Online Registration for FLASF STEM Fair using YSC Portal   January 2024

Welcome to FLASF student registration for the 2024 regional science fair.

Registration dates: **January 26 to Sunday March 3, 2024**
ProjectBoard completion deadline: **Sunday March 17, 2024**

Start here: https://flasf.on.ca/registration/

Follow the 3 steps to register for FLASF 2024:
1. Pay the registration fee online using the link on the page. Payment can be made by PayPal or credit card.
2. Once you have made your payment for the fair, scroll to the bottom of the payment confirmation screen and click the "Return to Merchant" link. You will be directed to the online registration link. Use the Registration Instructions below to complete this process. If you have any problems accessing the link, please email students@flasf.on.ca for help.
3. As part of the registration process, you will be prompted to create an account in the ProjectBoard virtual project display platform. **It is very important that you use the same email address and the same username when you create both accounts (YSC Portal account and ProjectBoard account).**

REGISTRATION INSTRUCTIONS

To register for FLASF 2024, you must create an account in the Youth Science Canada's online portal. There are six registration sections that must be completed by the registration deadline above for you to be fully registered. You should create your account now in order to hold your spot; however the remaining required information, including the ProjectBoard account, can be completed later, as long as it's before the deadline.
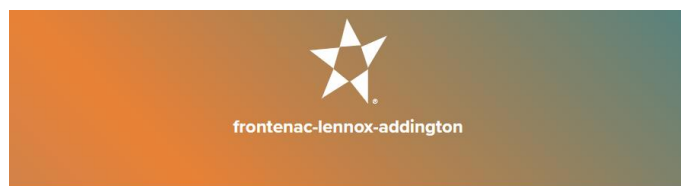
Registration

This is where you make an account for access to the YSC Portal which will take you to Project Board. Project Board is where you will create and upload your project for judging and public viewing.

Email

Enter your email

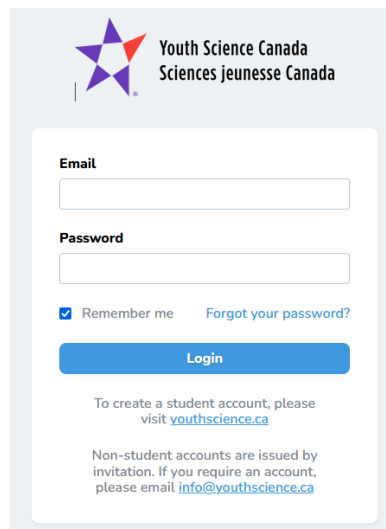**I am a student at a Canadian school**

● Yes   ○ No

**Create account**

Already have an account? **Login**

1. If you participated in FLASF 2022 or 2023 and already have an account, select "Login". **Use the same email address** as last year to login. Note that:
   a. if you don't remember the password, use the "Forgot your password?" link and follow the instructions to reset it;
   b. if you don't remember the email address that you used, please email projects@flasf.on.ca for help; and
   c. if you want to use a different email address, you must login using the previous email address to retain the account set-up under the existing Username. Once you are logged in, you can change the email address under "User Profile".

   Once you login successfully, the Youth Science Canada Dashboard will be displayed and you can skip to step 7 below.

2. If you are registering for FLASF for the first time, enter your email address to start the registration process. Use an email address that can receive incoming emails (some school email addresses do not allow this). If you do not have an email address, you can use your parent/guardian's email address. Note that:
   a. if you already have a ProjectBoard account, you must **use the same email address** here as the one you used for ProjectBoard so that the accounts can be linked; and
   b. if you have a project partner, they need to register separately. Both accounts can be linked to the project later (instructions are provided **in step 17)**.

3. Select "Yes" to the school question, including if you are homeschooled, and select "Create account".

4. Your account will be created and that email address will receive a Welcome email containing a login link, asking you to set a password. Click the "Set initial password" link.
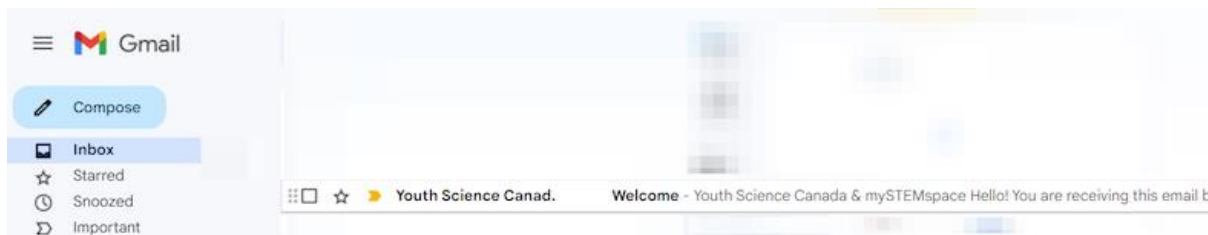
5. To complete the account set-up, enter your first and last names, **a unique username** that you will use later on to set up your ProjectBoard account, your postal code, your grade, set a password and confirm it. The province and region should already be set.

6. Select the appropriate checkboxes (you are 13 years or older, or you are a parent/guardian registering the account on behalf of a child who is under 13 years of age). Note that if you are a parent/guardian you must select both the "I am 13 years or older" and the "I am a parent…." boxes. Agree to the Terms of use and safe and ethical behaviour. Select "Continue".

7. You will be directed to the Youth Science Canada's Dashboard at https://portal.youthscience.ca/dashboards/main. Bookmark this page so you will be able to return to it easily to update your profile and access your project workspace in ProjectBoard.
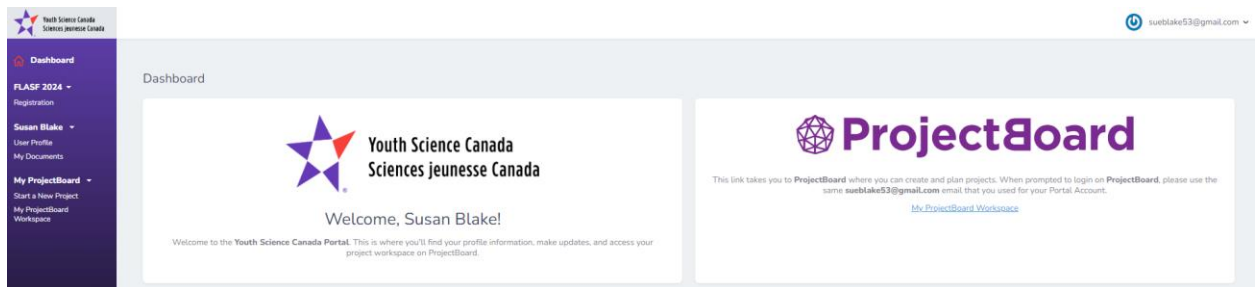
8. Under your name in the Dashboard on the left-hand side, select "User Profile" and verify that the information is displayed correctly. Select your preferred language, under "User Details", Region, ensure that "Frontenac, Lennox & Addington" is displayed, and select "Update User".

9. Under FLASF 2024 in the Dashboard, select "Registration". Before you begin, you will see a tracking bar for each section that shows 0 of 2 forms are completed. These bars will update as you complete and submit each section.
    a. Start with the sections under "About You". On each line, select the edit icon on the right beside 'Not started' to update the information.
    b. General Contact Information – fill in any information that is not already supplied and select "Submit" to save. Either use the back arrow to return to the Registration menu or select "Registration" again in the dashboard. The Status will now show as Completed and the tracker will update to show 1 of 6 forms completed.
    c. School Select – either select "I am home schooled" or in the blank box next to "School", start typing your school name. Your school should be displayed for you to select. Make sure you spell the name correctly or you won't find a match in our database (e.g., instead of KSS you will need to search for "Kingston Secondary School"). You can also search for a key word in your school's name (e.g., "Calvin") and then scroll through the schools in the dropdown to find your school. Once selected, the school name and address information will display in the next section. Choose your grade and select "Submit" to save. The Status will now show as Completed.

10. Skip over the "Your Project" section for now and go to "Additional Information".
    a. Enter your payment information. It is important that we have the email address that is associated with the PayPal or credit card used so that we can match up the payment with your registration.
    b. Enter your home address, grade at school and preferred T-shirt size. Answer the question related to Ramadan so that we can appropriately schedule your judging to avoid sunset, if this applies to you.
    c. There is a student declaration that you must read and agree to. If there is anything to which you cannot agree, select "No" and contact the FLASF Registrar at students@flasf.on.ca.
    d. Ask your parent/guardian to complete the "Parent/Guardian" section, including supplying an email address that your parent or guardian will check regularly. Your

parent/guardian must read the declarations section and either agree or select "No" and email us with any concerns (students@flasf.on.ca).

e. Answer the STEM outreach question.

f. Complete the "Ethics and Safety" section related to your project. If you haven't completed your project yet, you can return to this section later.

g. Complete the "Mentor Details" section. If you will not have a mentor to help you with your project other than your parent(s), enter "0" in the first box. If you will have a mentor(s), add their name(s), email address(es), organization(s) and describe the ways in which they helped you with your project. If you had more than 2 mentors, please email the information for additional mentors to students@flasf.on.ca. And If you haven't completed your project yet, you can return to this section later as well.

h. Click either "Save changes" if you will need to complete some of the information later, or "Submit" if you have completed this section.

11. You will use the "Your Project" section to create an account in the ProjectBoard online project platform and provide additional information about your project. You will use ProjectBoard to post the experimental details related to your project (summary, question, what you did, how you did it, what you observed, your conclusions, suggestions for further study) that will be used by the judges and also available for public viewing.

a. If you already have a ProjectBoard account, skip to item 14 below.

b. If not, go to the "Your Project" section and select "ProjectBoard" or the edit icon at the right. Select "Create Project".

c. Enter **the same email address** that you are using to register for FLASF, and click "Next".

d. Your account will be created and you will receive a verification code in your email. Copy and paste the code into the space provided and click "Continue". You will be prompted

to choose and confirm a password. The password does not need to be the same as the password for your portal account, but it can be. Click "Continue".

e. Now that you have created your account, you need to login for the first time.
   i. Enter your email address (the same address you used to create the account), "Next", your password, and "Login".
   ii. Enter the same Username here that you used in your Portal account.
   iii. You must now select the language for your project, and click "Next".
   iv. Confirm that your project is safe and ethical by reading through the checklist. Click on the "Safety and Ethics in STEM" link for more information. Then click "OK".

   v. Select the challenge that best describes your project and click "Apply". You can get more information about each challenge by clicking the information "i" symbol (if you are uncertain, select "Curiosity & Ingenuity").

12. You are now in your ProjectBoard workspace where you will add information to each of the tiles to create your project display. Each tile contains instructions on the text that should be included. There is a full ProjectBoard guide to help you with this at https://flasf.on.ca/project-information/ and also under "My Documents" in the Dashboard.

13. To save your workspace and link it to your YSC portal account, you must do 4 things:
    a. Enter a project title (this can be updated later);
    b. Add some text to the Summary "description" box (this can also be updated later);
    c. Click the top button to change the project from private mode to public mode, and confirm you want to publish the project; and
    d. Click "Save".

    This will publish your project, but only people with the URL will be able to see it so it's fine that you are not finished yet. Your project must be set to public to be visible on the YSC portal, which is where you will complete your FLASF registration.

14. Return to the YSC portal Dashboard to link your ProjectBoard account to your portal account. Once this is done you will be able to access your project from within the portal. Under FLASF 2024 in the Dashboard, select "Registration" and complete the sections under "Your Project".
    a. ProjectBoard – select the edit icon next to ProjectBoard, and your project title will be displayed, along with a link to your ProjectBoard workspace. Note that your project must be set to Public in order for it to appear correctly. Select the radio button next to the link, and "Submit" to return to the registration page. The Status will now show as Completed.

b. Project Information – choose your grade category, project language and project type.

c. If you are working with a partner, see **item 17** below to add your partner to your ProjectBoard workspace.

d. Under "Challenge", choose the STEM division that most closely matches the topic of your project. More information on these challenge types can be found at https://flasf.on.ca/project-information/.

e. Under "Project Summary", copy the summary from your ProjectBoard project once it is completed. The summary is limited to 150 words and should describe the highlights of your project without going into the details of your work. Click either "Save changes" if you will need to complete some of the information later, or "Submit" if you have copied your project summary.

15. On the Registration page, you will see that the status of each of the sections is displayed (completed, in progress, or not started). When you have finished your project, and are ready to complete your registration, select the edit icon next to "Registration Confirmation" under "Additional Information", confirm that you are completing your registration for FLASF, and select "Submit" to return to the registration page. This must be done by the **registration deadline of March 3, 2024**.

Registration Confirmation

☑ I confirm that I am completing my registration for the following event: Frontenac, Lennox & Addington Regional Science Fair *

Cancel   **Submit**

16. On the Registration page you should now see that 2 of 2 forms are completed for each section.

Participant Registration

ⓘ 2 of 2 forms completed

17. If you are working with a partner, both of you must register individually in the YSC portal and each of you needs a different email address and Username. Only **one** student creates the project in ProjectBoard. Once that student shares the project, both of you will be able to link to the project and work on it in ProjectBoard. The student creating the project in ProjectBoard should the following to share it with your partner:

a. Create the project.

b. On the Summary tile, click on the red "+" sign under the word Team.

c. On the Edit Members box, click on the red "+" sign to Add another row.

d. In the empty box add your partner's email address (the same one that they used to register in the YSC portal).

e. Set their role to Co-owner and click Save.

18. Both partners need to link to the project in their YSC portal accounts as part of their registration.