Student Online Registration for FLASF STEM Fair using YSC Portal
January 2025

Welcome to FLASF student registration for the 2025 regional science fair.

Registration dates: **January 15 to Sunday March 2, 2025**
ProjectBoard completion deadline: **Friday March 14, 2025**

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

Follow these 3 steps to register for FLASF 2025:

1. Pay the registration fee online using the payment link on the page. Payment can be made by PayPal or credit card.
2. Access the online registration here: https://portal.youthscience.ca/short/jHzlj
   Use the Registration Instructions below to create a YSC portal account and to complete your registration. If you have any questions, please email projects@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 2025, 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.

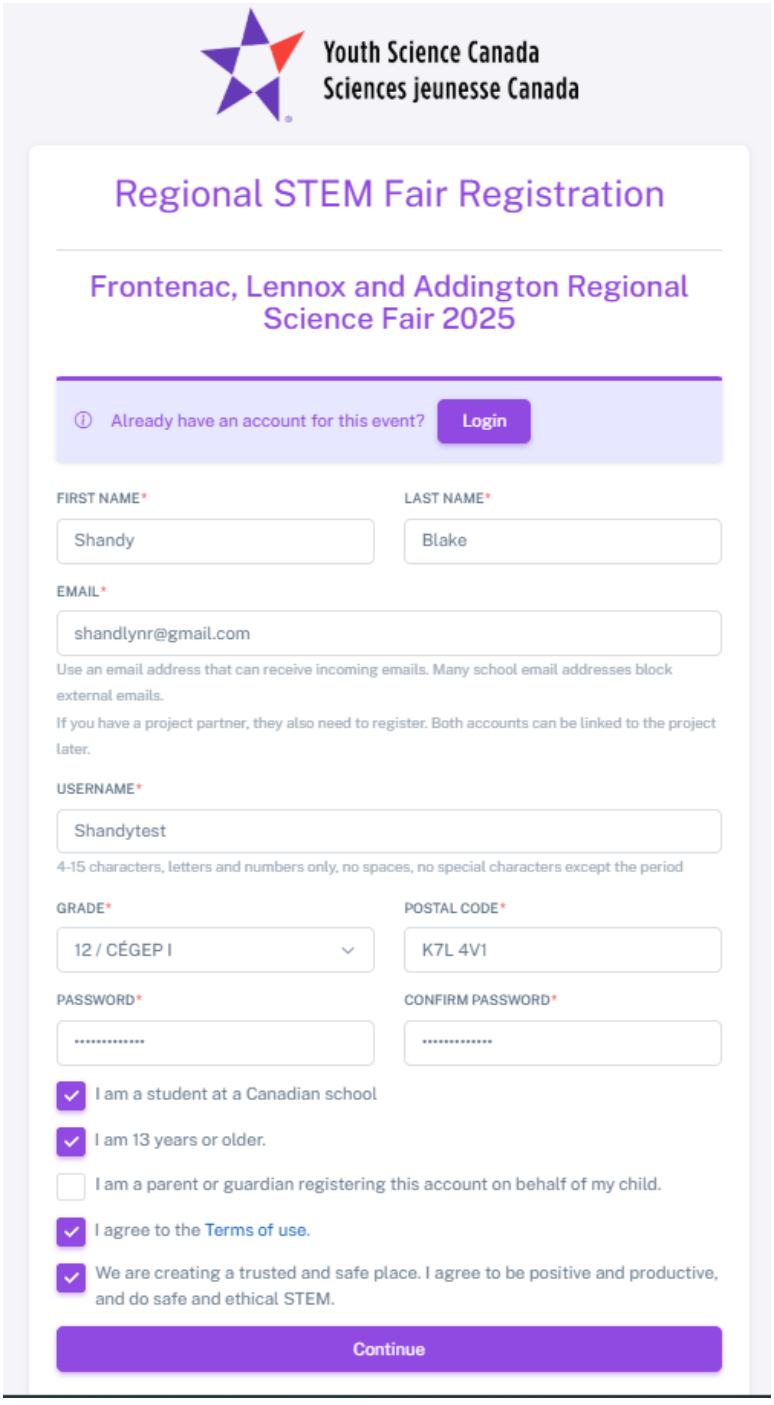
1. If you participated in FLASF 2023 or 2024 and already have an account, select the purple "Login" button. **Use the same email address** as last year to login. Note that:
   a. if you don't remember the password, use the "Forgot password?" link and follow the instructions to reset it;
   b. if you 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 "My Profile".

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

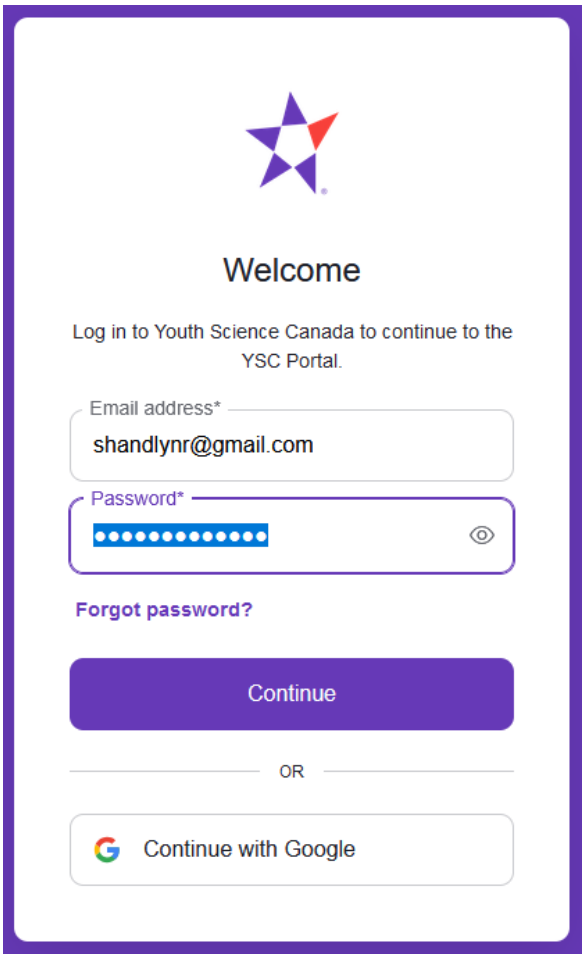
2. If you are registering for FLASF for the first time, enter your first and last names and an email address to start the registration process. Use an email address that can receive incoming emails (some school email addresses do not allow this). If you do not have an email address, you can use your 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 10)**.

3. Next, enter **a unique username** that you will use later on to set up your ProjectBoard account, your grade, postal code, set a password and confirm it.

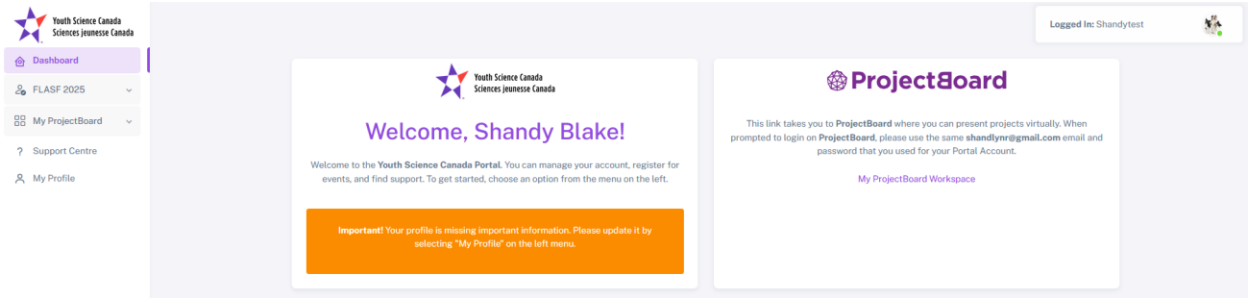


4. Select the appropriate checkboxes (you are a student, including if you are homeschooled; you are 13 years or older, or you are a parent/guardian registering the account on behalf of a child who is under 13 years of age). Note that if you are a parent/guardian you must select both the "I am 13 years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



5. Your account will be created and that email address will receive a "Verify your email" message from Youth Science Canada (YSC) containing a link to "Verify Your Account". Click on the link and you will then receive a message that your email has been verified.

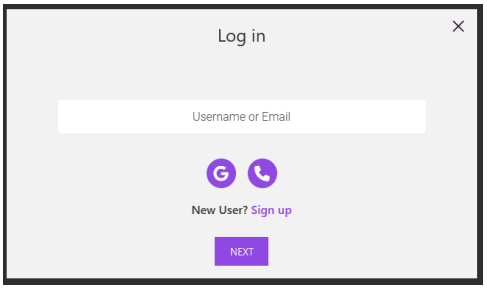
6. Return to the online registration page at https://portal.youthscience.ca/short/jHzlj and select the purple "Login" button, then the Youth Science Canada "Sign in" button. Enter the email address and password you used to create your account and select "Continue". You will be directed to the Youth Science Canada's Dashboard at https://portal.youthscience.ca/. Bookmark this page so you will be able to return to it easily to update your profile and access your project workspace in ProjectBoard.



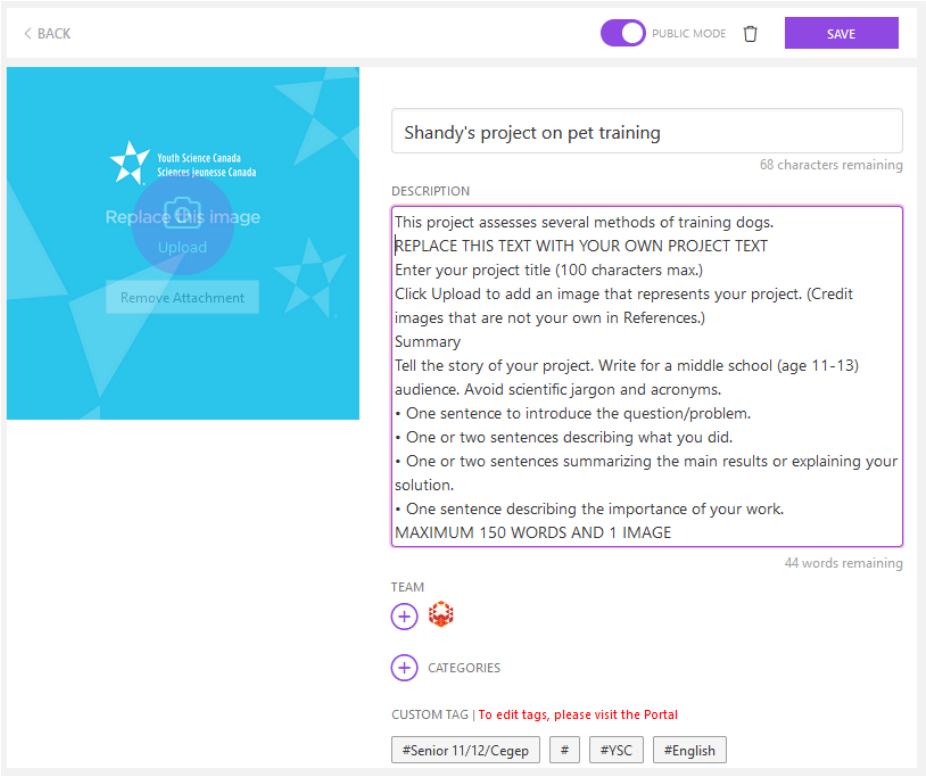
7. Select “My Profile” from the menu on the left-hand side, complete the required information and click “Submit”.

8. Under FLASF 2025 in the Dashboard, select “Registration”. There are 16 tabs with registration information that must be completed to be fully registered, plus a Confirmation tab.
    a. Start with the Identification and Contact Information sections – verify that the information supplied is correct and select “Submit” or “Save Changes” to save.
    b. Select the Emergency Contact tab - supply the required information including an email that will be checked and at least one phone number. Select “submit”.
    c. Select the School tab – either select “I am home schooled” or in the blank box under “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. Verify your grade and select “Submit” to save.

9. You will use the ProjectBoard 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 will also be available for public viewing.
    a. 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. However, only **one** student creates the project in ProjectBoard.
    b. If you are creating the project, in the ProjectBoard Information section select the purple “Create Project” button.
    c. Enter **the same email address or the same username** that you used to register for FLASF, and click “Next”.

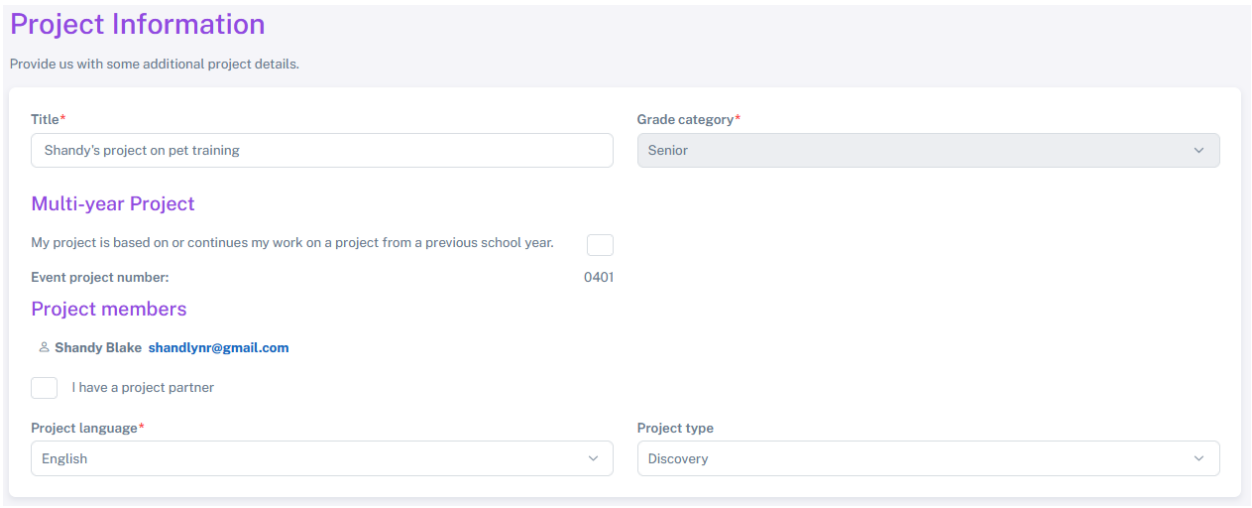


d. Enter your password and you will be directed to the ProjectBoard virtual platform where you will add information to each of the tiles to create your project display. Each tile contains instructions on the text that should be included. There is a full ProjectBoard guide to help you with this at https://flasf.on.ca/project-information/ and also under "Support Centre" in the portal Dashboard.
e. 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 temporary text to the Description box;
    c. Make sure that the top button is set to "Public Mode"; and
    d. Click the top button to change the project from private mode to public mode, and confirm you want to publish the project; and
    e. Click "Save".

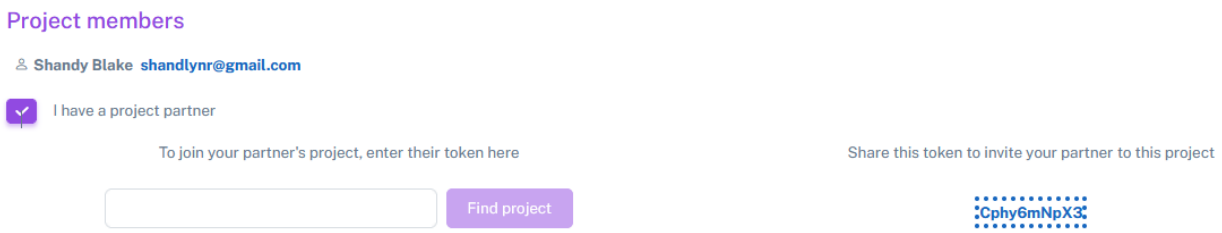


f. Return to the YSC portal and your project should now appear on the ProjectBoard tab under "Projects". If you create multiple projects you will need to select the one you intend to present at FLASF 2025 by selecting it, and click "Submit".
g. If you are not creating the project, go to step 10 and follow the instructions for projects with partners.

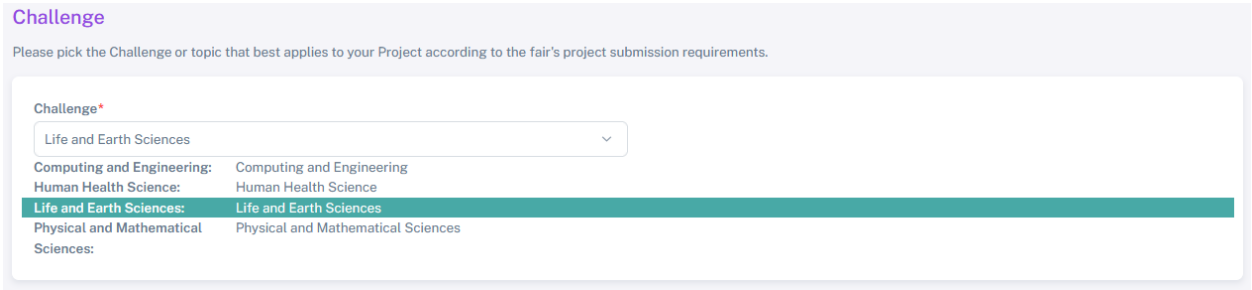
10. Select the Project Information tab – verify your project title, indicate whether this is a multi-year project, whether you have a partner, your project language and type.



a. If you have a partner, both of you need to create YSC portal accounts to register for FLASF. However, only one of you should use the ProjectBoard link to create the project (otherwise there will be multiple projects created). Select the checkbox to indicate that you have a partner, and then do one of these things:
    i. If you created the project in ProjectBoard, send the token (code) provided in the blue dotted box to your partner so they can enter it in this section and join the project; or
    ii. If your partner created the project in ProjectBoard, ask them to send you the token (code) provided in their registration when they select the partner box so that you can enter it in the box in this section of your registration.



b. 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/.



c. 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.

11. Select the Payment tab – indicate whether you have paid the $15 registration fee via the FLASF website, and if so, provide the email address that is associated with the PayPal or credit card used so that we can match up the payment with your registration.

12. Select the Home Address and preferred T-shirt Size tabs – enter the required information.

13. Select the Religious Observance tab – answer the question related to Ramadan so that we can appropriately schedule your judging to avoid sunset, if this applies to you.

14. Select the Student Declaration tab – 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.

15. Select the Parent/Guardian tab – ask your parent/guardian to complete this information, including supplying an email address that they will check regularly. Whewn we email students for any reason we generally copy the parents/guardians as well.

16. Select the Parent Declaration tab – there is a parent declaration that they must read and either agree to or select “No” and email us with any concerns students@flasf.on.ca.

17. Select the STEM Outreach tab – answer the STEM outreach question.

18. Select the Ethics and Safety tab – complete these sections related to your project. If you haven’t completed your project yet, you can return to this section later.

19. Select the Mentor Details tab – 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.

20. Select the Confirmation tab – select the checkbox to confirm that you are completing your registration for FLASF, and select “Submit”. You will only be able to access this tab once all other tabs have been completed and submitted.

    Confirmation must be done by the registration deadline of March 2, 2025.