

Online Registration for FLASF STEM Fair using YSC Portal

January 2023

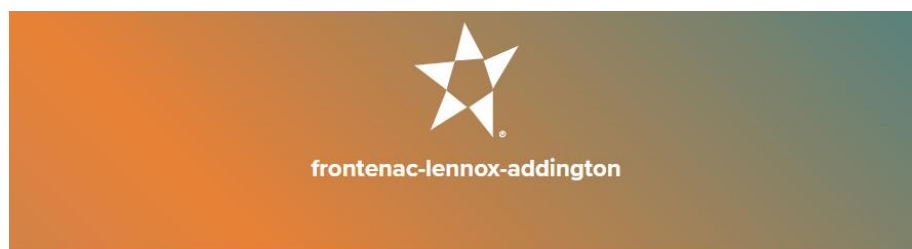
Welcome to FLASF student registration for the 2023 regional science fair.

Registration dates: January 27 to Friday March 10, 2023

Project completion deadline: Sunday March 19, 2023

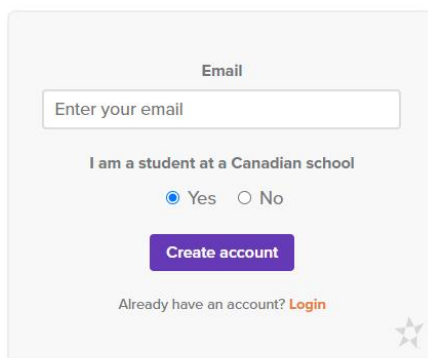
Once you have made your payment for the fair, you should be directed to the online registration link. If you have any problems accessing the link, please email students@flasf.on.ca for help.

The “Return to Merchant” link on the payment confirmation screen will take you to this webpage:



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

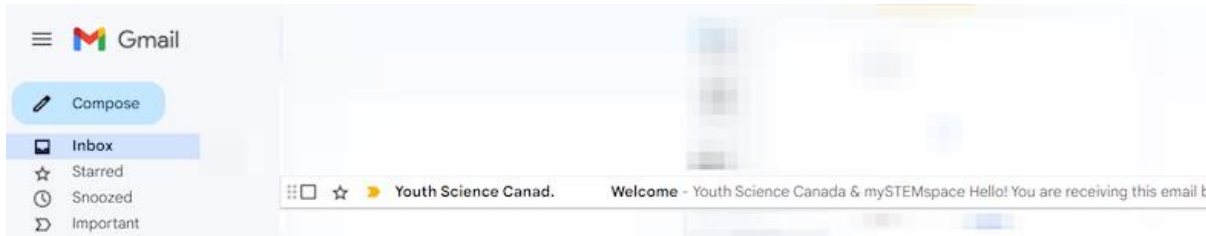
Yes No

Create account

Already have an account? [Login](#)

1. Enter your email address to start the registration process, or select “Login” if you participated in FLASF 2022 and already have an account. 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 participated in FLASF in 2022, **use the same email address** as last year to login. If you don’t remember the address, please email students@flasf.on.ca for help.
 - b. 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

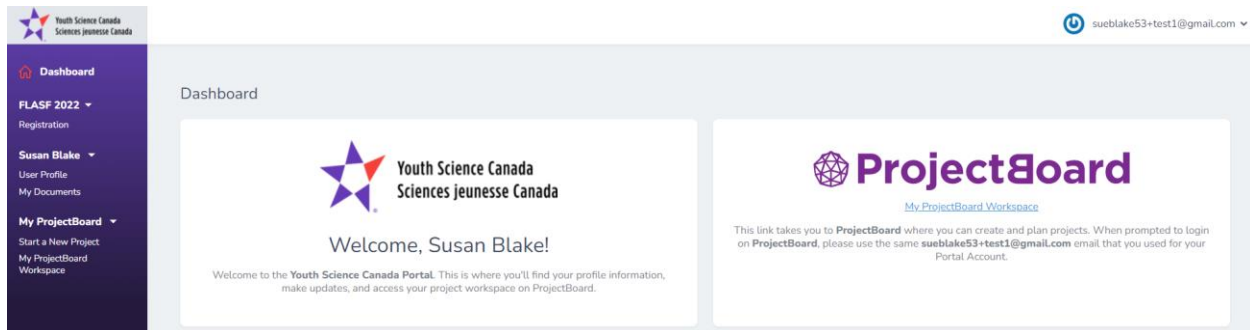
- c. if you have a project partner, they need to register separately and both accounts can be linked to the project later (instructions are provided **in step 18**).
2. Select “Yes” to the school question, including if you are homeschooled, and select “Create account”.
3. Your account will be created and you will receive a Welcome email containing a login link, asking you to set a password. Click the “Set initial password” link.



4. To complete the account set-up, enter your first and last names, a unique username, your postal code, your grade, set a password and confirm it. The province and region should already be set.

A screenshot of the Youth Science Canada registration form. The form is titled 'Welcome to Youth Science Canada's science fair portal!' and features the organization's logo. The registration fields are: First name (Susan), Last name (Blake), Username (sueblake53test1, with a note '4-20 characters, letters and numbers, no spaces' and a green checkmark indicating 'Username is available'), Province (Ontario), Region (Frontenac, Lennox & Addington - Kingston), Postal Code (K7L 4V1), and Grade (9 / Secondary III). There are two password fields: Password and Confirm Password, both masked with asterisks. Below the fields are three checkboxes: 'I am 13 years or older.' (checked), 'I am a parent or guardian registering this account on behalf of my child.' (unchecked), and 'I agree to the Terms of use' (checked). A final checkbox states 'We are creating a trusted and safe place. I agree to be positive and productive, and do safe and ethical STEM' (checked). A blue 'Continue' button is at the bottom.

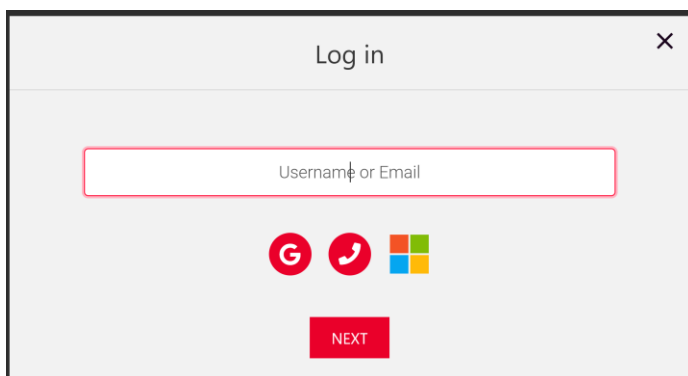
5. Select the appropriate checkboxes (you are 13 years or older, or you are a parent/guardian registering the account on behalf of a child who is under 13 years of age). Note that if you are a parent/guardian you must select both the “I am 13 years or older” and the “I am a parent...” boxes. Agree to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



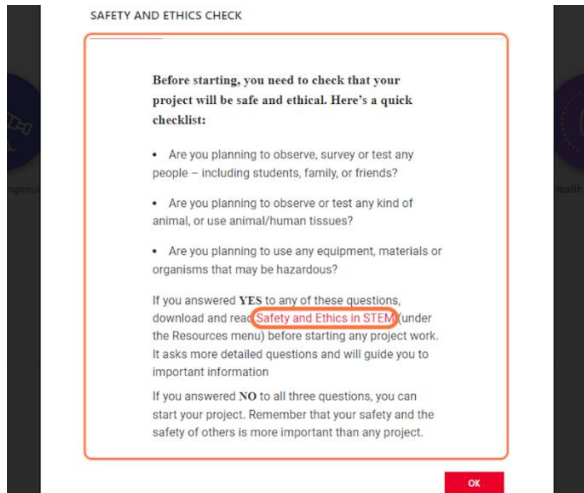
7. Under your name in the Dashboard on the left-hand side, select “User Profile” and verify that the information is displayed correctly. Select your preferred language, under “User Details”, Region, ensure that “Frontenac, Lennox & Addington” is displayed, and select “Update User”.
8. Under FLASF 2023 in the Dashboard, select “Registration”. Before you begin, you will see a tracking bar that shows 0 of 6 forms are completed. This bar 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.
9. Skip over the “Your Project” section for now and go to “Additional Information”.
 - a. Enter your home address, grade at school and preferred T-shirt size. 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.
 - b. Ask your parent/guardian to complete the “Parent/Guardian” section, including supplying an email address that your parent or guardian will check regularly. **This email**

address should be the same one that was used for the payment step so that we can match up your registration with your payment. Your parent/guardian must read the declarations section and either agree or select “No” and email us with any concerns (students@flasf.on.ca).

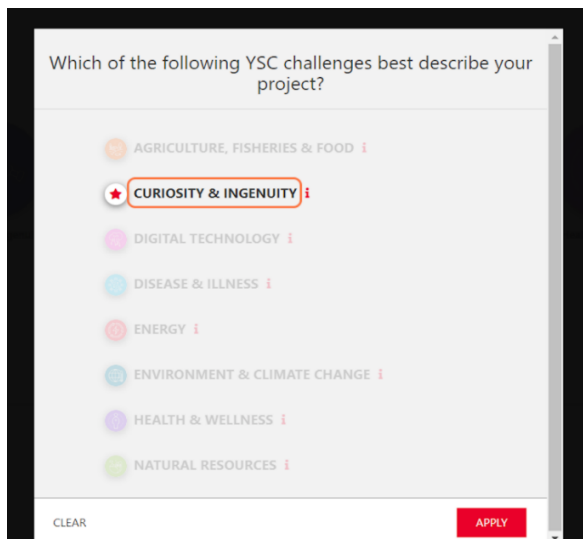
- c. Answer the STEM outreach question.
 - d. Complete the “Ethics and Safety” section related to your project. If you haven’t completed your project yet, you can return to this section later.
 - e. Complete the “Mentor Details” section. If you did not have a mentor, enter “0” in the first box. If you had a mentor(s), add their names, email addresses, organizations 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.
 - f. Click either “Save changes” if you will need to complete some of the information later, or “Submit” if you have completed this section.
10. If you already have a ProjectBoard account, skip to item 15 below. If not, you must now set up an account in ProjectBoard to create your project for viewing and judging. Go back to the Dashboard in the portal, and under “My ProjectBoard”, select “Start a New Project”. Enter **the same email address** that you are using to register for FLASF, and click “Next”.



11. 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”.
12. Now that you have created your account, you need to login for the first time.
- a. Enter your email address (the same address you used to create the account), “Next”, your password, and “Login”.
 - b. You must now select the language for your project, and click “Next”.
 - c. 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”.



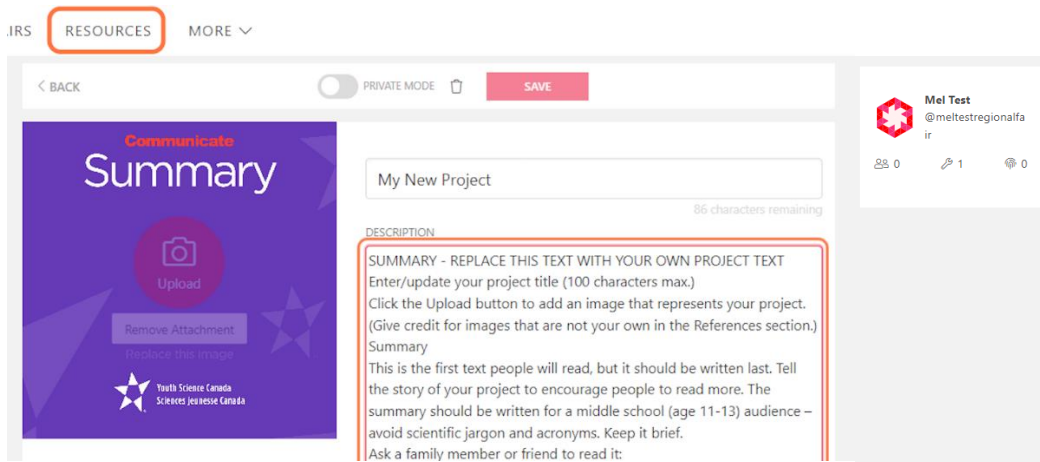
- d. Select the challenge that best describes your project and click “Apply”. You can get more information about each challenge by clicking the information “i” symbol (if you are uncertain, select “Curiosity & Ingenuity”).



13. 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.

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



15. 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 2023 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.

ProjectBoard Information

ProjectBoard Requirement
Connecting your project to ProjectBoard is **required** for Frontenac, Lennox & Addington Regional Science Fair

Projects

PROJECT NAME	SELECT	LINK
Test FLASF Project 1	<input type="radio"/>	Link

Cancel

- b. Project Information – choose your grade category, project language and project type.
 - c. If you are working with a partner, see **item 18** 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.
16. 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, 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 10, 2023**.

Registration Confirmation



I confirm that I am completing my registration for the following regional fair: Frontenac, Lennox & Addington Regional Science Fair

17. At the top of the page you should now see that 6 of 6 forms are completed.


Participant Registration



6 of 6 forms completed

18. 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. 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. After creating the project in ProjectBoard, do the following to share it with your partner:
- a. On the Summary tile, click on the red “+” sign under the word Team.
 - b. On the Edit Members box, click on the red “+” sign to Add another row.
 - c. In the empty box add your partner’s email address (the same one that they used to register in the YSC portal).
 - d. Set their role to Co-owner and click Save.

Edit Members ✕

 sueblaketest1	Owner ▼	Custom role
partner email	Co-owner ▼	Custom role 🗑️

+ Add another row Save

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