## Student Registration and Messages

## Registration:

**Step 1:** Go to the Stem Wizard page for your fair and select the Registration option. Student will be one of the options in the drop-down menu.

Step 2: The Student Registration is fairly basic, including things like your name, address, username, etc. However, you will first need to specify whether or not the project is an Individual Project or Team Project. If you select Team, all team members will need to fill out their personal information such as name and address. However, only one account with one username will be created for the team to share. The secondary email is typically a parent's email that will also receive an email with the account details.

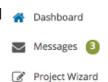
**Step 3:** Now you must select whether or not to allow Stem Wizard to send SMS/text messages to the number provided. Do not select this box if you have provided a landline phone number. You must also accept the privacy policy in order for your account to be created.

Volunteer
Student Registration
Project type
First Name *
- The way you enter your name here is exactly how it will show up on all fair materials including awards.
Last Name *
- The way you enter your name here is exactly how it will show up on all fair materials including awards.
Allow STEM Wizard to send SMS/text messages to the phone
number provided above.
By registering for an account, I acknowledge and agree to the privacy policy.

**Step 4:** Log into your account and fill out your Project Information, as well as your other Milestones. Your Registration is not complete until you have completed all of your Milestones.

## Messages:

**Step 1:** When you first log into your account, look to the left-hand side of the screen, you will find a column menu with several options. Beneath the Dashboard option is your Messages option. This will take you to your Inbox and allow you send Messages within Stem Wizard.



Registration Student

Judge

Volunteer

As a student, you will only be able to send Messages to your administrator. This is an important tool for you to utilize for questions you have about the science fair, your project, forms, and etc. It is important to check your Messages to make sure that your administrator has not sent you information concerning un-met requirements of your project. Do not respond to messages from your administrator from your personal e-mail, it will not work. You must respond to your administrator's messages from within Messages.

**Step 2:** On your Inbox page, there will be a New Message button. In order to Message your administrator with questions, you click this button. This will open up a New Message window, and will automatically be addressed to your administrator. Simply write your Message and hit send!

■ NEW MESSAGE

Should you have any questions regarding your account, please use Messages to contact your Administrator.