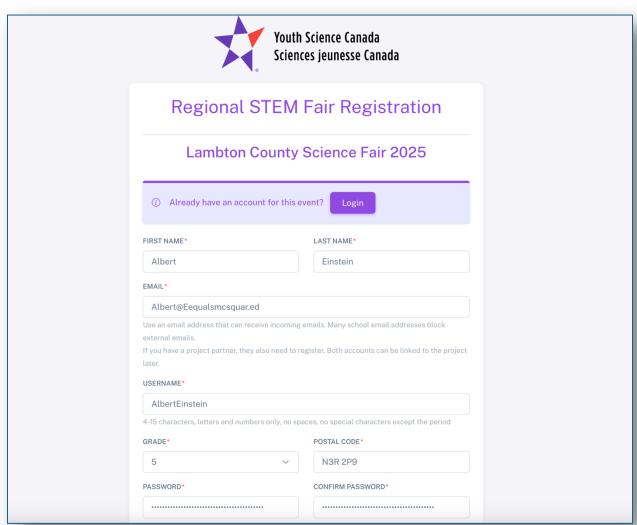


2025 Lambton County Science Fair Registration Guide

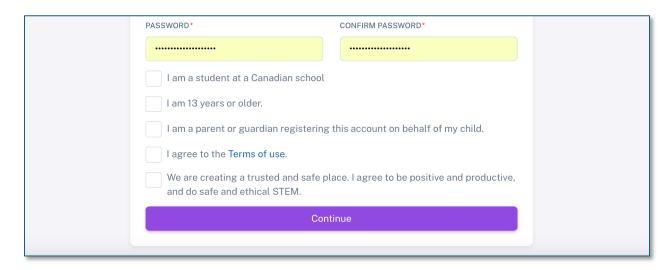
Follow the steps below to create an account in the Youth Science Canada portal and register a project for the 2025 LCSF. Using the Google Chrome is recommended.

- 1. Go to the Youth Science Canada portal at https://portal.youthscience.ca/short/317X7. This will open the Regional STEM Fair Registration page for the 2025 LCSF.
- 2. a) Enter the participant's **First Name** and **Last Name**, and their **Email Address** or the email address of their parent/guardian. This email address will be used to login later. Make sure the address can receive external emails.
 - b) Create a unique **Username** using 4-15 letters and numbers (no spaces).
 - c) Select the participant's **Grade** from the drop-down menu.
 - d) Enter the participant's Postal Code.
 - e) Create a **Password** and type the same password in the **Confirm Password** box.

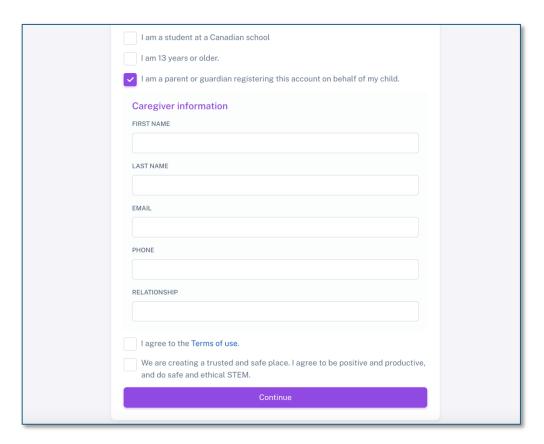


2. f) Click to select the appropriate boxes below.

Note: to register, participants must be a student at a Canadian school, agree to the Terms of Use, and agree to the last statement.



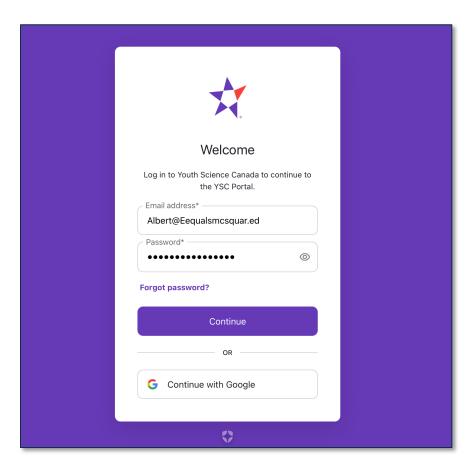
If you are a **parent or guardian** registering the account, you will be asked to your First Name, Last Name, Email address, Phone number, and Relationship to the participant.



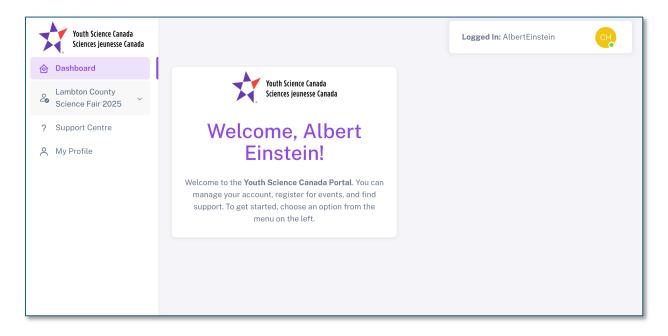
2. g) Once all information has been entered, click **Continue** to create the account. A verification email will be sent to the email address provided. Open the email and click the link to verify the account.

3. Once the account is created, you will be taken to the YSC Portal login page. The link for the login page is https://portal.youthscience.ca/login.

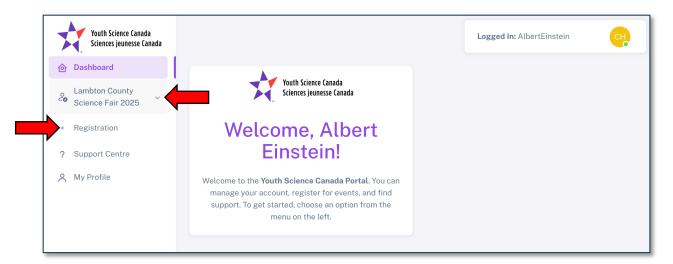
Note: you may need to click the Sign In button to open the login page.



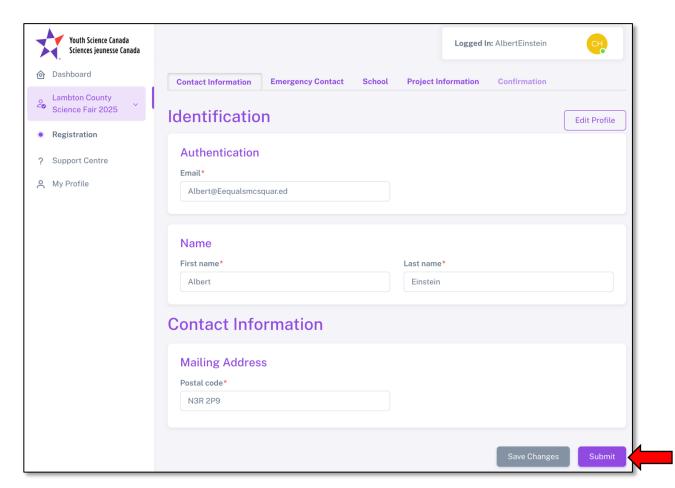
Enter the **Email Address** you used to register and the **Password** you created then click **Continue**. This will open the YSC Portal Dashboard page, shown below.



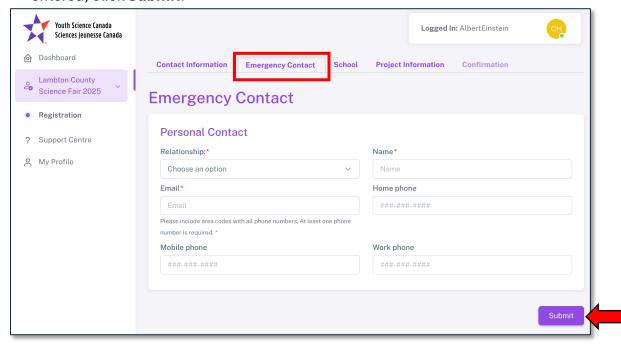
4. Click Lambton County Science Fair 2025 then click Registration.



5. Confirm the participant's contact information is correct then click **Submit**.



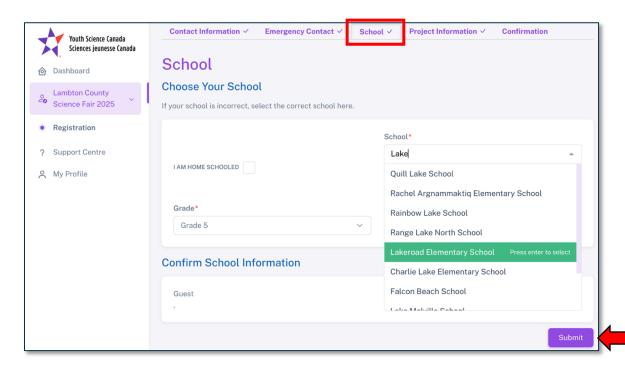
6. Click the **Emergency Contact** tab. Enter the information for the participant's emergency contact. At least one phone number is required. Once all information is entered, click **Submit**.



7. Click the **School** tab. If the participant is home schooled, click that box. Select the participant's **Grade** from the dropdown menu.

To select the school, click the **School** dropdown menu then begin to type the name of the school. As you type, the list of schools will update. Continue typing until you see the name of the school, then click the name of the school. There may be multiple schools with the same or similar names. After selecting a school, check the **Confirm School Information** box to make sure it is your school.

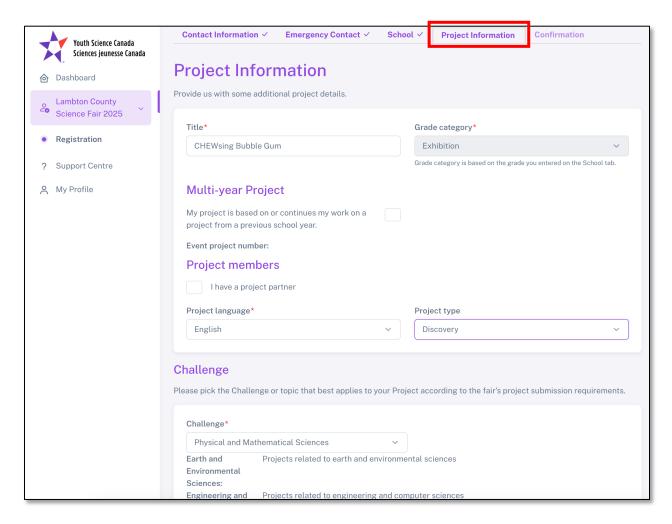
Click Submit.



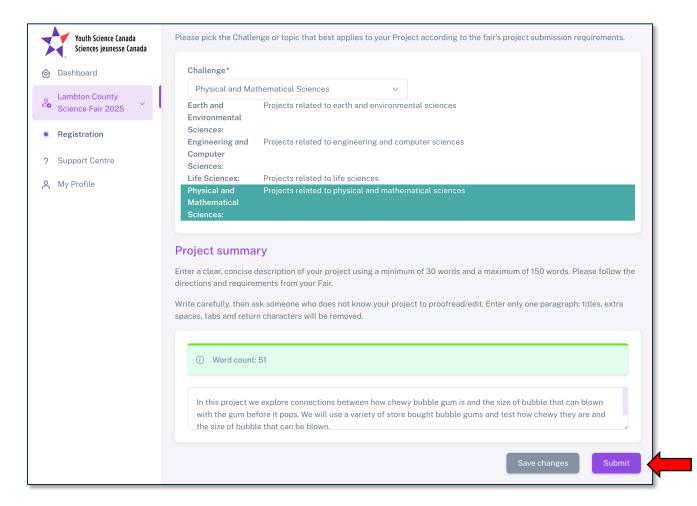
8. Click the **Project Information** tab.

Note: If the project was completed with a partner, only one partner needs to enter the information on this page. The other partner can proceed to Step 10.

- a) Enter the **Project Title**.
- b) The **Grade Category** will be pre-selected based on the participant's grade and cannot be changed.
- c) If applicable, you may indicate a **Multi-year Project** by clicking the check box.
- d) If you have a project partner, click the check box beside I have a project partner. This will create a code for you to share with your project partner which they can use to join your project. See Step 10 for details. Once a partner is added, they can also enter the project information.
- e) Select the **Project Language** (English or French) from the dropdown menu.
- f) For **Project Type**, select either Discovery (finding something new or previously unknown) or Innovation (improving something that already exists).
- g) Select a **Challenge** category from the dropdown menu. For more information on the different project categories, visit our website.

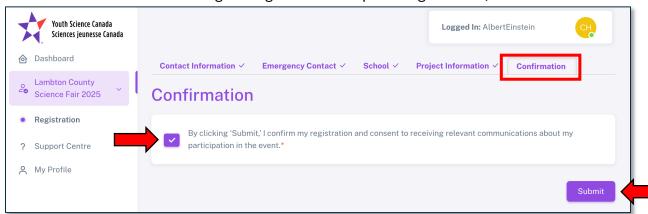


- 8. h) Provide a description of the project in the **Project Summary** section.
 - i) Click **Save Changes** if you have not finished entering all of the information or will be making edits or adding additional information.
 - j) Once completed entering the project information, click **Submit**.



Review the information you provided in each tab to make sure it is correct. If you
have a project partner, ensure they have been added as a partner before confirming
you project. To add a project partner proceed to Step 10

Once you have confirmed that all info is correct, click the **Confirmation** tab, select the check box confirming the registration and providing consent, then click **Submit**.

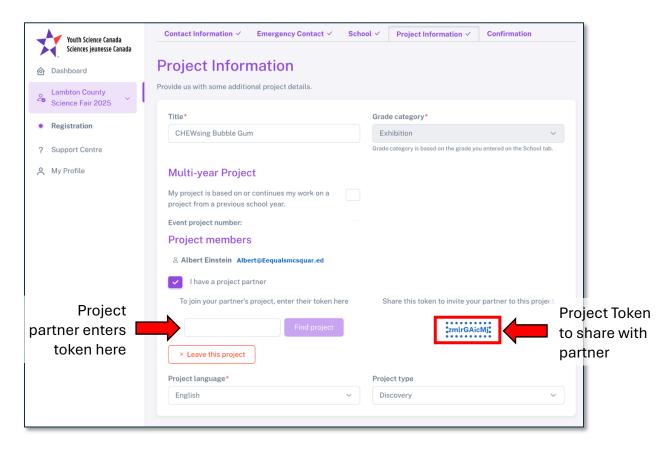


Project Partners

This section is only for participants who completed the project with a partner.

10. If you entered all of the project information for a project you completed with a partner, go to the **Project Information** page and make sure the box for **I have a project partner** is selected. Selecting this option will provide a **token** for you to share with your partner. The token will be on the right side of the screen surrounded by a rectangular box with a dashed border and will look like the example below.

Share this token with your partner. Be mindful of uppercase and lowercase letters.



For the project partner who did not fill out all of the project information, once you have received the Project Token from your partner:

- a) Go to the Project Information tab.
- b) Click the check box for I have a project partner.

c) Enter the token shared by your partner in the text box beside the **Find Project** button.

- d) Click Find Project.
- e) A dialogue box will open with the project title and name of the participant.
- f) If this is the project you were part of, click Yes. You will now see yourself listed as a Project Member.

If this is not the project you were part of, verify the token with your partner.

