



London District Science & Technology Fair

Instructions for Teachers

Inviting Students to Participate

Register Your School

1. Web site:

- a. Visit: <https://secure.ysh-fsj.ca/sfiab/londondistrict/index.php/>

The screenshot shows the website header with the logo and the text "London District Science & Technology Fair Inc." and "Not Logged In". The left sidebar contains a menu with "Home Page", "Important Dates", "Committee", "Winners", "Login/Register", "English" (dropdown), and "Contact Us". The main content area features the event details: "Faculty of Education, Althouse College, The University of Western Ontario, Setup Friday 26 March 2010, Judging Saturday 27 March 2010, Awards Ceremony 2:00 pm Sunday 28 March 2010." It also includes a "Fair Registration and Management" section with links for "Registration for Participants", "Registration for Judges", and "Registration for Volunteers". A "For all information about the fair, Visit the LDSTF Web Site here" link is present with a "Welcome!" message. At the bottom, there is a "Two Web Sites" section explaining the information and administrative sites.

2. Click on Login/Register

3. Click on *I am a teacher or science fair coordinator at a school*

The screenshot shows the "Login/Register" page with the same header and sidebar. The main content area is titled "Login/Register" and asks the user to "Please choose one of the following:". The options are: "Participant" (I am a participant), "Judge" (I am a judge and I already have an account, I am a new judge and would like to register to judge), "Sponsor" (I am an existing sponsor, I would like to become a sponsor), "Teacher/School" (I am a teacher or science fair coordinator at a school), "Volunteer" (I am a volunteer and I already have an account, I am a new volunteer and would like to help out), and "Committee" (I am a committee member). A red arrow points to the "Teacher/School" option.

4. School Access.

London District Science & Technology Fair Inc. Not Logged In

School Access

You have been logged out from the school access page

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:

4C

- a. Choose your school from the drop down list. If your school is missing, send an email message to registration@ldstf.ca.
- b. Enter your school Access Code. If you do not know what the access code is, send an email to the registration@ldstf.ca.
- c. Click on *Login*

5. Your School

London District Science & Technology Fair Inc. 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)

5B

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](#) **6A**

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

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

Register Your Students

6. Participant Registration

- Click the *Participant Registration Invitations* link.



- Home Page
- Important Dates
- Committee
- Winners
- School Home
- Logout
- English ▼
- Contact Us

6F

School Participant Invitations

<< Return to school access main page

The participant has been successfully invited

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

You have invited 1 project(s) for your school

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

6D

Invited participants from your school

Last Name	First Name	Email Address	Grade	Registration Number	Actions
Whipsey	Patrick	pwhipsey@hotmail.com / abwhipsey@gmail.com	8	329035	<input type="button" value="Login"/> <input type="button" value="X"/>

- b. Enter the information required.
- c. The **Contact Email Address** will usually be yourself or a parent/ guardian. If a student does not have an email address, as is the case in this example, you or the trusted parent will have to convey the information received in several emails to them.
- d. Click the **Invite Participant** Button.
- e. When you have entered all the invitations in this session, click the **Logout** button (labelled 6F in the diagram above).

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 website - <https://secure.yfs-fsj.ca/sfiab/londondistrict/index.php/>
- c. Click on the **Login/Register** button.
- d. Click on the **I am a Participant** button.
- e. Enter their email address (or username) that you entered in Step 6
- f. Enter their Registration Number.
- g. Complete several screens of information
- h. Send their signed Signature Page via Canada Post to the address provided. The student and their parent/guardian must sign the Signature Page.

9. First Email received by the student

Hello,

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

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

Click on "**Login/Register**" on the left hand side of the screen.

Click on the ***I am a participant*** button.

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: pwhipsey@uwo.ca

Registration Number: 509019

Visit all the screens in turn, and fill in all the information.

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.