

# CYSF 2024 - Project Selection and Image Upload Instructions

To ensure your students' projects are ready for judging at CYSF 2024 the following must happen.

1. Coordinators **MUST** select projects and update project selection.
2. Students **MUST** complete the basic project information, the ethics and due care 2a section and the declaration section for their project on the platform.

These must be completed before **March 15**. Please give yourself and your students lots of time to complete these steps.

## COORDINATOR- Project Selection

Log on to the CYSF form at <https://platform.cysf.org/>

Click on the menu (three horizontal lines) in the upper left hand corner.



Select Projects



Check off the projects you would like to select to move forward for judging at CYSF 2024



Once you have selected the projects you **MUST** click the "Update CYSF Selection" button. If the student has completed all required sections their project will highlight green. If they have not, it will highlight red and indicate which of the requirements they are missing.

	CYSF	Students	Title	Ready For Judging
	[Redacted]	[Redacted]	[Redacted]	<ul style="list-style-type: none"><li>✔ All requirements completed.</li><li>○ No participant image.</li><li>○ No project image.</li></ul>
	[Redacted]	[Redacted]	[Redacted]	<ul style="list-style-type: none"><li>✖ Declaration Incomplete</li><li>○ No participant image.</li><li>○ No project image.</li></ul>
	[Redacted]	[Redacted]	[Redacted]	<ul style="list-style-type: none"><li>✖ Declaration Incomplete</li><li>○ No participant image.</li><li>○ No project image.</li></ul>

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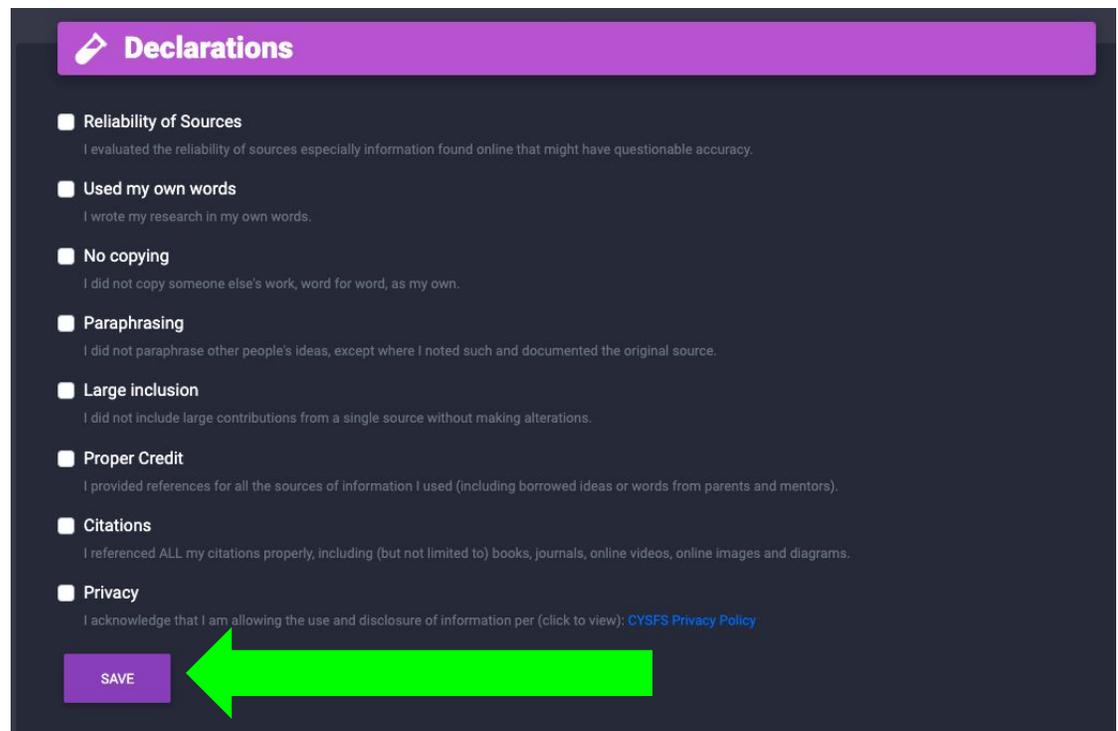
## STUDENT - Declaration Section

When students log on to the platform and click the menu (three horizontal lines in the upper lefthand corner), they see all components of their project.

A **green check-mark** indicates that the section is complete. A **red X** indicates that the section is not yet complete. *Please note that not all projects are required to complete the Significant Risk Form 2B and that this will stay red. Students who DO need to complete this form will be notified by the CYSF Safety Committee.*

Students have until **March 15** to complete and make changes to all sections of their project.

The declaration section at the bottom of the menu must be completed by students or their project will NOT be eligible for judging. Students must check off all boxes and hit save.



Coordinators must complete the project selection prior to **March 15**.

Students must complete their Basic Project Info, Ethics and Due Care 2A and Declaration sections of their project by **March 15**.

**There will be no extensions to this deadline.**



Message for students:

As you are finalizing your projects and presentations for CYSF 2024 please take a look at our CYSF YouTube channel for some helpful tips on:

- formatting your online project
- avoiding plagiarism
- answering questions at judging

[CYSF YouTube](#)

We also encourage you to go to our website at [cysf.org](http://cysf.org) to see the judging tally sheets and the judging rubrics. These are the documents the judges will use to score your project.

[CYSF Judging Documents](#)

Make sure all your sections are complete, especially the declaration section, by **March 15**. You will lose all access to your project at this time.

### Having troubles uploading your images?

- Select the file you would like to upload
- Make sure it is either **.png** or **.jpg**
- Click “Send it to the Server”
- You can now go to “Image Info” and “Browse Server” all the images you uploaded can be found here.

**You can NOT link to a photo in Google Drive.**

You must first download that photo as a .png or .jpg then follow the above instructions.

