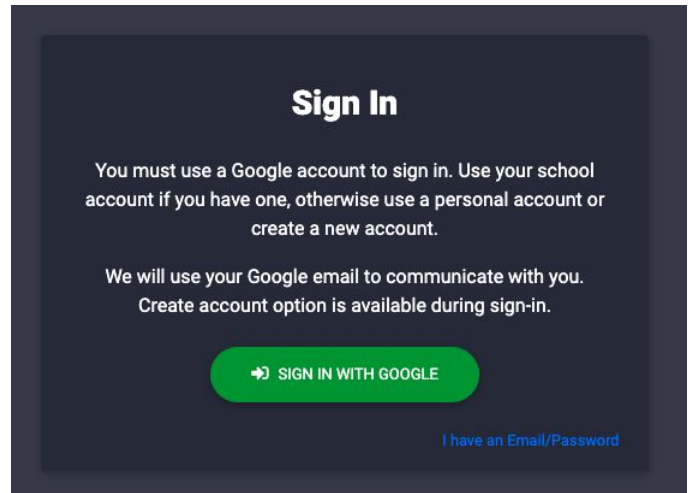


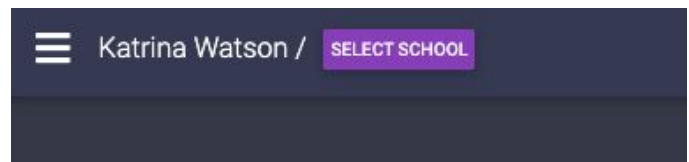
CYSF 2024 - School Registration and Project Registration Instructions

SCHOOL REGISTRATION

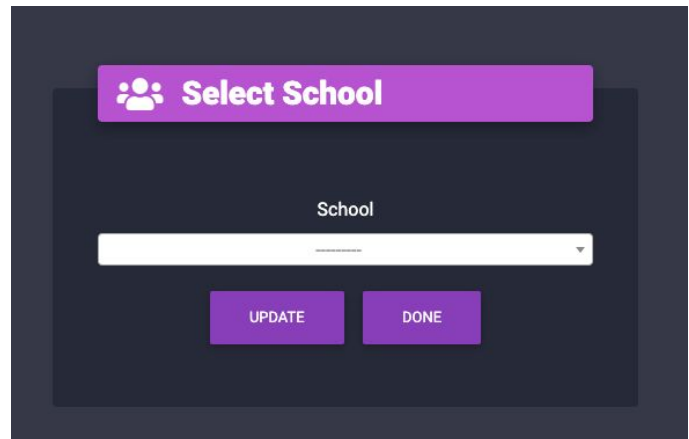
When you click on the Coordinator Registration link you will be asked to sign in to the CYSF Platform using a Google Account.



After logging in with your Google Account you will see your first and last name in the upper left corner and you will be prompted to select your school.



Select your school from the drop down menu. Select "UPDATE".



Your school numbers for elementary (grades 5 and 6) and Secondary (Grades 7-12) will update automatically. Please contact entries@cysf.org if there is a discrepancy between the numbers shown and your actual school registration.

Select "DONE"

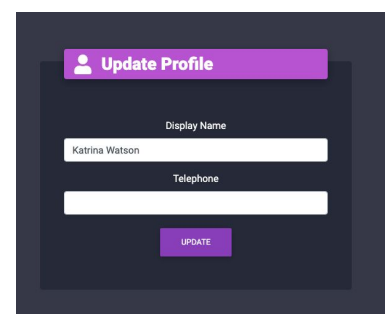
You will NOT get an email confirming your registration. If you see your school's name next to your name, that is confirmation that your school is registered for CYSF 2024.



UPDATE PROFILE



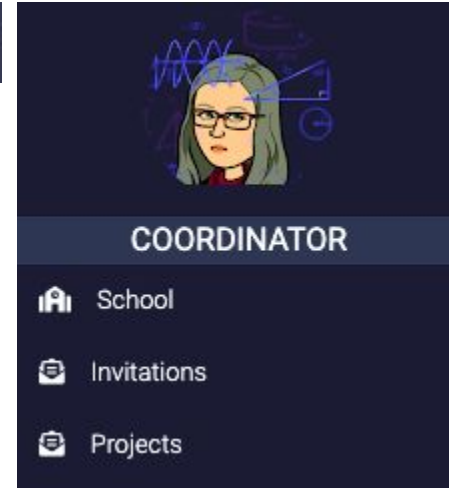
On the top right hand side of the platform click on Profile. Please update your profile by adding a phone number you can be reached at. This is not a number CYSF will use unless there is urgent need to contact you or your students regarding their projects. Please do not use a school phone number. You can also update your display name here.



CYSF 2024 - School Registration and Project Registration Instructions

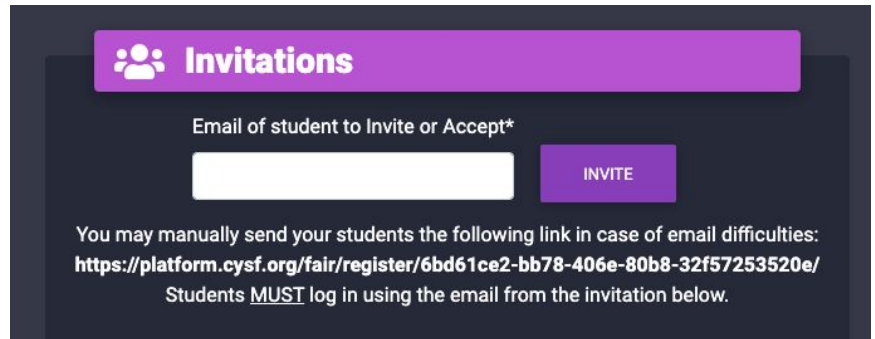
INVITING STUDENTS

Click on the “hamburger” (or 3 horizontal lines) next to your name in the upper left corner of the platform. Select “Invitations” from the menu.



To invite students, first **ask them which email account** they will be using. Students do not have to use their school gmail accounts, but the account they use must match the email invitation you send. It is very time consuming for our volunteers to manually attach students to you at a later time.

If you have sent an email invitation and your student does not receive it you can send them the manual link shown below the invite.



Your students will receive an email that looks like the one below. When they click “accept invitation” they will either be automatically signed onto the platform or they may be asked to sign into their Google account. Again, please remind your students that the Google account they use to sign-in **MUST** be the same account that received the emailed invitation.

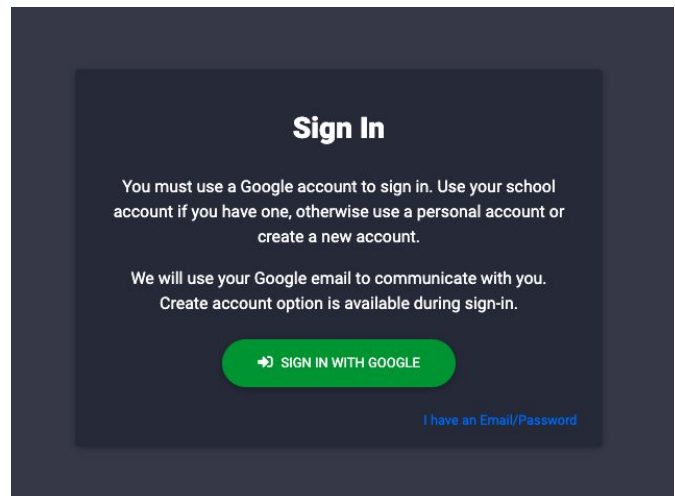


CYSF HOME / PROJECT PLATFORM

You are invited!

Your science fair coordinator (**Katrina Watson**) has invited you to sign up on the Calgary Youth Science Fair platform.

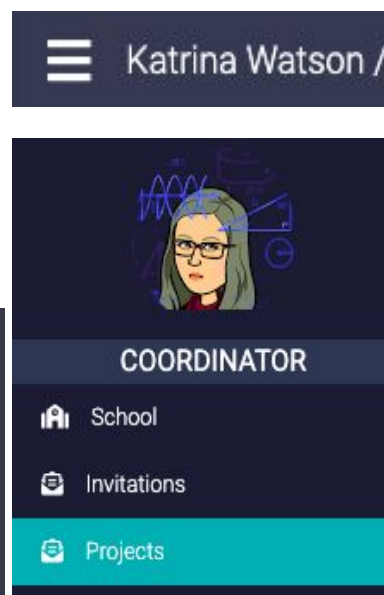
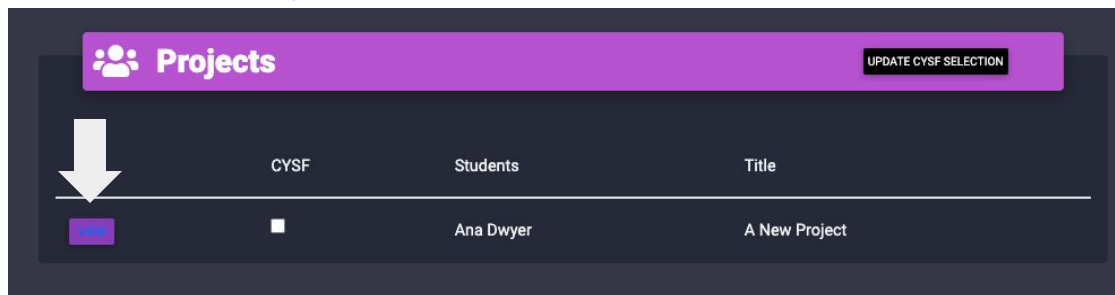
Please click the link below to accept this invitation. Note that you will require a Google account that is tied to: If your Google account is tied to another email then please ask **Katrina Watson** to send the invitation to the correct email address.



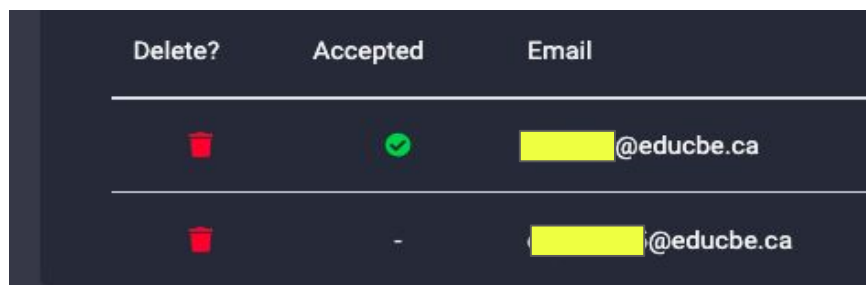
CYSF 2024 - School Registration and Project Registration Instructions

MANAGING STUDENT INVITATIONS

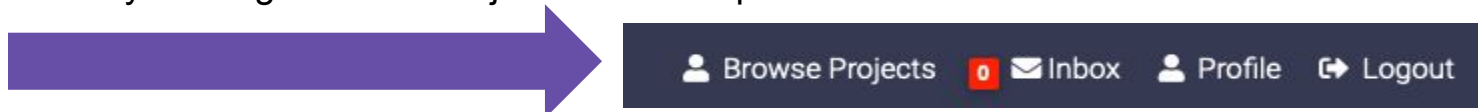
Click on the “hamburger” (or 3 horizontal lines) next to your name in the upper left corner of the platform. Select “Projects” to see students who have accepted your invitation. You can click “View” next to their name at any time to get a judge’s view of what their project looks like.



If you click on “Invitations” it will show you a list of students who have accepted your invitations and a list of students you have invited but who have not yet accepted your invitation. You can also delete student invitations.



Once students are successfully logged on they should see the Welcome to CYSF 2024 menu (shown below). Encourage your students to view Gold winning projects from CYSF 2023 by clicking “Browse Projects” on the top menu.



Welcome to CYSF 2024

Thank you for your continued participation in, and support of, Calgary Youth Science Fair (CYSF). The 2024 CYSF will be held in-person at the Olympic Oval. All projects will be registered through the CYSF Platform and students are strongly encouraged to update all sections as judges will use the platform to preview your project prior to judging day at the Oval. Students who do not complete the Basic Project Information, Ethics and Due Care section, and the Declaration Section before March 15th will not be eligible to participate in judging at the Olympic Oval.

- **Thursday, April 18th – Project Set-Up**
 - Students check-in and set-up their projects between 12:00 noon and 6:00pm
 - Students who are unable to make it Thursday can have a parent, teacher or friend check-in and set up for them
 - Only students who have been selected for judging by their coordinator AND who have completed the declaration section on the platform will be able to check-in
 - Project check-in will close at 6:00pm, late check-ins will not be accepted
- **Friday, April 19th – Judging Day**
 - In-person judging will occur between 8:00am and 3:30pm
 - Students are asked to come between 7:30am and 7:50am
 - Medal round judging occurs in the morning, ALL students will be judged multiple times
 - Award round judging happens in the afternoon
 - Only students, volunteers and judges are invited to the Oval on Friday April 19th
- **Saturday, April 20th – Medal and Awards Ceremony**
 - Students are asked to be at the Oval between 9:00am and 1:00pm, doors will open at 8:30am
 - Medals and floor awards will be distributed to student at their projects
 - Major awards will be presented on stage starting at 12:00 noon

Students are strongly encouraged to complete their Basic Project Information Section and their Ethics and Due Care section as soon as possible to give CYSF volunteers plenty of time to review your project before judging day. Please contact your coordinator if you have any questions.