

Lambton County Science Fair 2021

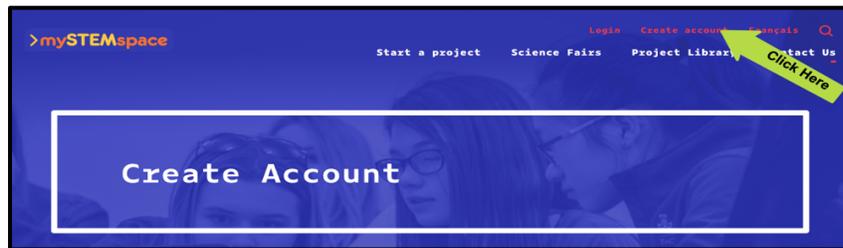
Project Registration and Setup Guide

This year, the virtual fair will be using Project Board, as the platform for creating your project. You will need to follow the instructions below, to create an account and then build your project on the website. This platform will allow the committee and judges to see your project before your judging day, and use this to determine awards and prepare the judges prior to judging.

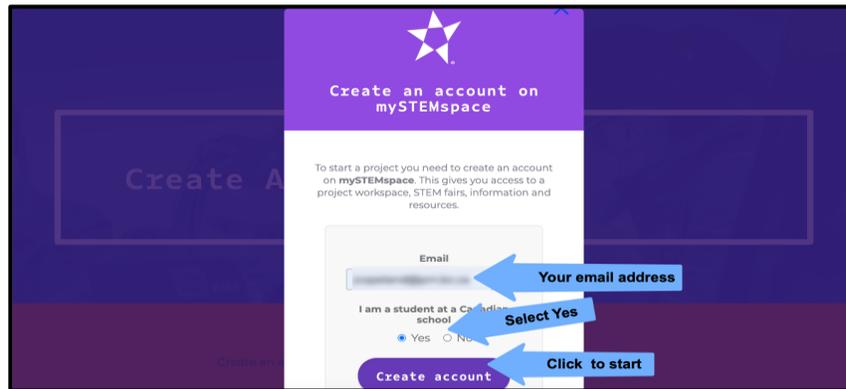
Please do **NOT** use Internet Explorer. We suggest you use Chrome for this set up.

Step 1: Create an account, mySTEMspace

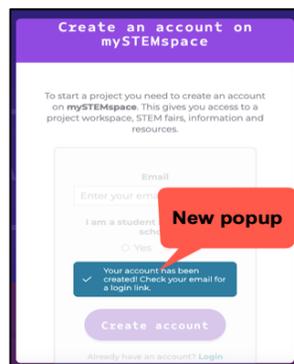
You will need to go to the website, <https://mystemspace.ca/create-account/>, and create an account:

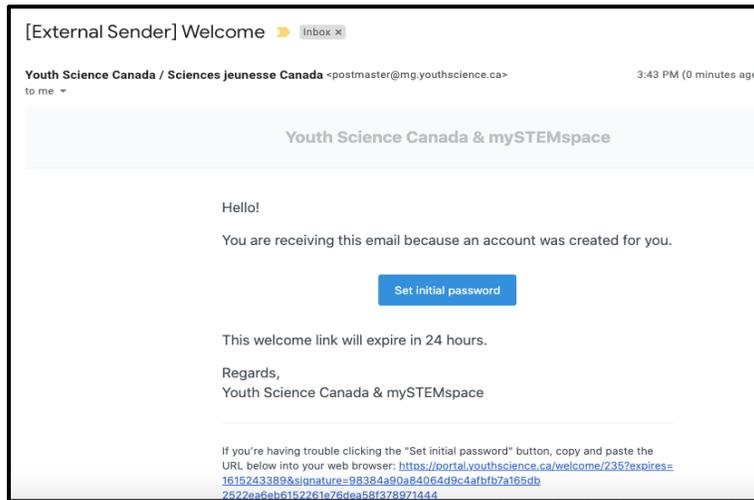


When you click **Create Account**, you should receive a popup that looks like this:



Fill in your email address that you will be using for the account (each student will need to use a different email address for the setup of their account), select YES you are a Canadian student and then click **Create Account**. Once you have clicked on Create Account, a new popup appears on the page:



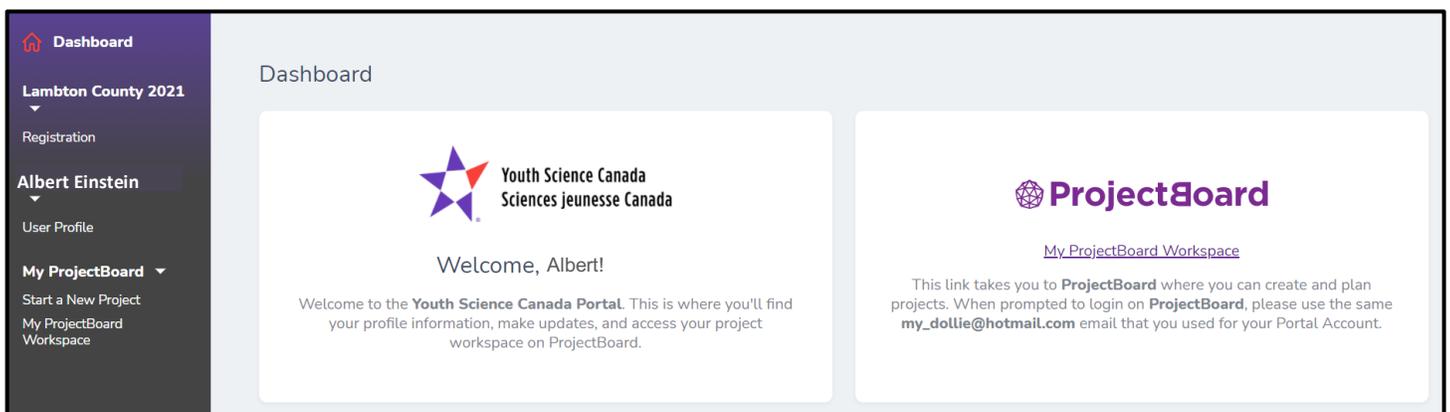


Click: **Set initial password**, to continue with the setup of your new account. This will open a new page in your web browser.

Fill in all of the items requested (be certain to select Ontario, to then be able to select Lambton County):

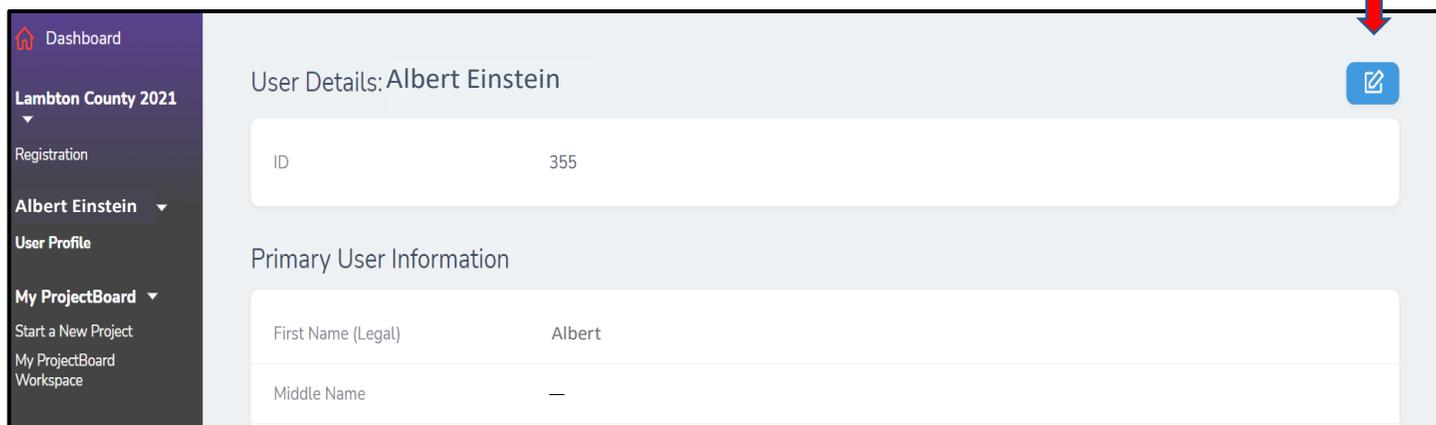
If you are 13 or older, you will be allowed to fill in the necessary information, if you are under 13, please have a **parent/guardian/sponsor** teacher help to fill in the information:

Once you have entered all of the necessary information, you will then be taken to the Science Fair Platform:



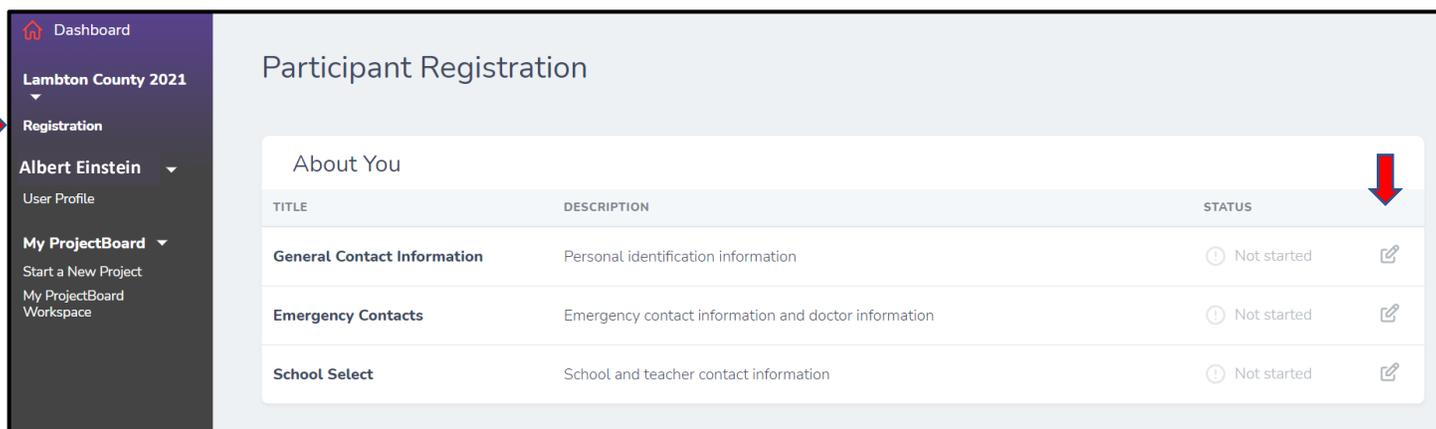
Step 2: Update all information on Youth Science (YSC) Portal

The YSC Platform <https://portal.youthscience.ca/> is where you enter the information about yourself that will be displayed on the Regional Fair. Start by clicking on **User Profile** below your name on the left side. Once that page loads, click on the blue paper/pencil icon on the top right to edit the information. Click **Update User** when done.



The screenshot shows the 'User Profile' page for Albert Einstein. The left sidebar has 'User Profile' selected. The main content area displays 'User Details: Albert Einstein' with an ID of 355. Below that is 'Primary User Information' with a first name of Albert. A blue pencil icon is in the top right corner.

Next go to **Registration**.



The screenshot shows the 'Participant Registration' page. The left sidebar has 'Registration' selected. The main content area displays 'Participant Registration' with a table of registration sections:

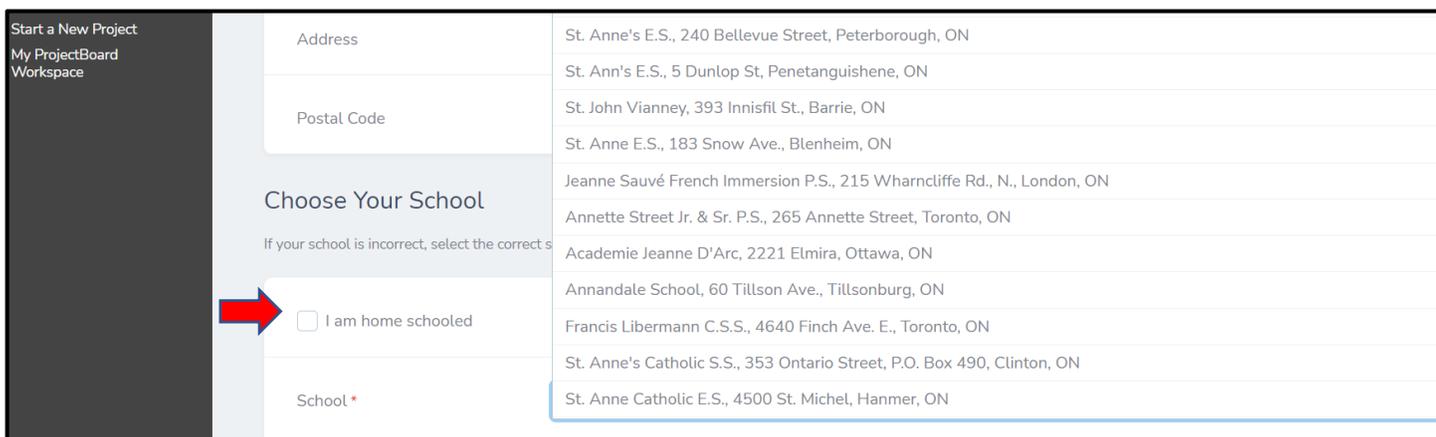
TITLE	DESCRIPTION	STATUS	
General Contact Information	Personal identification information	Not started	
Emergency Contacts	Emergency contact information and doctor information	Not started	
School Select	School and teacher contact information	Not started	

Enter the information for each of the following:

- General Contact
- Emergency Contacts
- School Select
- **ProjectBoard – Do not worry about this step. It will be done automatically after you Start a New Project below.**
- Biography
- Project Information
- Additional Information

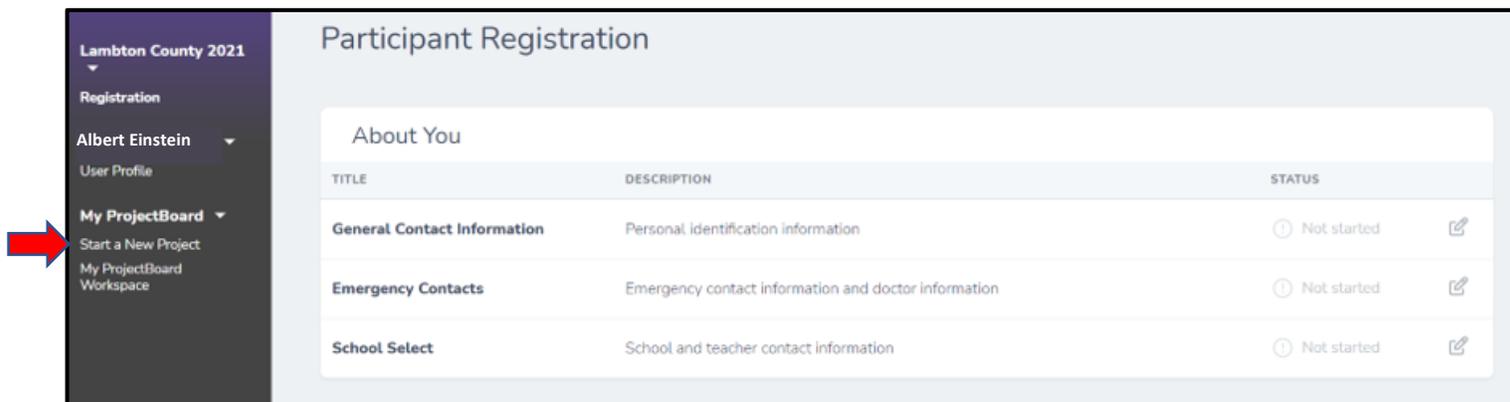
You must complete **ALL** the sections for your registration by **March 26 at 6:59pm**. Click on the paper/pencil icon to the right of each line to update your information and hit Submit or Save when done.

When working on the **School Selection** component, you will need to uncheck “I am Home Schooled” and then start typing the first name of your school. For example, for St. Anne’s try typing Anne and you will receive a dropdown list to pick from:



The screenshot shows a form titled "Choose Your School" with a sidebar on the left. The sidebar contains "Start a New Project" and "My ProjectBoard Workspace". The form has fields for "Address", "Postal Code", and "School *". A red arrow points to the "I am home schooled" checkbox, which is currently unchecked. A dropdown list of schools is visible, including "St. Anne's E.S., 240 Bellevue Street, Peterborough, ON", "St. Ann's E.S., 5 Dunlop St, Penetanguishene, ON", "St. John Vianney, 393 Innisfil St., Barrie, ON", "St. Anne E.S., 183 Snow Ave., Blenheim, ON", "Jeanne Sauvé French Immersion P.S., 215 Wharnccliffe Rd., N., London, ON", "Annette Street Jr. & Sr. P.S., 265 Annette Street, Toronto, ON", "Academie Jeanne D'Arc, 2221 Elmira, Ottawa, ON", "Annandale School, 60 Tillson Ave., Tillsonburg, ON", "Francis Libermann C.S.S., 4640 Finch Ave. E., Toronto, ON", "St. Anne's Catholic S.S., 353 Ontario Street, P.O. Box 490, Clinton, ON", and "St. Anne Catholic E.S., 4500 St. Michel, Hanmer, ON".

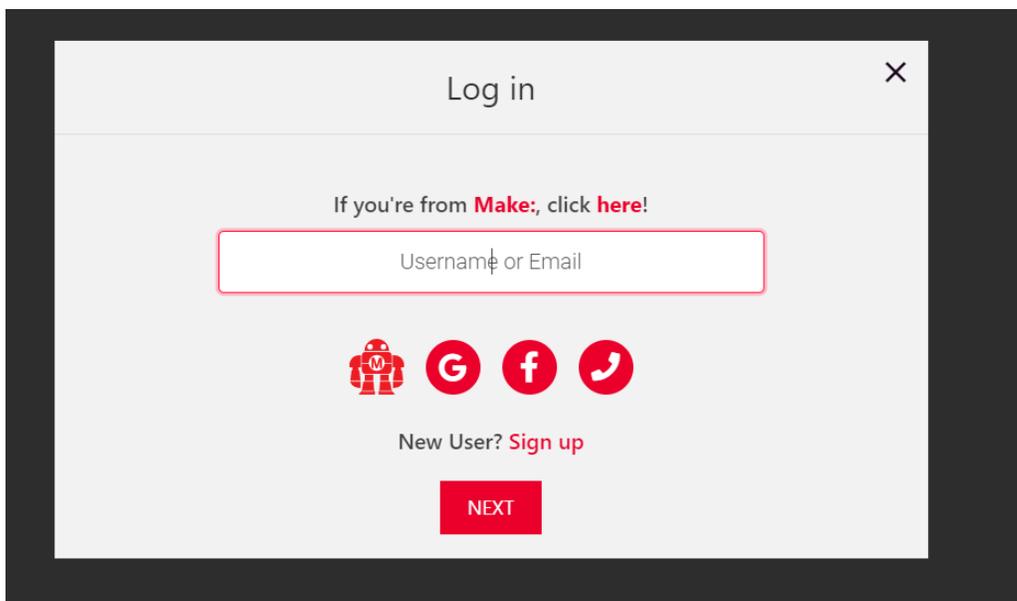
Click on **Start a New Project**.



The screenshot shows the "Participant Registration" page. The sidebar on the left contains "Lambton County 2021", "Registration", "Albert Einstein", "User Profile", "My ProjectBoard", "Start a New Project", and "My ProjectBoard Workspace". A red arrow points to "Start a New Project". The main content area is titled "Participant Registration" and contains an "About You" section with a table of registration steps.

TITLE	DESCRIPTION	STATUS
General Contact Information	Personal identification information	⌚ Not started 
Emergency Contacts	Emergency contact information and doctor information	⌚ Not started 
School Select	School and teacher contact information	⌚ Not started 

This will take you to the ProjectBoard website where you will create your project. Log in using the same email address you used in the first part of the registration. This is very important. You will receive a verification code in your email that you will need to enter in the ProjectBoard popup window before continuing.



The screenshot shows a "Log in" popup window. It has a title bar with "Log in" and a close button (X). The main content area contains the text "If you're from **Make:**, click **here!**". Below this is a text input field with the placeholder "Username or Email". Underneath the input field are four social media icons: a robot icon, a Google icon (G), a Facebook icon (f), and a phone icon. Below the icons is the text "New User? **Sign up**". At the bottom of the popup is a red button labeled "NEXT".

ProjectBoard will open up to a new project. You will need to:

- Upload a picture of yourself or a picture of something related to your project
- change the title
- create a 150 word summary
- select a category and
- change your project from private to public mode (this does not show it to the public yet – it allows ProjectBoard to work with the registration system). Only the Science Fair Committee can make this visible to the public on April 5.
- Hit **Save**.

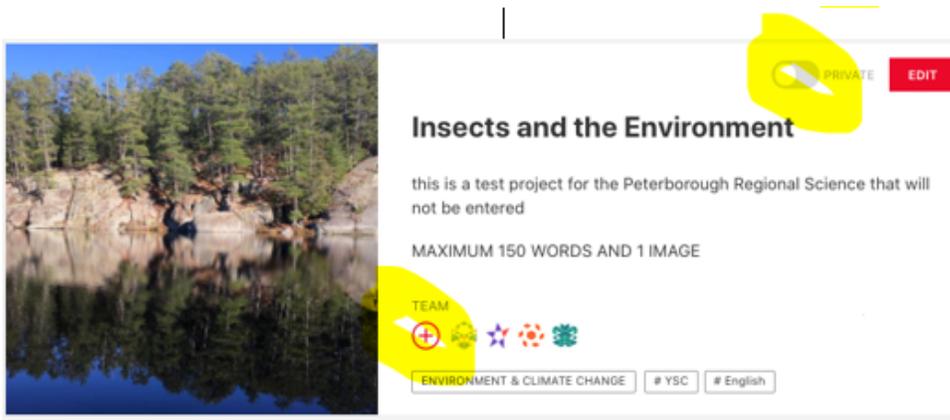
The screenshot shows the ProjectBoard project creation interface. At the top, there is a navigation bar with a '< BACK' button, a 'GETTING STARTED' button, a 'PRIVATE MODE' toggle switch, a trash icon, and a 'SAVE' button. Below this is a large purple image placeholder for the project summary, featuring a camera icon, 'Upload' and 'Remove' buttons, and the text 'Replace this image' and 'Youth Science Canada Sciences jeunesse Canada'. To the right of the image is a text input field containing 'STEM Fair Project Template' with a character count of '74 characters remaining'. Below the title is a 'DESCRIPTION' section with a text area containing placeholder text: 'SUMMARY - REPLACE THIS TEXT WITH YOUR OWN PROJECT TEXT' and instructions for writing the summary. At the bottom, there is a 'TEAM' section with a plus icon and three profile icons, and a 'CATEGORIES' section with a plus icon. At the very bottom, there is a 'CUSTOM TAG' section with a link to edit tags and two tag buttons: '#YSC' and '#English'. Red arrows point to the 'SAVE' button, the title input field, the description text area, the 'CATEGORIES' plus icon, and the 'Upload' button on the image placeholder.

More information on how to build you project in ProjectBoard can be found on [Project Board under Resources](#). Look for [2021 Project Entry Guide](#).

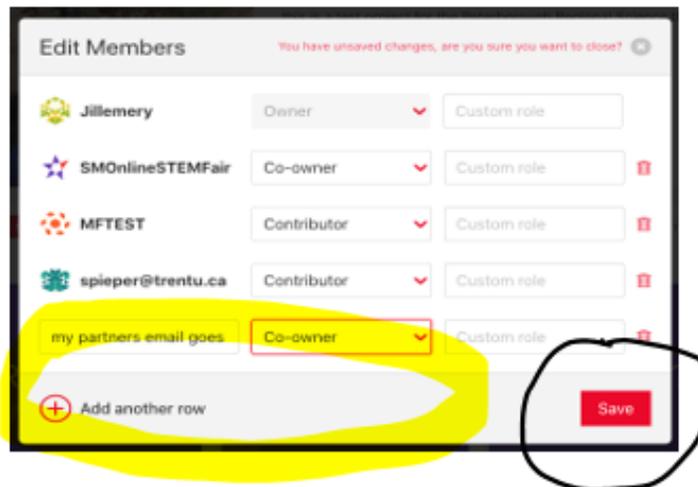
Partners

- Only **ONE** student creates the project in ProjectBoard
- Once that student shares the project, both of you will be able to view and edit the project.
- The student who created the project must do the following to share it with their partner:

1. To the left of the red square button, **switch PRIVATE to PUBLIC.**
2. There is a red, round button with a plus sign in it under TEAM. Click on the **PLUS.**



3. The screen below comes up and there will be a blank line. **Add** your partner's email and make sure the box beside it says **CO-OWNER.**
4. Click on the red button at the bottom to **SAVE.**



5. Once the project is shared both of you log into your own accounts and it will be there.
6. Both partners will need to create a mySTEMspace/YSC Portal account and link this project to it.