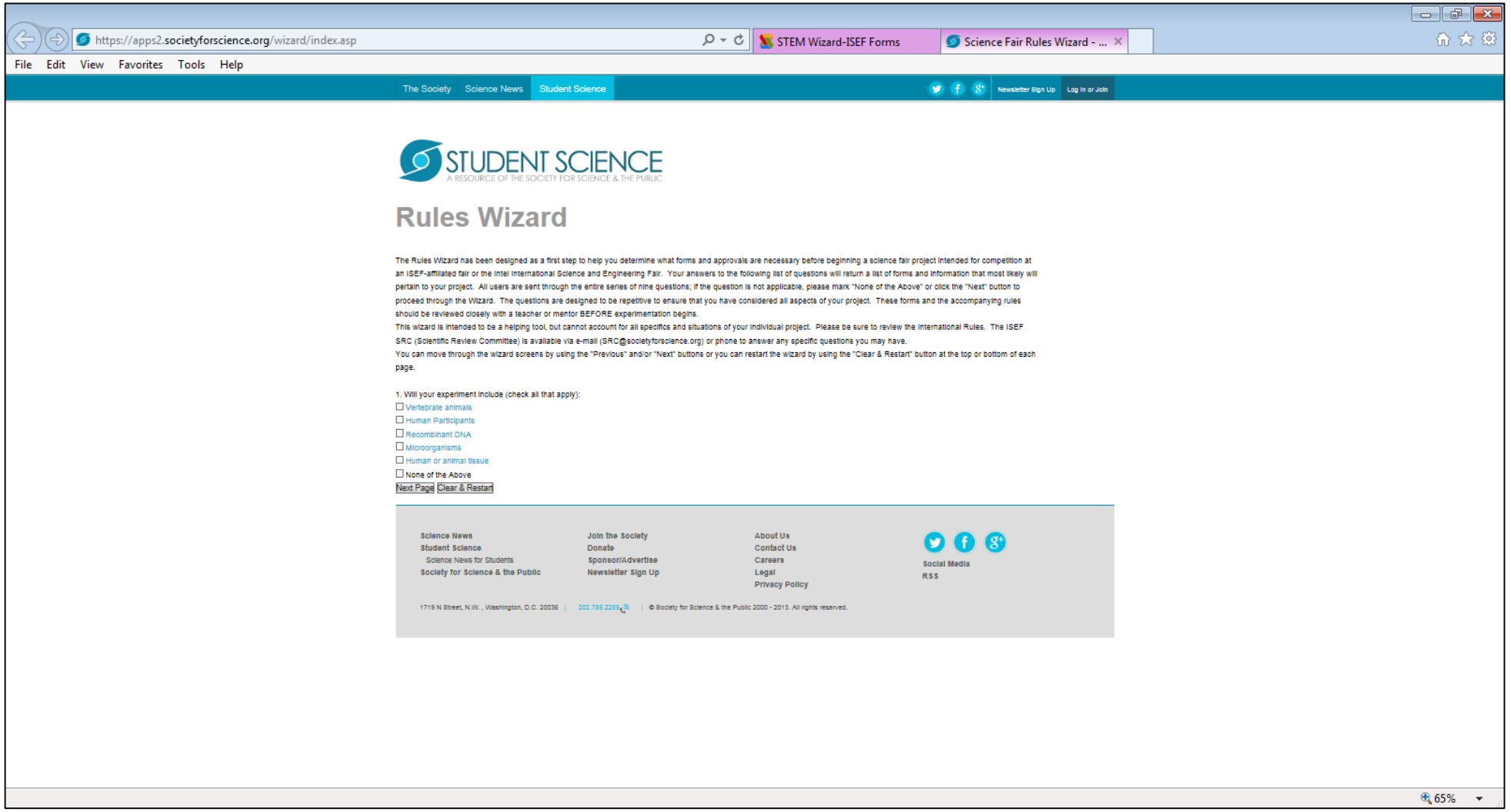
Step by Step Guide to STUDENT REGISTRATION

- Next Milestone – **ISEF Forms**
  - Click ISEF Rules Wizard to determine what forms are needed!



Step by Step Guide to STUDENT REGISTRATION

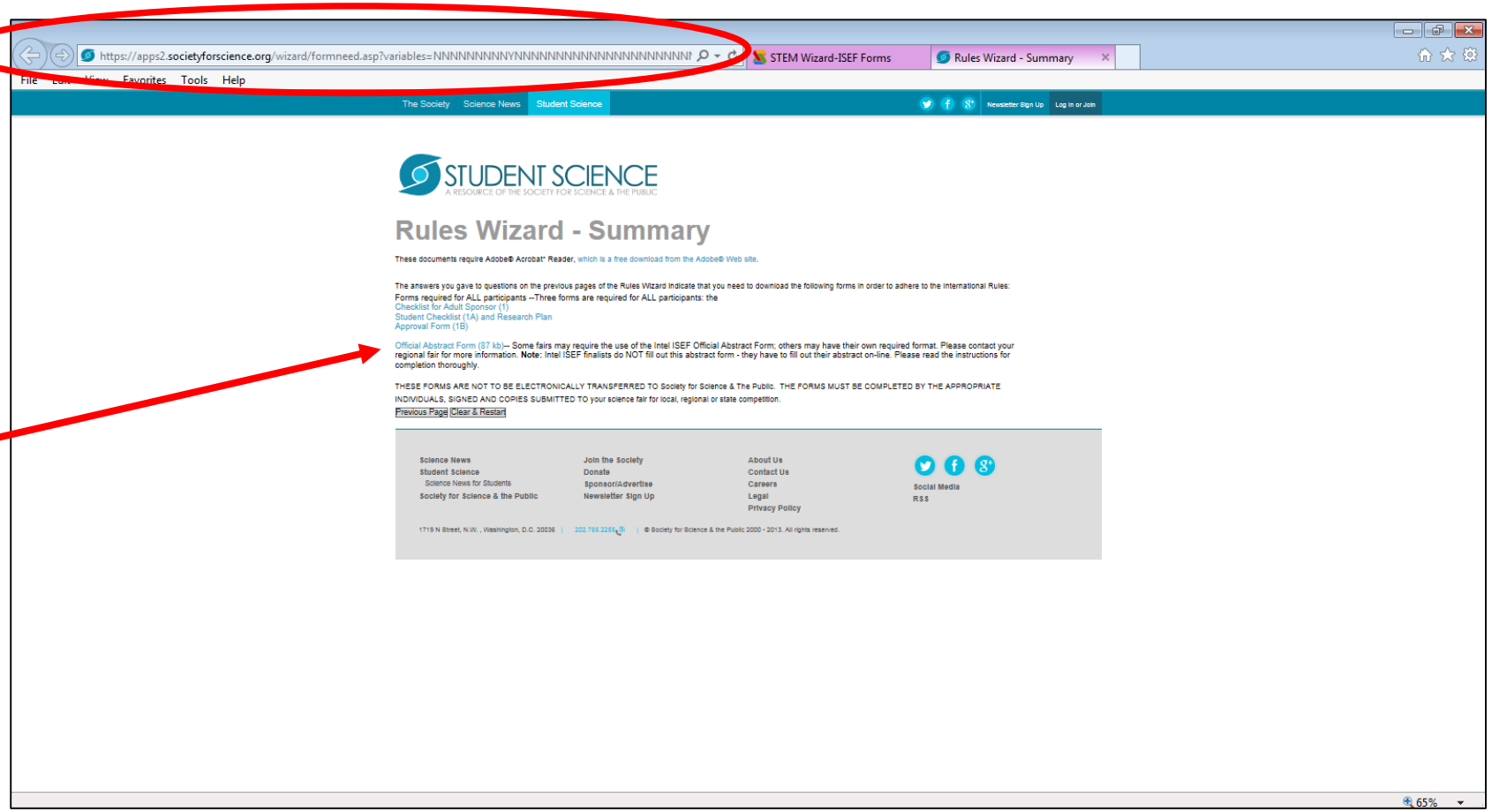
- **ISEF Forms** continued – RULES WIZARD
  - Answer all Questions



Step by Step Guide to STUDENT REGISTRATION

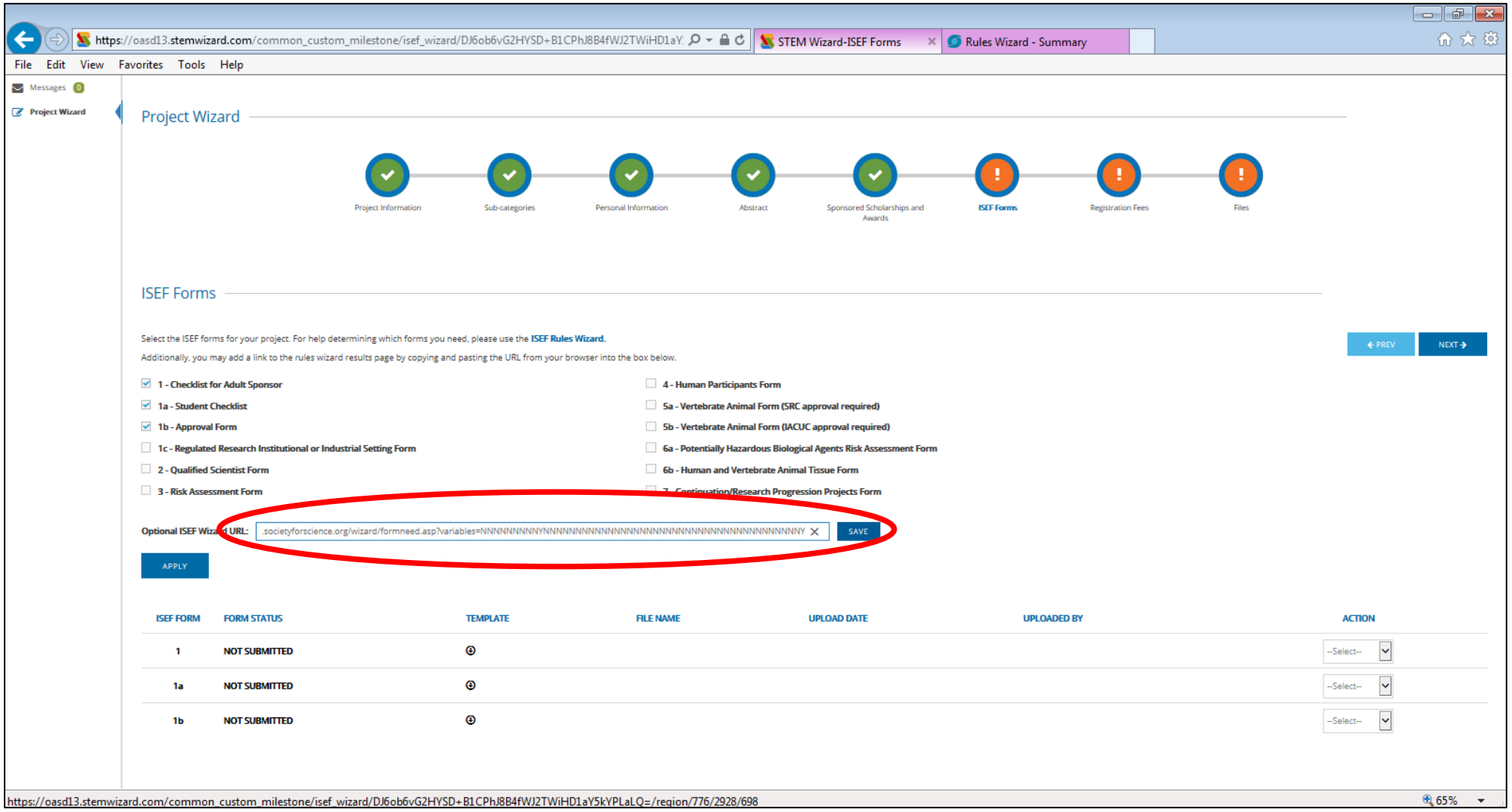
- **ISEF Forms** continued – RULES WIZARD
  - Summary
    - Lists Required Forms
  - Copy URL to Paste into Space on Registration Page (see next slide)

NOTE: District 13 does NOT require the additional Intel ISEF Official Abstract From. The Abstract that is prepared through the Registration Process will suffice.



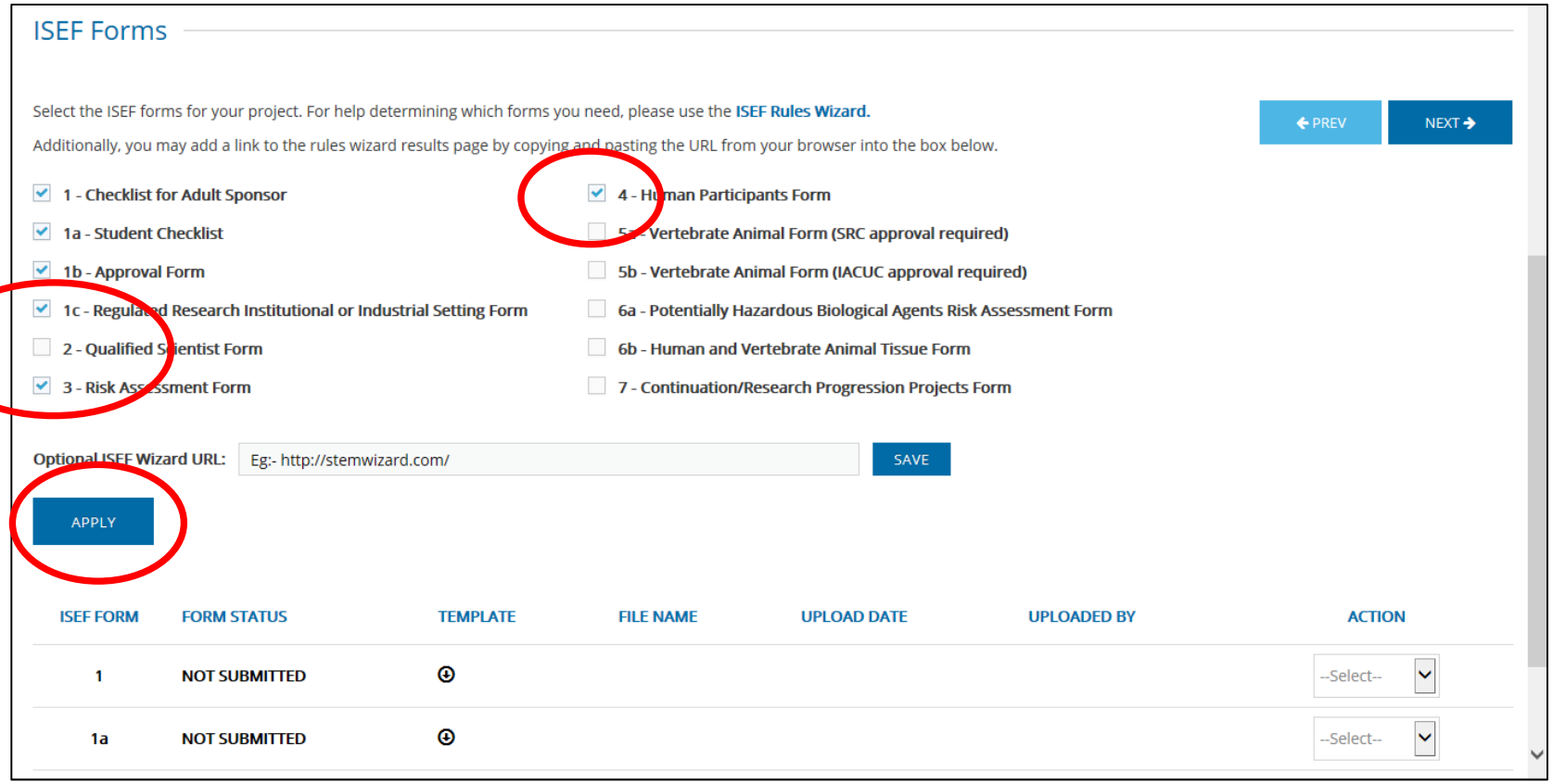
Step by Step Guide to STUDENT REGISTRATION

- Paste URL from Rules Wizard & Click SAVE


https://oasd13.stemwizard.com/common_custom_milestone/isef_wizard/DJ6ob6vG2HYSD+B1CPhJ8B4fWJ2TWiHD1aY
STEM Wizard-ISEF Forms
Rules Wizard - Summary
File Edit View Favorites Tools Help
Messages 0
Project Wizard
Project Wizard
Project Information
Sub-categories
Personal Information
Abstract
Sponsored Scholarships and Awards
ISEF Forms
Registration Fees
Files
ISEF Forms
Select the ISEF forms for your project. For help determining which forms you need, please use the ISEF Rules Wizard.
Additionally, you may add a link to the rules wizard results page by copying and pasting the URL from your browser into the box below.
PREV
NEXT
1 - Checklist for Adult Sponsor
1a - Student Checklist
1b - Approval Form
1c - Regulated Research Institutional or Industrial Setting Form
2 - Qualified Scientist Form
3 - Risk Assessment Form
4 - Human Participants Form
5a - Vertebrate Animal Form (SRC approval required)
5b - Vertebrate Animal Form (IACUC approval required)
6a - Potentially Hazardous Biological Agents Risk Assessment Form
6b - Human and Vertebrate Animal Tissue Form
7 - Continuation/Research Progression Projects Form
Optional ISEF Wizard URL:
.societyforscience.org/wizard/formneed.asp?variables=NNNNNNNNNYNNNNNNNN

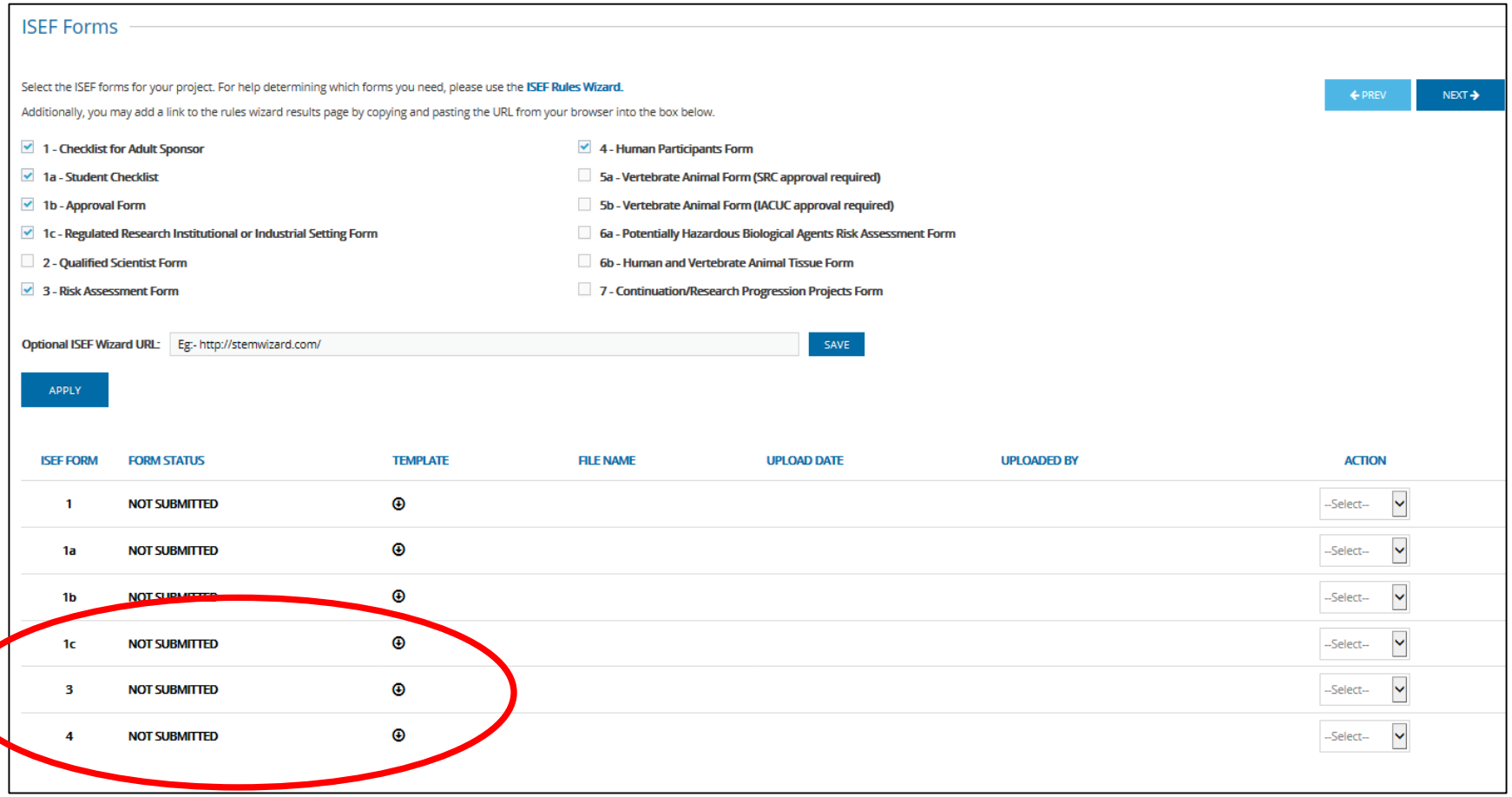
Step by Step Guide to STUDENT REGISTRATION

- **ISEF Forms** continued – RULES WIZARD
  - After you know what forms are required check the boxes (example below – 1c, 3, 4)
  - Click APPLY (this will populate the Templates below – see next slide)



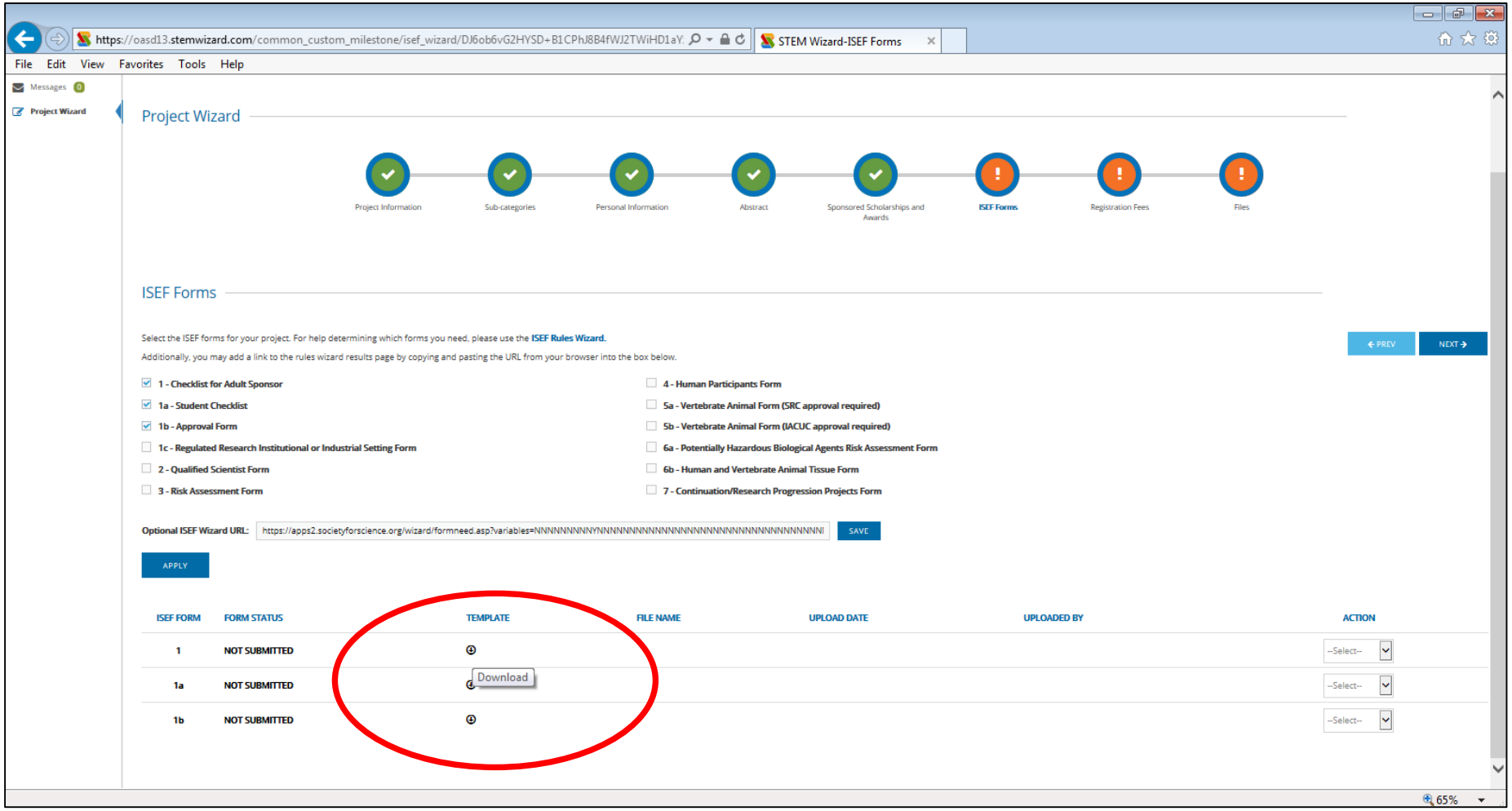
Step by Step Guide to STUDENT REGISTRATION

- **ISEF Forms** continued – RULES WIZARD
  - After you click APPLY the templates appear in the List



Step by Step Guide to STUDENT REGISTRATION

- Download Required Forms
  - Under Template Column Click Arrows to Download Forms
  - It will ask if you want to Open or Save the Forms (see next slide)


https://oasd13.stemwizard.com/common_custom_milestone/isef_wizard/DJ6ob6vG2HYSD+B1CPhJ8B4fWJ2TWiHD1aY
STEM Wizard-ISEF Forms
File Edit View Favorites Tools Help
Messages
Project Wizard
Project Wizard
Project Information
Sub-categories
Personal Information
Abstract
Sponsored Scholarships and Awards
ISEF Forms
Registration Fees
Files
ISEF Forms
Select the ISEF forms for your project. For help determining which forms you need, please use the ISEF Rules Wizard.
Additionally, you may add a link to the rules wizard results page by copying and pasting the URL from your browser into the box below.
PREV
NEXT
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1b - Approval Form
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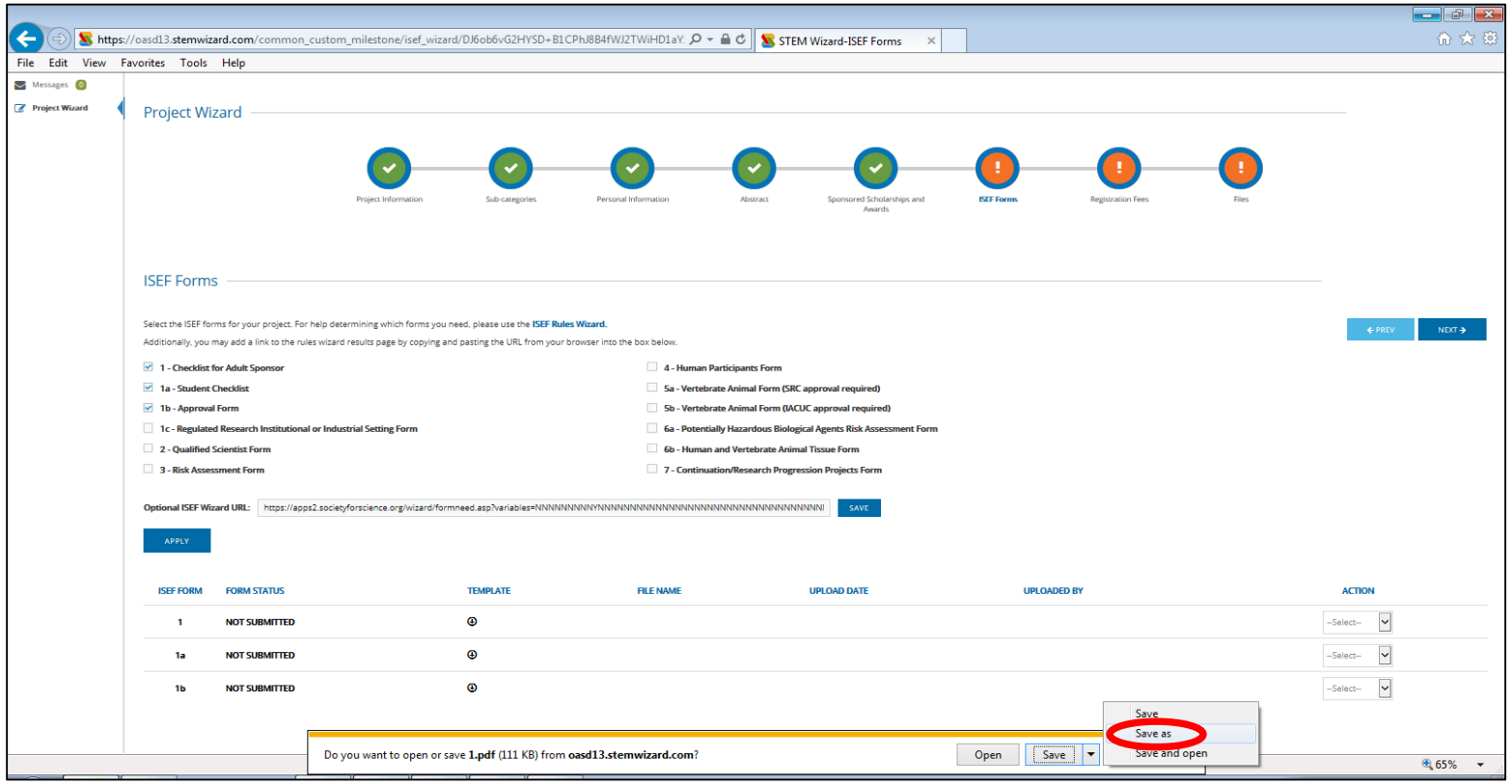
4 - Human Participants Form
5a - Vertebrate Animal Form (SRC approval required)
5b - Vertebrate Animal Form (IACUC approval required)
6a - Potentially Hazardous Biological Agents Risk Assessment Form
6b - Human and Vertebrate Animal Tissue Form
7 - Continuation/Research Progression Projects Form
Optional ISEF Wizard URL:
https://apps2.societyforscience.org/wizard/formneed.asp?variables=NNNNNNNNNYNNNNNNNN

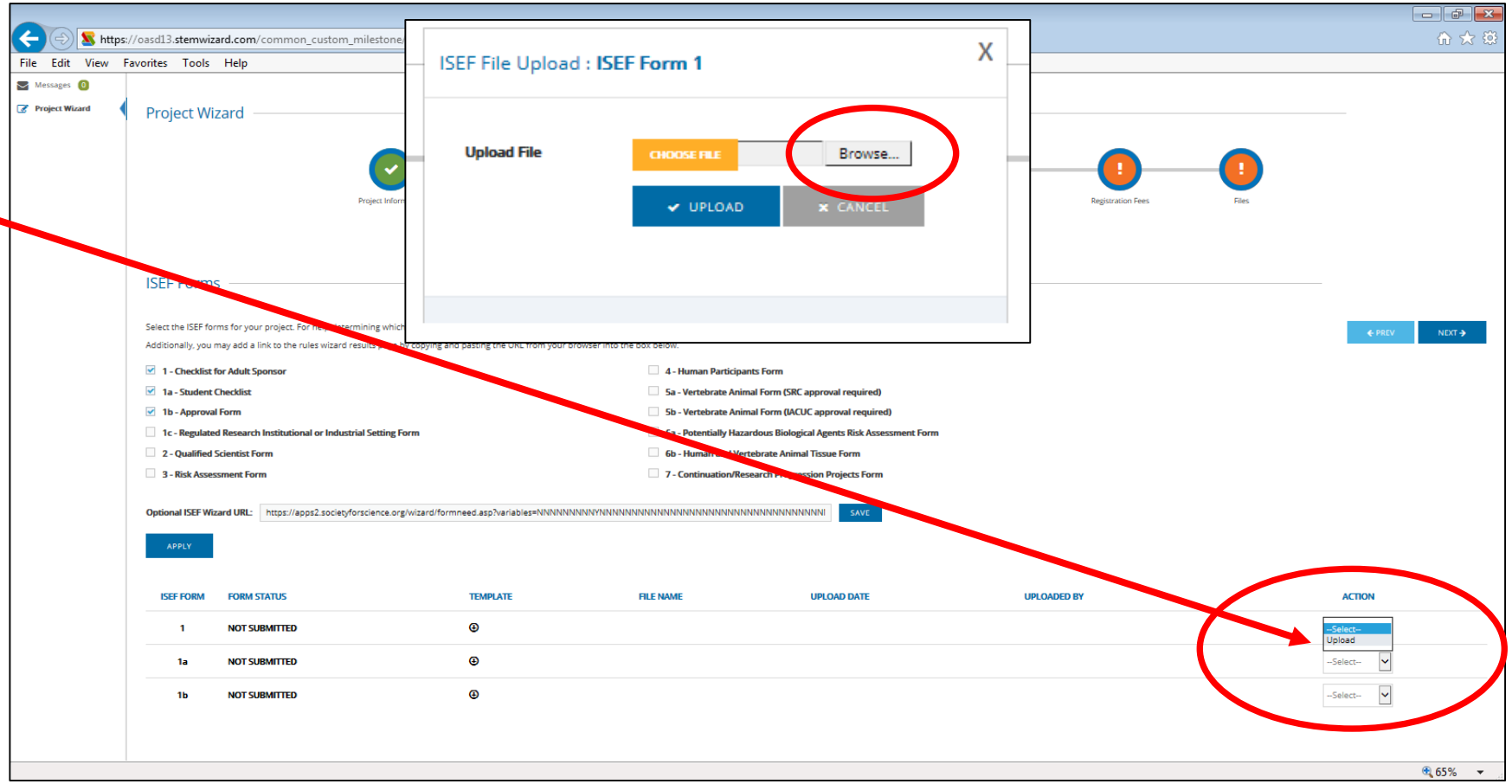
Step by Step Guide to STUDENT REGISTRATION

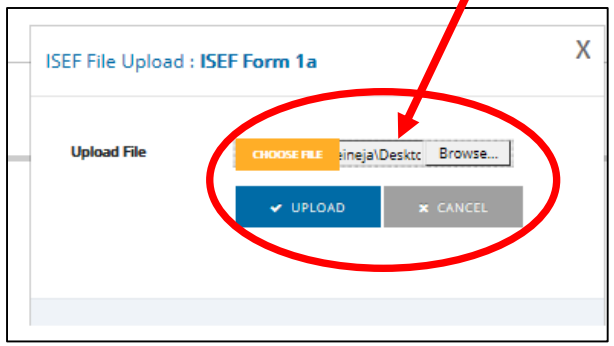
- Click Down Arrow next to Save and Click Save as
- Save to your Computer
- Fill in information electronically
- If the form requires a Signature
  - Fill in all information electronically then PRINT the form
  - Sign the Form and Scan back to your Computer
- Once all forms are filled out, signed & scanned they are ready to be UPLOADED back to the Registration Site (see next slide)



Step by Step Guide to STUDENT REGISTRATION

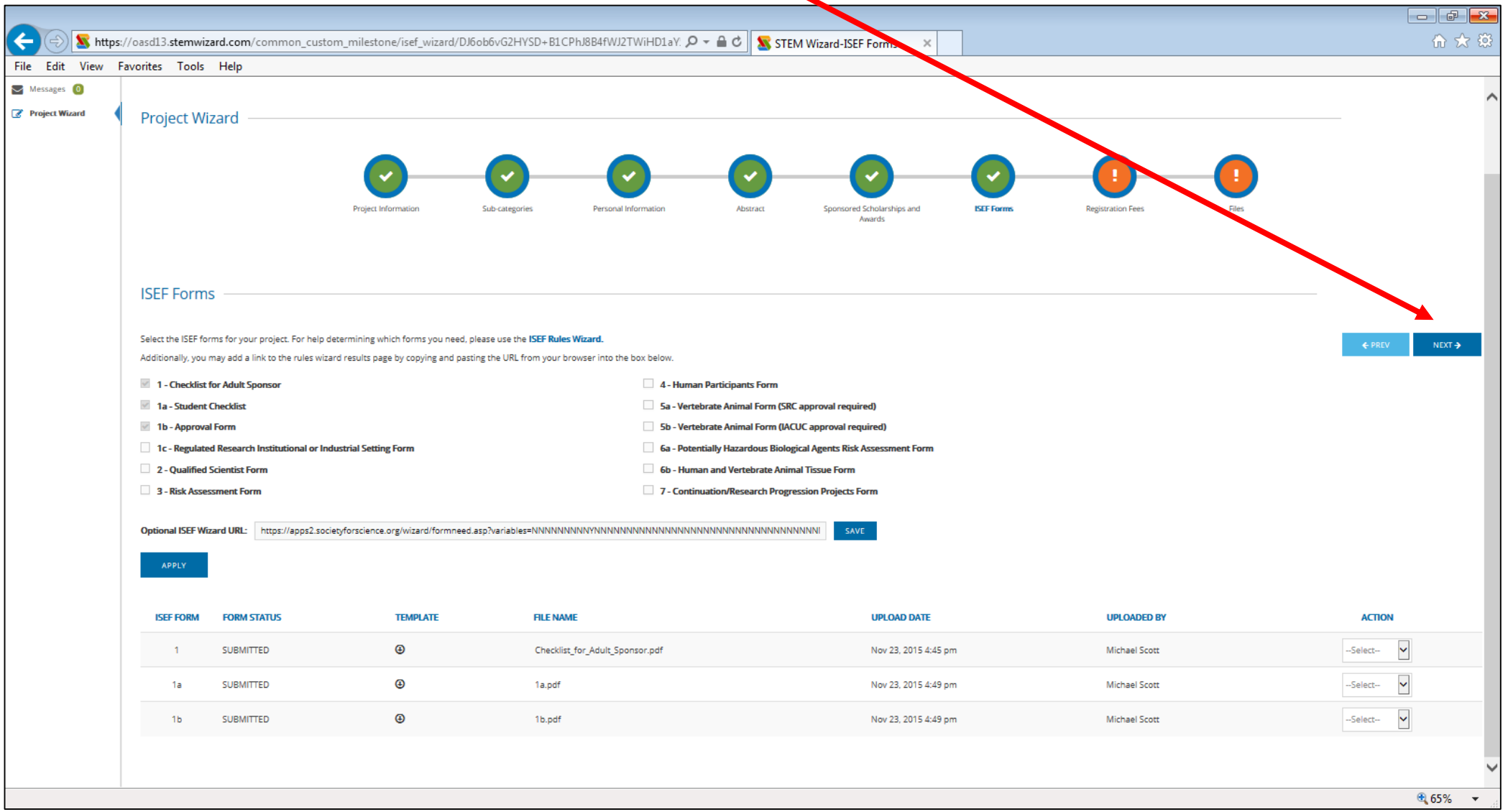
- Upload Completed Forms
  - Under **Action** Click UPLOAD – ISEF File Upload Box will Appear above
  - Click Browse
  - Select form (Open)
  - Link will appear in the Choose File Box
  - Click UPLOAD





Step by Step Guide to STUDENT REGISTRATION

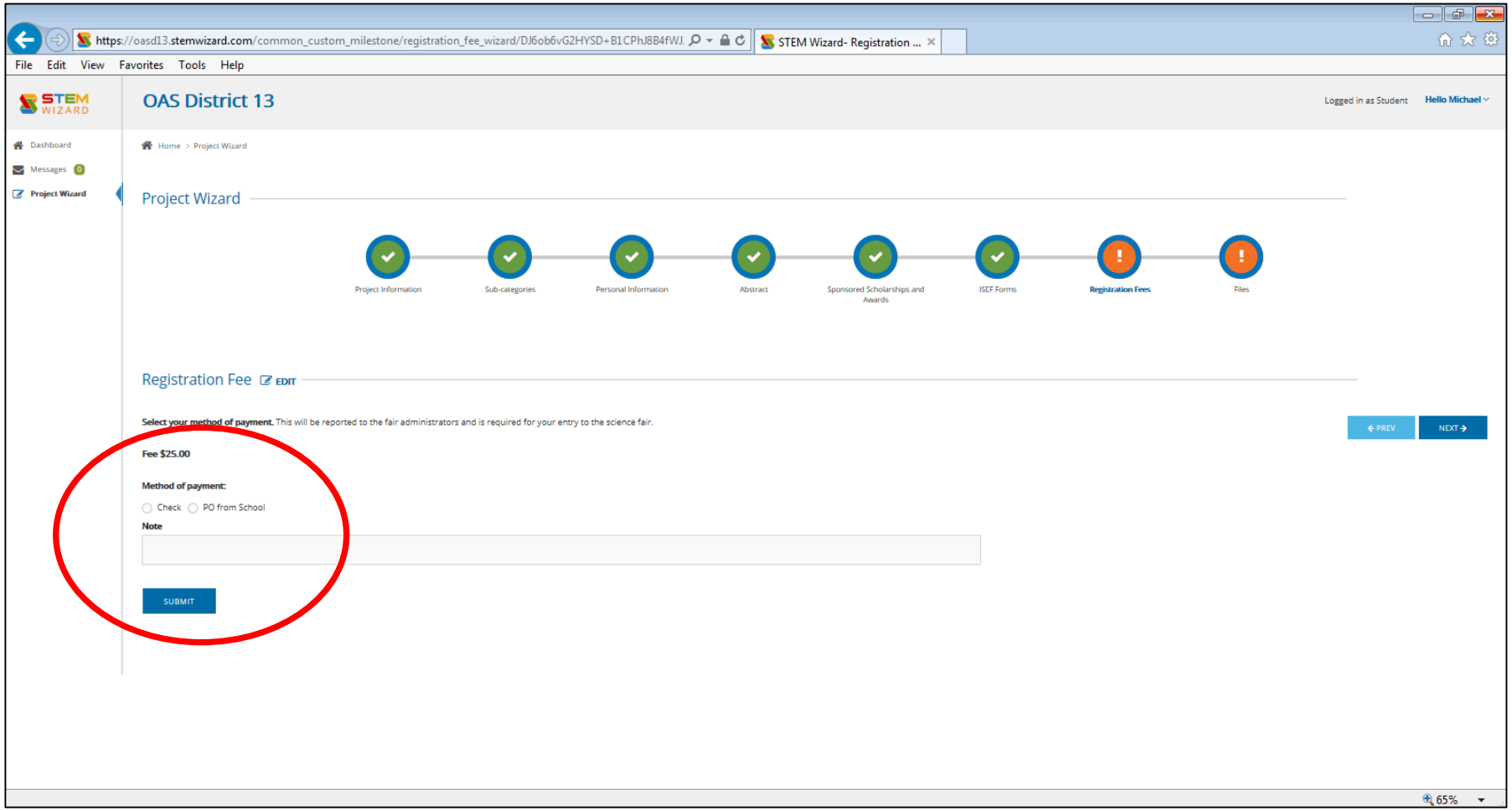
- Once ALL Forms are UPLOADED Click Next



Step by Step Guide to STUDENT REGISTRATION

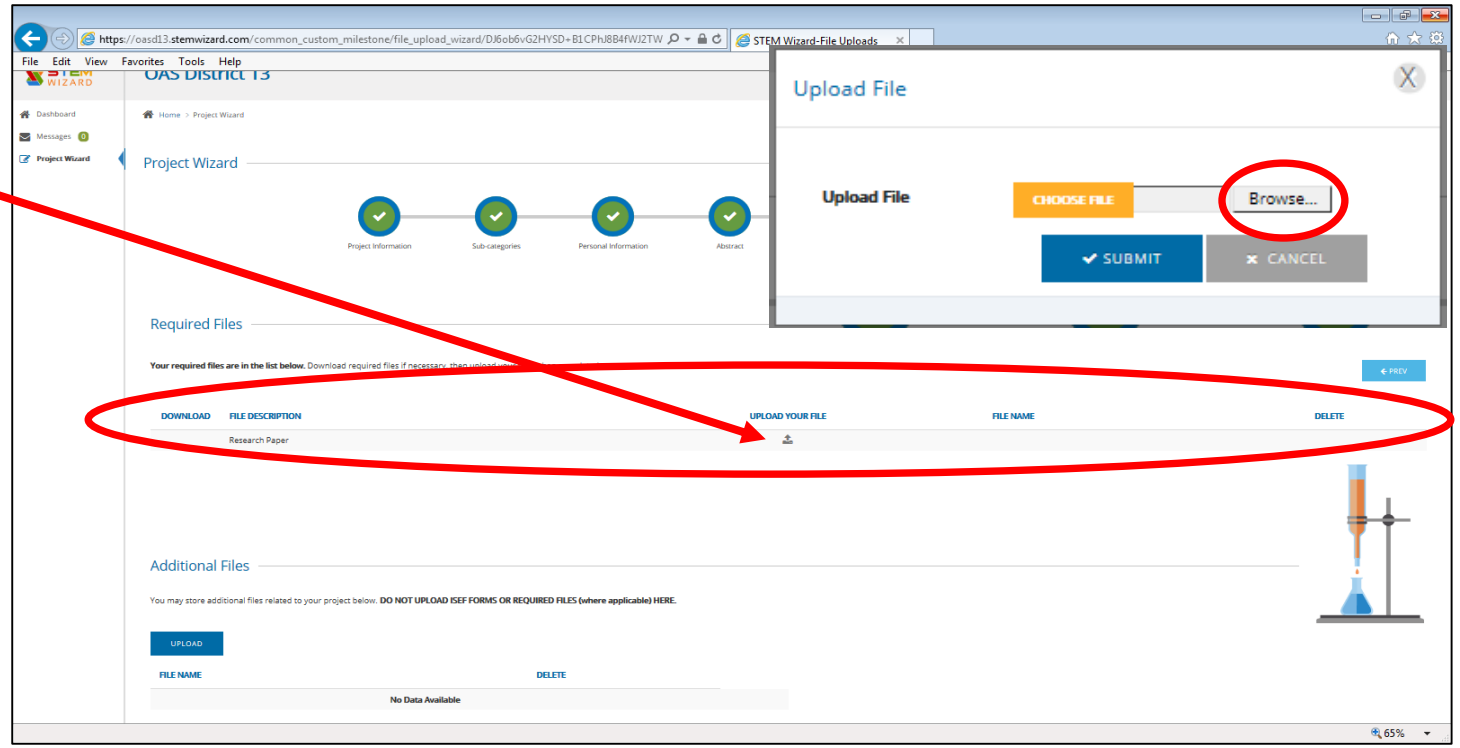
- Next Milestone – **Registration Fee** ($25.00)
  - Select Check or PO from School
  - Click SUBMIT

The following message will appear once you click Submit: *Success: Your payment details have been recorded. A fair administrator will review and mark your payment as confirmed once they have verified.*



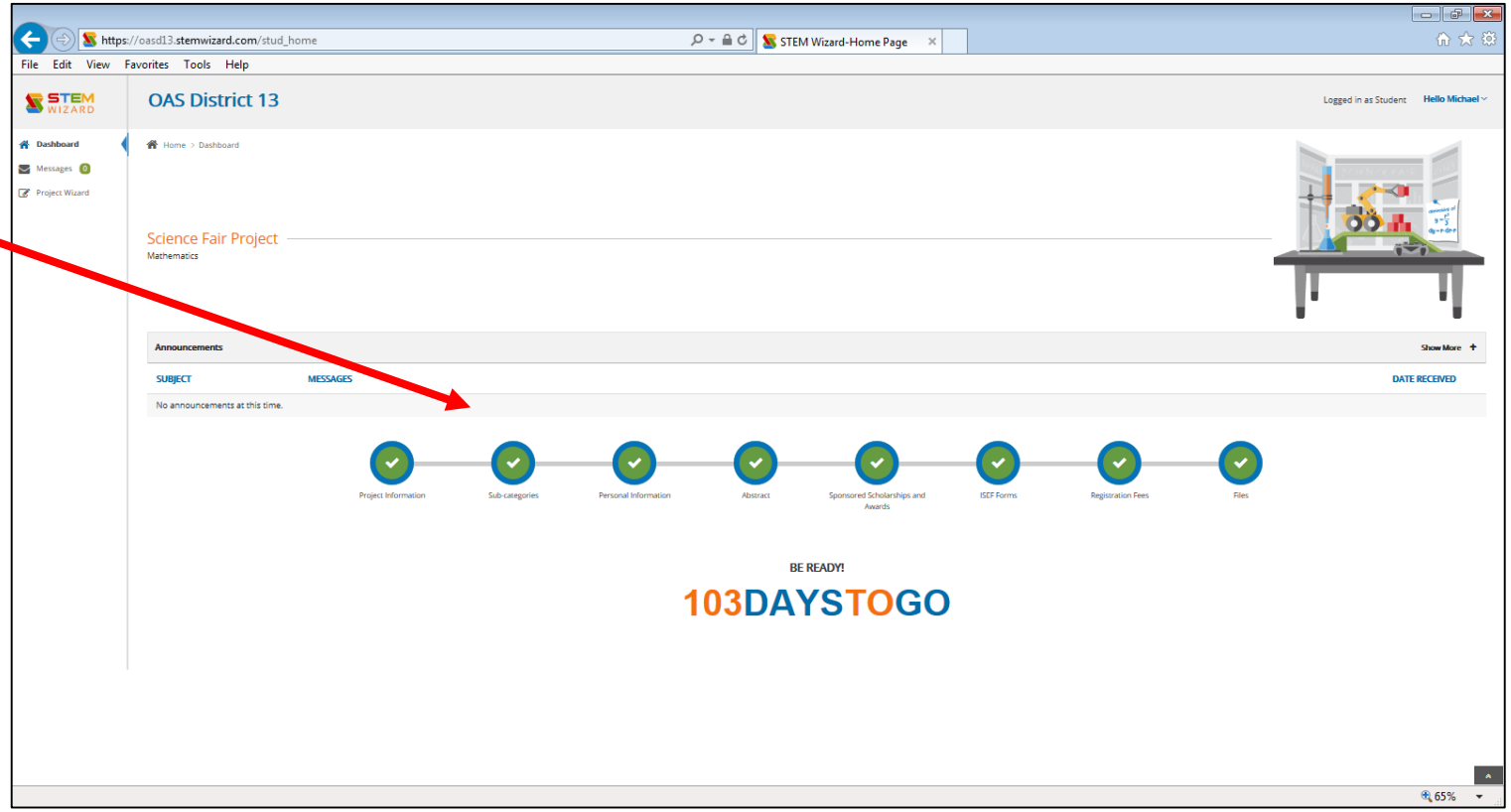
Step by Step Guide to STUDENT REGISTRATION

- Final Milestone – **Files**
  - Research Paper– Click Arrow under **UPLOAD YOUR FILE**
    - Click Browse/Select File (Open)/File will appear in Box/Click Submit
  - Consent and Release Agreement
    - **DOWNLOAD** the Form
    - Complete most fields electronically, then Print and Sign
    - Scan and Upload to site
  - Additional Files may also be attached
    - DO NOT Attach ISEF Forms or other Required Files here



Completed Registration

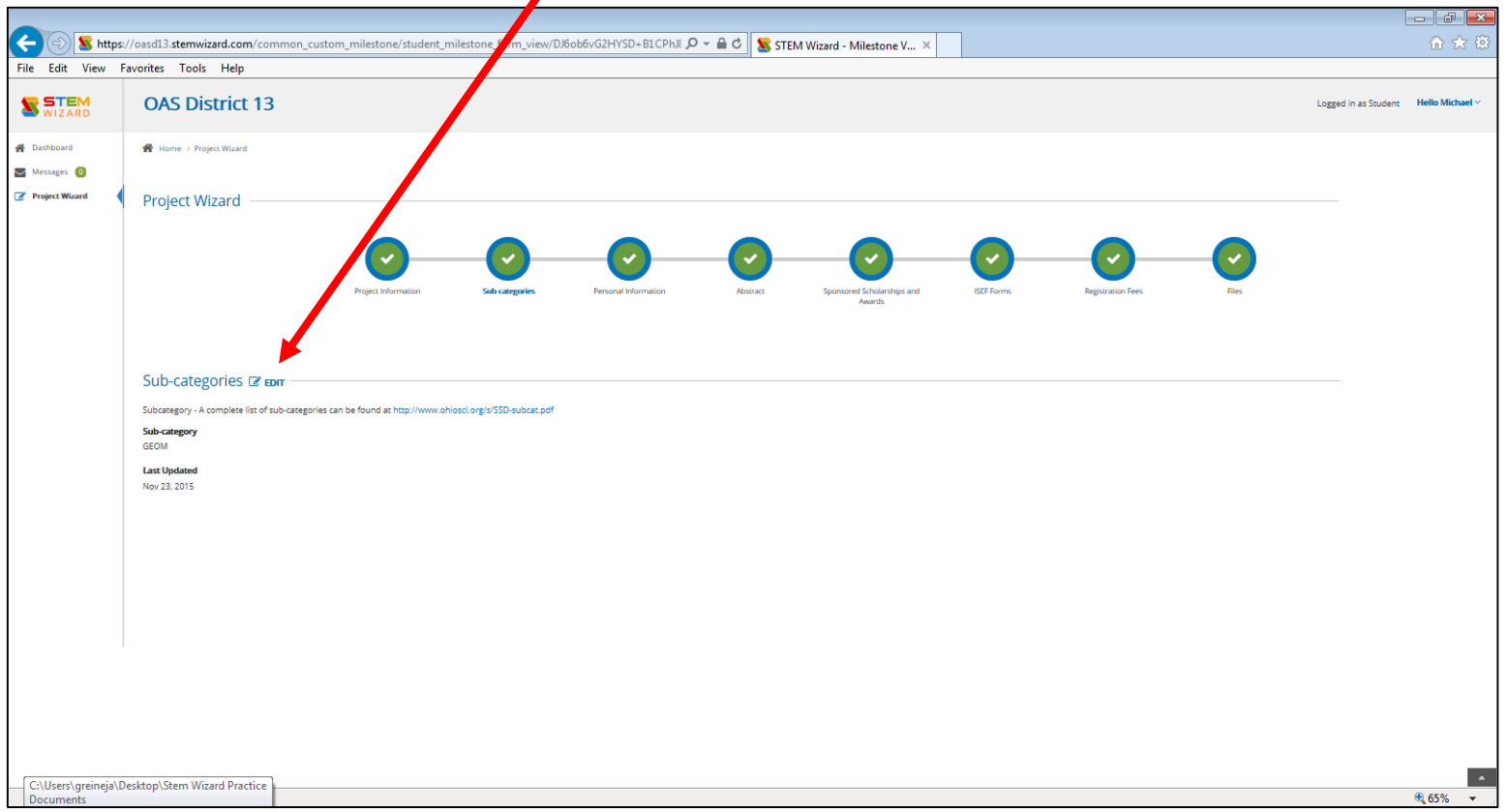
- Once all Milestones are Completed - They will appear Green on your Dashboard
- Now You are Ready for the District Fair on March 11, 2017!
- Stay Tuned for more Information!



STEM WIZARD

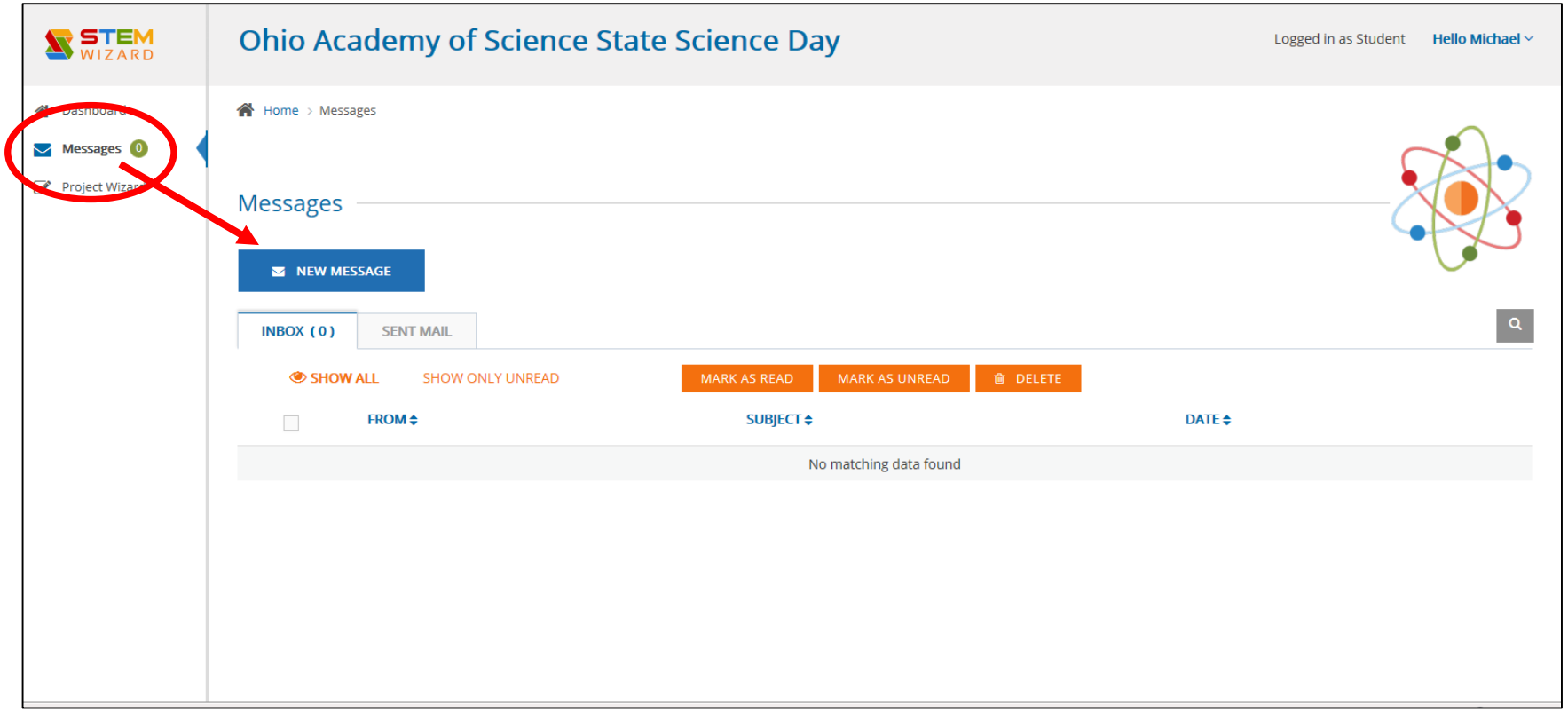
Registration Tips

- EDIT at any time in the process
- Contact Jamie Greiner for additional support
  - greineja@mountunion.edu
  - (330)-829-8161



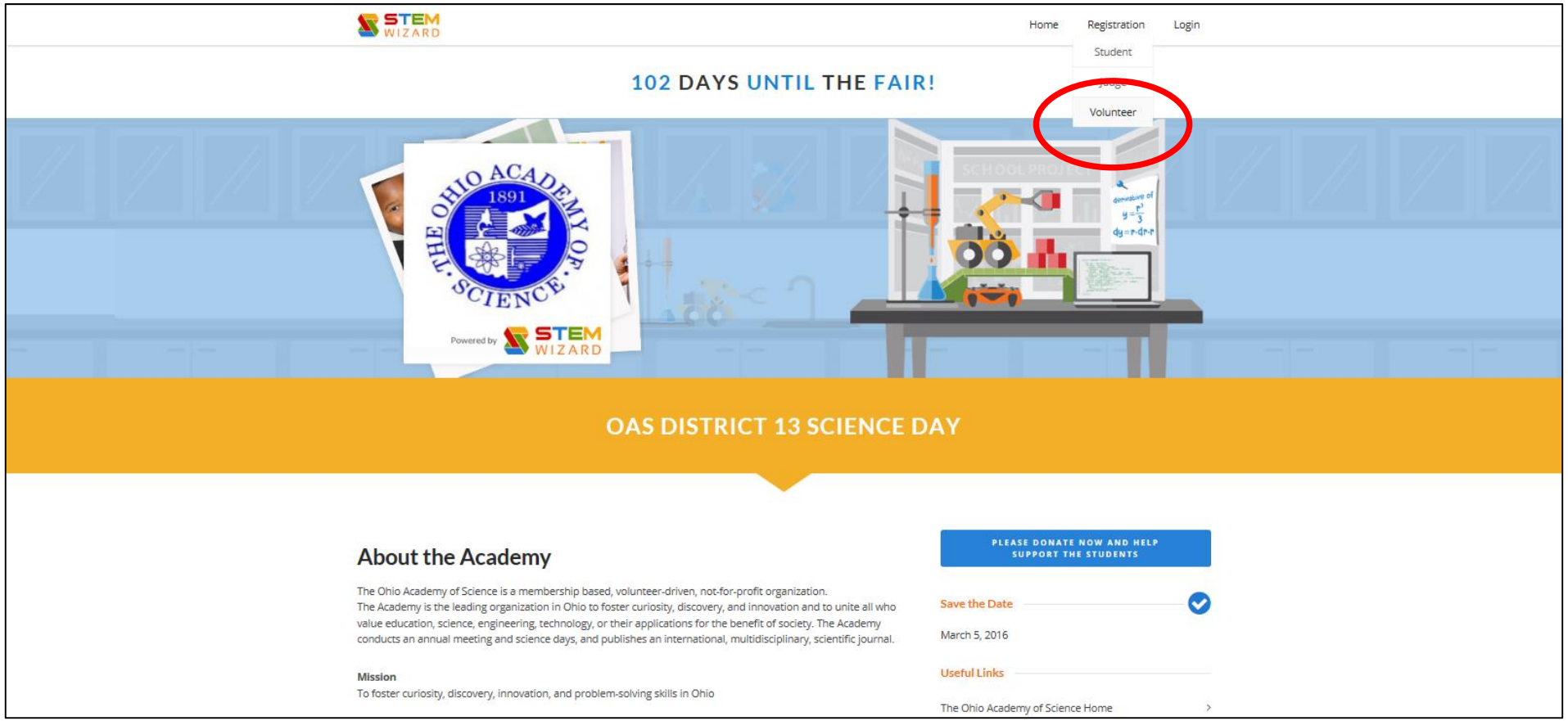
Send a Message Directly from Stem Wizard

- Click New Message
  - E-mail District Fair Director with questions/concerns
- OR contact Jamie Greiner directly for additional support
  - greineja@mountunion.edu
  - (330)-829-8161



Step by Step Guide to VOLUNTEER REGISTRATION

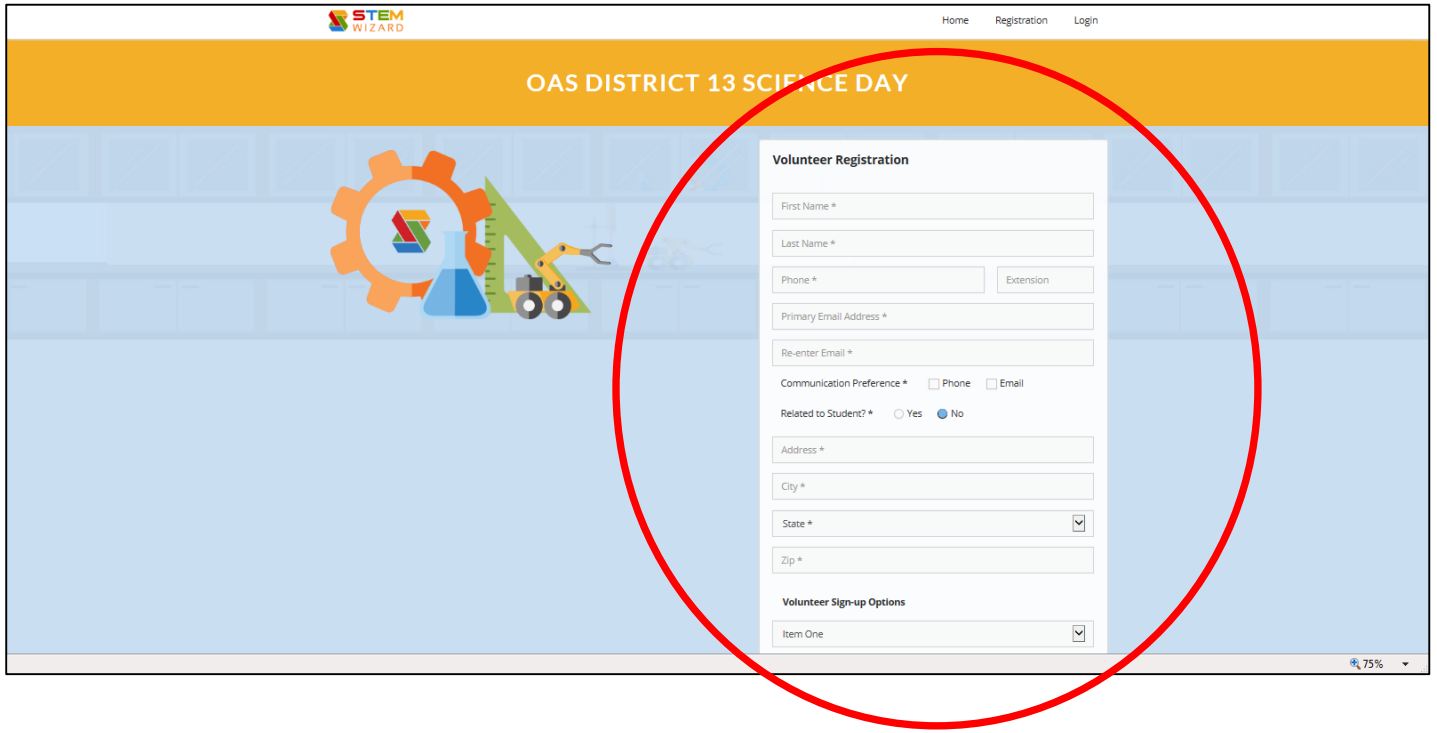
- https://oasd13.stemwizard.com/public_site/site/



STEM WIZARD

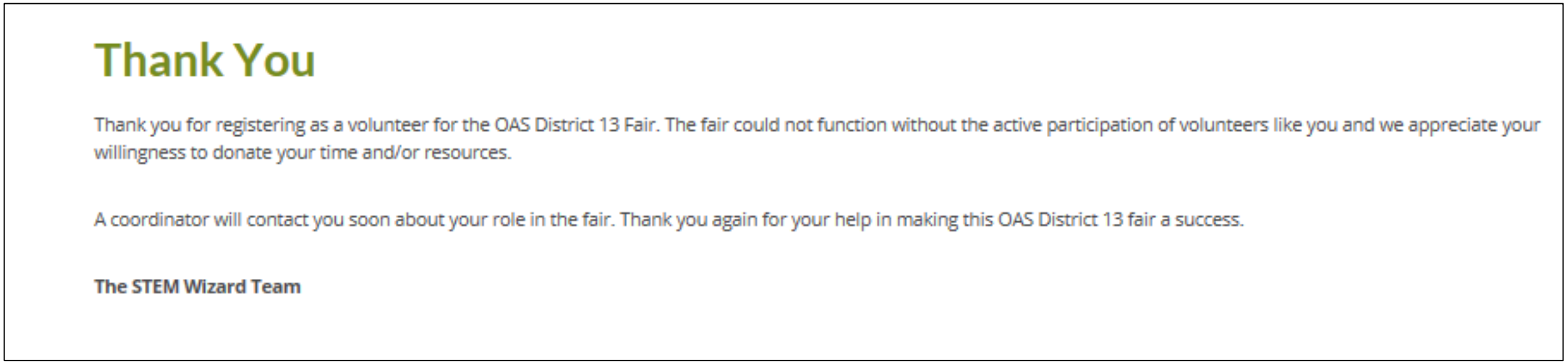
Step by Step Guide to VOLUNTEER REGISTRATION

- Enter the following:
  - First Name
  - Last Name
  - Phone Number
  - E-mail Address
  - Communication Preference
  - Related to Student
    - If Yes, you will be asked to enter the Students Name and Relation Name (aka. son, niece, grandson, etc.)
  - Address
  - Volunteer Sign-up Options
    - Choose Top 3 in order of preference (Awards Helper, Registration, Room Monitor, Volunteer Table, Runner, Sponsored Award Judges Room)
  - Skills and Experience
  - Comments
  - Read the Privacy Policy & Click box (required)
  - Click SUBMIT



Step by Step Guide to VOLUNTEER REGISTRATION

- The Message below will appear and you will be contacted soon about your role in the District 13 Science Fair.



Thank You

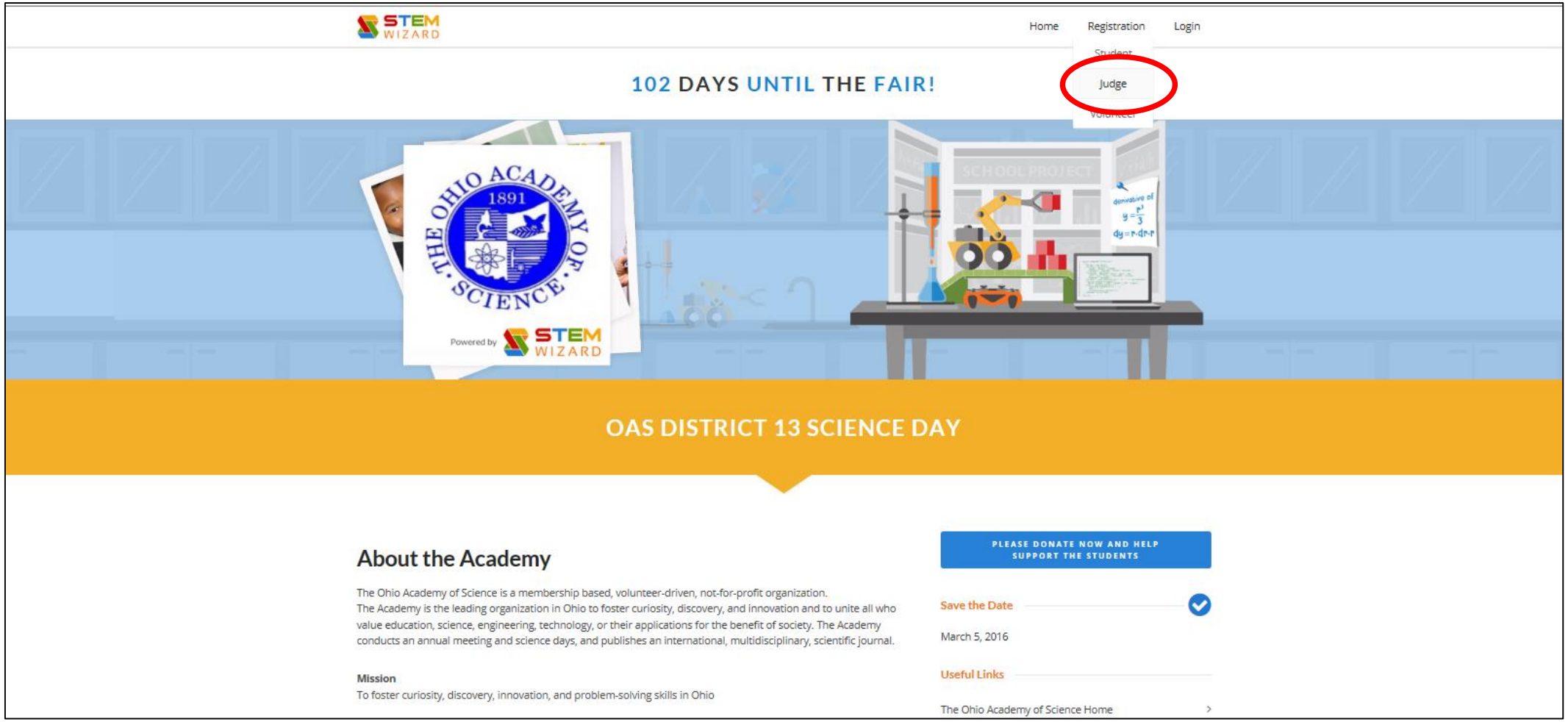
Thank you for registering as a volunteer for the OAS District 13 Fair. The fair could not function without the active participation of volunteers like you and we appreciate your willingness to donate your time and/or resources.

A coordinator will contact you soon about your role in the fair. Thank you again for your help in making this OAS District 13 fair a success.

The STEM Wizard Team

Step by Step Guide to JUDGE REGISTRATION

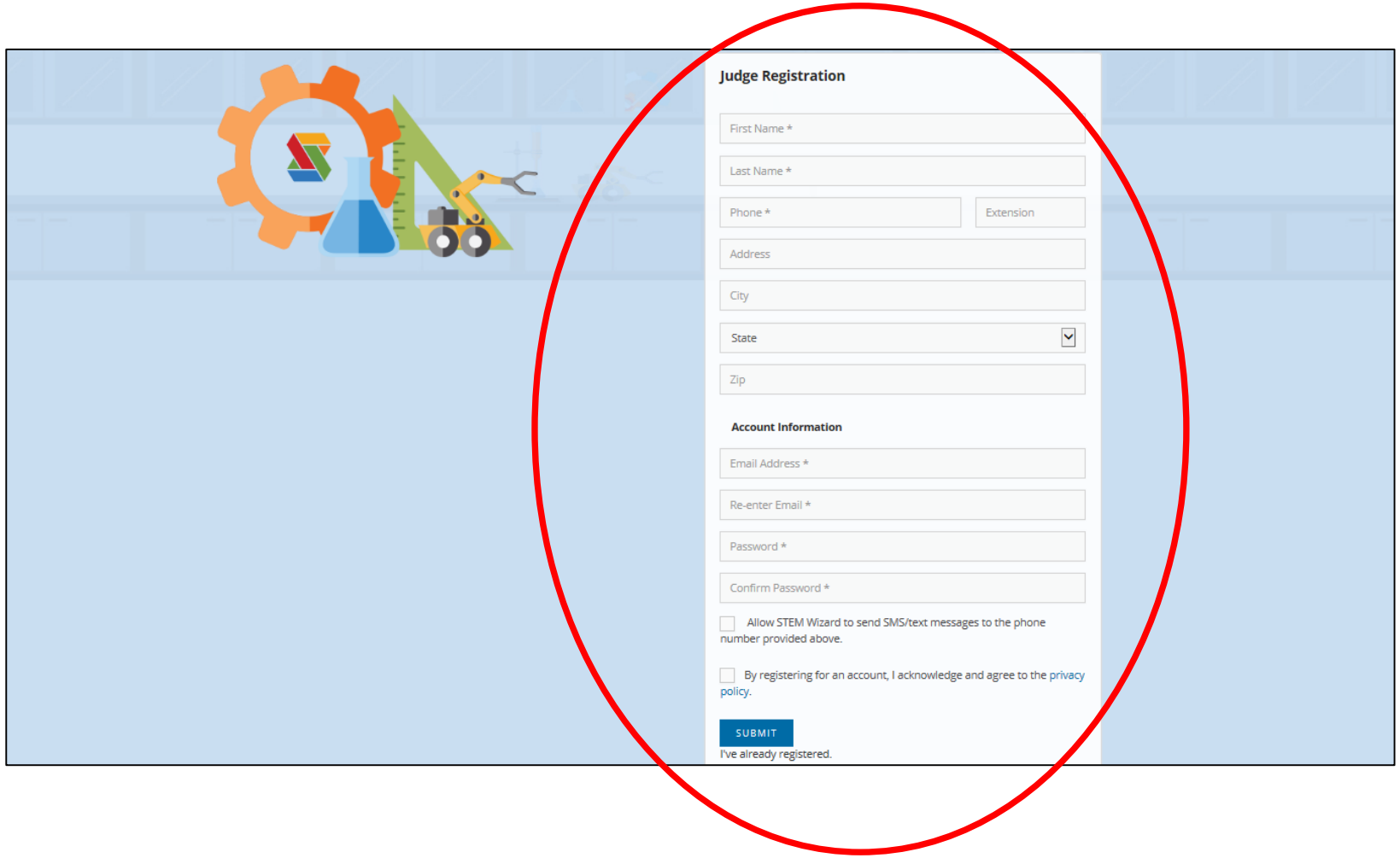
- https://oasd13.stemwizard.com/public_site/site/



STEM WIZARD

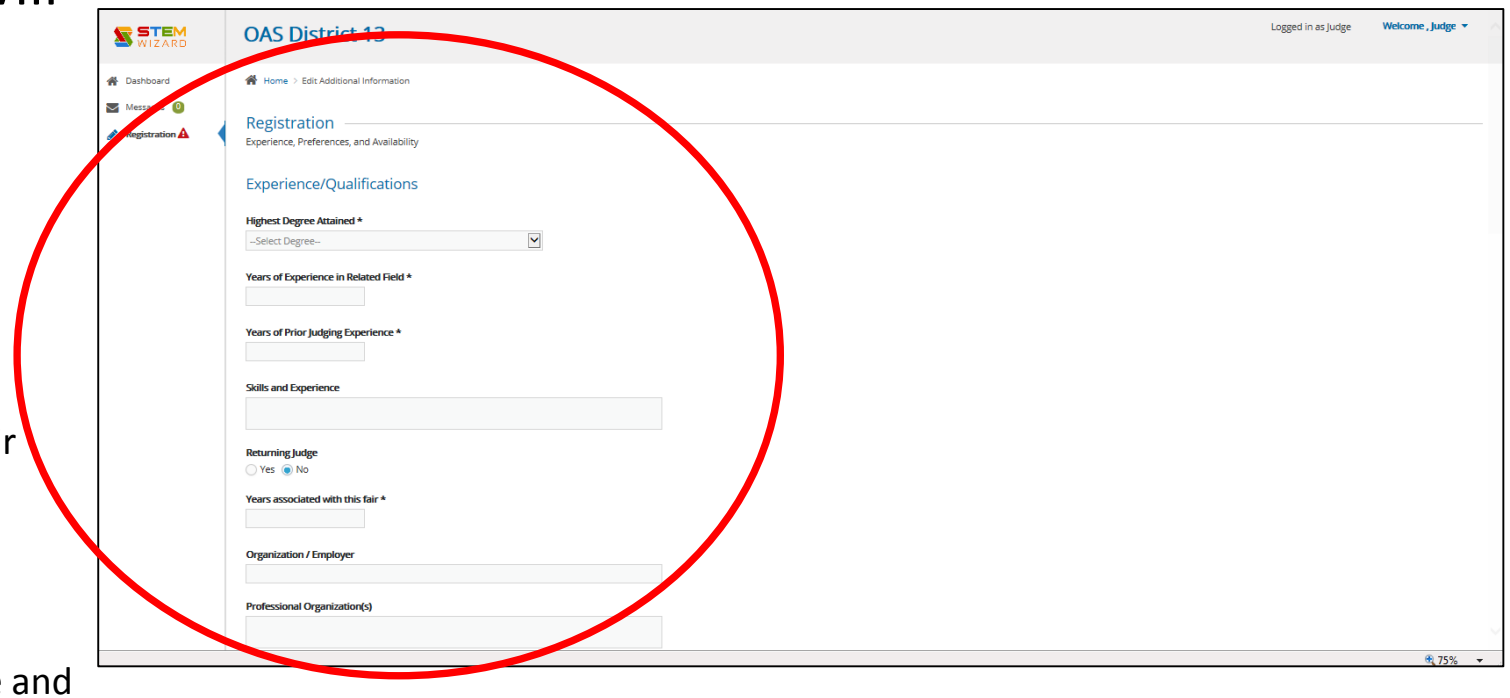
Step by Step Guide to JUDGE REGISTRATION

- Enter the following:
  - First Name
  - Last Name
  - Phone Number
  - Address
  - Account Information:
    - E-mail address
    - Password
  - Allow STEM Wizard to send SMS/text messages to the phone number provided above (optional)
  - Read Privacy Policy & Check Box (required)
  - SUBMIT



Step by Step Guide to JUDGE REGISTRATION

- After you Click SUBMIT, this screen will appear
  - Provide the following information:
    - **Experience/Qualifications**
      - Highest Degree Attained
      - Years of Experience in Related Field
      - Years of Prior Judging Experience
      - Skills and Experience
      - Returning Judge (Yes or No)
        - If Yes, Years associated with this fair
      - Organization/Employer
      - Professional Organization(s)
    - **Judge Availability**
      - Related to Student (Yes or No)
        - If yes, Enter Related Student Name and Relationship
      - Mentoring Student (Yes or No)
        - If yes, Enter Mentoring Student Name
      - Willing to be Lead Judge (Yes or No)
      - Willing to be a Special Awards Judge (Yes or No)
      - Comments
    - **Expertise Level**
      - Rate Each Category Listed
    - **Preferred Categories**
      - Select Category #1-#3
  - Click SUBMIT



THANK YOU! You will be contacted soon about your role in the District 13 Science Fair.

Registration Status: **Complete.** An administrator should be contacting you soon regarding your registration.

STEM WIZARD