



London District Science & Technology Fair Instructions for Teachers Inviting Students to Participate

1. **Web site:**
 - a. Visit: <https://secure.ysf-fsj.ca/sfiab/londondistrict/index.php/>
2. **Click on School Login**

London District Science & Technology Fair Inc. Not Logged In

Home Page
Important Dates
Participant Registration
Confirmed Participants
Judges Registration
Volunteer Registration
Committee
Winners
Committee Login
School Login
English
Contact Us

Faculty of Education
Althouse College,
The University of Western Ontario
Setup Friday 3 April 2009.
Judging Saturday 4 April 2009.
Awards Ceremony 2:00 pm Sunday 5 April 2009.

Fair Registration and Management
Registration for Participants
Registration for Judges
Registration for Volunteers

**For all information about the fair,
Visit the LDSTF Web Site here**
Welcome!

Two Web Sites
The first site, www.ldstf.ca, is the information site.
Visit it to find answers to any questions.
The second site, is this one, is the administrative site.
Students, judges and volunteers use it to register.
The committee uses it to run the fair.

3. **School Login.**
 - a. Choose your school from the drop down list. If it is missing, send an email message to registrar@ldstf.ca.
 - b. Enter your school Access Code. If you do not know what it is, send an email to the registrar@ldstf.ca.

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School Access
Welcome to the School Access Page. This page allows your school to provide several key pieces of information for the fair, as well as feedback about the schools experience with/at the fair.
Please login below by selecting your school and entering your school Access Code that you received in your package

School:
Access Code:

4. Your School

- Update the school and science teacher information.
- Click the **Save Changes** button.
- You only need to do this once each year.

Not Logged In

School Access

Aberdeen

School Information
Please make sure your school contact information is correct, make any necessary changes:

School Name:

Address:

City:

Province:

Postal Code:

Phone Number:

Fax Number:

Science Teacher:

Science Teacher Email:

Science Teacher Phone:

(If different than above)

Participant Registration Invitations
In order for your school's students to register for the fair, you must first invite them via email. Use the 'Participant Registration Invitations' link below to invite your students to the fair

[Participant Registration Invitations](#)

School Feedback / Questions
We are always welcome to any feedback (both positive and constructive criticism!), or any questions you may have. Please use the following form to communicate with the science fair committee!

Feedback is disabled until a science teacher email address is entered above

5. Participant Registration

- Click the **Participant Registration Invitations** link.
- Enter the information required.
- The **Contact Email Address** will usually be yourself or a trusted parent. If a student does not have an email address, you or the trusted parent will have to convey the information received in several emails to them.
- Click the **Invite Participant** Button

Not Logged In

School Participant Invitations

<< Return to school access main page

In order for your school's students to register for the fair, you will need to invite them to register. Simply enter their email address below to invite them to register. **Important:** for group projects, only add one of the participants, that participant will then add the other group member(s) to the project

Student Email Address: Or unique username for student

Contact Email Address: Any emails that would normally go to the student, will also be sent to this address

Student First Name:

Student Last Name:

Grade:

Invited participants from your school

Last Name	First Name	Email Address	Grade	Registration Number	Actions
Whippey	Patrick	pwhippey@uwo.ca	6	509019	<input type="button" value="Login"/> <input type="button" value="Uninvite Button"/>

- e. When you have entered all the invitations in this session, click the **School Logout** button
- 6. Uninviting a student**
 - a. Click the red button with a white cross on the right.
 - 7. Entering further information**
 - a. You can log in at any time to add more students or to edit existing entries.
 - 8. Completing Registration.**
 - a. It is the student's responsibility to complete registration. Each will receive an email with full instructions, and their Registration Number. In brief they must:
 - b. Visit the same web site.
 - c. Click on the **Participant Registration** button.
 - d. Enter their email address (or username) that you entered.
 - e. Enter their **Registration Number**.
 - f. Complete several screens of information.
 - g. Send their signed Permission Forms via Canada Post to the address provided. The student, their parent/guardian and the teacher must sign it.
 - 9. First Email received by the student**

Hello,

Welcome to the London and District Science & Technology Fair. You can now log on as a participant, and complete your registration.

Visit this web site: <https://secure.yzf-fsj.ca/sfiab/londondistrict/>

Click on "Participant Registration" on the left hand side of the screen

Enter your email address (or User Identification if you do not have an email address), followed on the next screen by your Registration Number.

Email address: pwhippey@uwo.ca

Registration Number: 509019

We are looking forward to having you as a participant in the London District Science & Technology Fair Inc.

Yours sincerely,
The LDSTF Committee

10. Thank you

Thank you indeed for making this opportunity available to your students. We so much appreciate the time, enthusiasm and effort you bring to bear.