

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, <u>https://mystemspace.ca/create-account/</u>, and create an account: If you have entered previously, you will not need to do these next steps, just Login using your old email and it will take you to the Dashboard.

>mySTEMspace	Staxt a project	Log3 Science Fairs	n Crente accourt Project Librar	Cilicat Us
Create Ac	count			

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:

C	reate an account on mySTEMspace
To sta on proje	Int a project you need to create an account mySTEMspace. This gives you access to a cct workspace, STEM fairs, information and resources.
	Email
	Enter your ema
	I am a student New popup
	O Yes
	Vour account has been created! Check your email for a login link.
	Create account

[External Sender] Welco	me 🕨 Inbox x	
Youth Science Canada / Sciences jet to me *	unesse Canada <postmaster@mg.youthscience.ca></postmaster@mg.youthscience.ca>	3:43 PM (0 minutes ago)
	Youth Science Canada & mySTEMspace	
He	allo! u are receiving this email because an account was created	ł for you.
	Set initial password	
Th	is welcome link will expire in 24 hours.	
Re Yo	gards, uth Science Canada & mySTEMspace	
lf y UR 161 252	ou're having trouble clicking the "Set initial password" button, copy and pa L below into your web browser: https://bortal.youthscience.ca/webcome/23 15/2433894signature=98384490a84064dbc4afbf7a165db 22aeabbh15226126dea581734871444	iste the <u>5?expires=</u>

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):

Youth Science Canada Sciences jeunesse Canada	<ul> <li>I am 13 years or older.</li> <li>I am a parent or guardian registering this account on behalf of my child.</li> </ul>
Welcome to Youth Science Canada's science fair portal!	Caregiver information
First name	
Last name	
Username	Email
4-20 characters, letters and numbers, no spaces	Phone
Province	
British Columbia 👻	Relation
Region	
Northern British Columbia - Fort St. John 🗸	
	I agree to the <u>Terms of use</u>

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 Dashboard:

n Dashboard	Dashboard	
Registration Albert Einstein T User Profile	Youth Science Canada Sciences jeunesse Canada	Project8oard
My ProjectBoard ▼ Start a New Project My ProjectBoard Workspace	Welcome, Albert! Welcome to the <b>Youth Science Canada Portal</b> . This is where you'll find your profile information, make updates, and access your project workspace on ProjectBoard.	<u>My ProjectBoard Workspace</u> This link takes you to <b>ProjectBoard</b> where you can create and plan projects. When prompted to login on <b>ProjectBoard</b> , please use the same <b>my_dollie@hotmail.com</b> email that you used for your Portal Account.

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

The YSC Platform <u>https://portal.youthscience.ca/</u> 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.

🟠 Dashboard			
Lambton County 2021	User Details: Albert	Einstein	
Registration	ID	355	
Albert Einstein 👻			
User Profile	Primary User Informa	tion	
My ProjectBoard 🔻			
Start a New Project	First Name (Legal)	Albert	
My ProjectBoard			
Workspace	Middle Name	_	

## Next go to Registration.

😚 Dashboard				
Lambton County 2021 ▼	Participant Registrat	tion		
Registration				
Albert Einstein 👻	About You			
User Profile	TITLE	DESCRIPTION	STATUS	-
My ProjectBoard ▼ Start a New Project	General Contact Information	Personal identification information	! Not started	ď
My ProjectBoard Workspace	Emergency Contacts	Emergency contact information and doctor information	() Not started	ď
	School Select	School and teacher contact information	() Not started	ď

Enter the information for each of the following:

- General Contact
- Emergency Contacts
- School Select
- ProjectBoard See instructions below. Once you have "started a new project" as per below, you will need to come back to this part of the registration and click on the project you are entering into the fair.
- Project Information
- Additional Information

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:

Start a New Project	Address	St. Anne's E.S., 240 Bellevue Street, Peterborough, ON
My ProjectBoard Workspace		St. Ann's E.S., 5 Dunlop St, Penetanguishene, ON
	Postal Code	St. John Vianney, 393 Innisfil St., Barrie, ON
		St. Anne E.S., 183 Snow Ave., Blenheim, ON
	Change Vour Cohool	Jeanne Sauvé French Immersion P.S., 215 Wharncliffe Rd., N., London, ON
	Choose four School	Annette Street Jr. & Sr. P.S., 265 Annette Street, Toronto, ON
	If your school is incorrect, select the correct s	Academie Jeanne D'Arc, 2221 Elmira, Ottawa, ON
		Annandale School, 60 Tillson Ave., Tillsonburg, ON
	I am home schooled	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
	School *	St. Anne Catholic E.S., 4500 St. Michel, Hanmer, ON

## Click on Start a New Project.

Lambton County 2021	Participant Registra	tion		
Albert Einstein 👻	About You			
Oser Pronte	TITLE	DESCRIPTION	STATUS	
My ProjectBoard   Start a New Project	General Contact Information	Personal identification information	() Not started	Ľ
My ProjectBoard Workspace	Emergency Contacts	Emergency contact information and doctor information	() Not started	Ľ
	School Select	School and teacher contact information	() Not started	Ľ

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.

Log in	×
If you're from <b>Make:</b> , click <b>here</b> !	
Usernam <del>¢</del> or Email	J
🏟 G f 🥑	
New User? Sign up	
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 4.

• Hit Save.

	< back	③ GETTING STARTED PRIVATE MODE ☐ SAVE
<b>_</b>	Summary	STEM Fair Project Template
-		74 characters remaining DESCRIPTION
	Lipload Remove Replace this image twith Science Canada Sciences jeunesse Canada	<ul> <li>SUMMARY - REPLACE THIS TEXT WITH YOUR OWN PROJECT TEXT Enter/update your project title (100 characters max.)</li> <li>Click the Upload button to add an image that represents your project. (Give credit for images that are not your own in the References section.)</li> <li>Summary</li> <li>This is the first text people will read, but it should be written last. Tell the story of your project to encourage people to read more. The summary should be written for a middle school (age 11-13) audience – avoid scientific jargon and acronyms. Keep it brief.</li> <li>Ask a family member or friend to read it:</li> <li>Does it interest them?</li> <li>Do they understand what you did and why?</li> <li>A recommended format would be:</li> <li>One or two sentences to introduce the question or problem and spark interest.</li> <li>One or two sentences describing what you did.</li> <li>One or two sentences describing the main results or explaining your solution.</li> <li>One or two sentences describing the importance of your work.</li> <li>MAXIMUM 150 WORDS AND 1 IMAGE</li> </ul>
		CUSTOM TAG   To edit tags, please visit the Portal #YSC #English

For all students you need to complete the <mark>6 red arrors in the picture above</mark> – you do NOT need to enter the whole project online as it will NOT be be used.

You will come to the fair at Lambton College on April 5 with your project for judging. There is no online judging this year.

# 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 on it under TEAM. Click on the PLUS.



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

m role
m role
m role
m role
m role
Save

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