

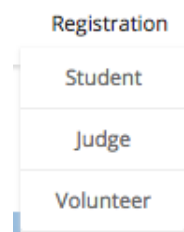
# Student STEM Wizard Guide

## Registration



### Registration:

**Step 1:** Go to the [STEM Wizard website](#) 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. Project Type can not be changed later.

**Student Registration**

Project type  Individual  Team

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.

The secondary email should be a parent's email that will also receive an email with the account details.

**Step 3:** 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.

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](#).

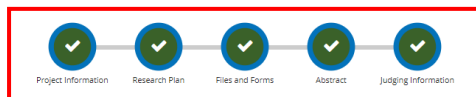
**Step 4:** Log into your account and fill out your Project Information. This is where you select your teacher and your secondary teacher (Campus or District Coordinator). Your teacher will not be able to see your account until you do this step. Your Registration for the regional fair is not complete until you have completed all of your Milestones. Make sure to meet all of the deadlines.

# Dashboard and Messages

## Dashboard

This page displays all the milestones that you will be required to complete, as well as announcements from the fair admin. By clicking on the milestone, it will take you to the Project Wizard page to upload/edit any milestones.

Announcements		Show All +
SUBJECT	MESSAGES	DATE RECEIVED
No announcements at this time.		

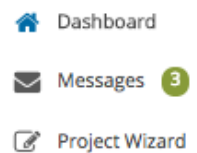


## Using Messages

You will receive messages from the fair admin and your assigned teacher on this page. You can also send messages to fair admin and your teacher.

### 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 to send Messages within STEM Wizard.



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

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

 NEW MESSAGE

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

# Completing Your Milestones

**Step 1:** After logging into your account, you will automatically be taken to your Dashboard. To get to your Milestones from another page, you can always get to them by selecting the Dashboard link on the navigation bar to the left.

The first time you log into your account, it will look a little like this, however, your specific Milestones may vary from those below:



**Step 2:** You must first complete and save your Project Information Milestone before you will be allowed to begin filling out your other Milestones. To get to this milestone, you simply click on the the round symbol above the name Project Information and you will be taken to that page. You follow this same procedure until you have finished all your Milestones.

**Deadlines:** Some milestones will have deadlines associated with them. Deadlines will be displayed below the milestone name. Make sure you complete those on time. Teachers and/or Fair Administrators can Deactivate students who do not meet the deadlines.

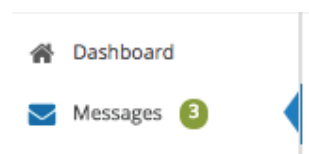
**Understanding the Symbols:** When you have not completed a Milestone, it will be marked with an orange exclamation point. All Milestones will be marked this way initially.

When you complete a Milestone that needs to be approved by your administrator, it will turn to the hourglass symbol. The symbol will remain an hourglass until it is approved by your administrator. Once approved, it will automatically turn to a green check mark.

Milestones that don't require your administrator's approval will automatically turn to a green check mark once completed and saved.



Should you have any questions regarding your Milestones, please use the Messages link on the left-hand side of the screen to contact your teacher or administrator.



# Files and Forms

**Step 1:** After you have created your account, logged in and completed your Project Information milestone, another important step is filling out the files or forms that your administrator needs you to complete. An example may be a permission form from your parents or ISEF files related to your project.

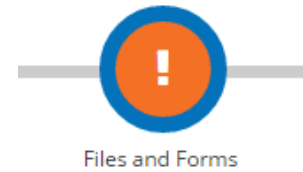
**Step 2:** **Senior Division** students, you must first identify the ISEF Forms that will be needed for your project. Your answers to the questions provided will return a list of the ISEF Forms most likely needed for your project. However, the forms needed for your project should be confirmed by a teacher and/or mentor after a careful review of the ISEF International Rules and Guidelines before experimentation begins. **Junior Division students**, your forms are already selected for you.

**Step 3:** **ALL students**, your next step will be to download the templates of your files and forms by clicking the “Download Required Files” button. This will download a zip file that contains the templates (when applicable) of all the files and forms that are currently indicated as being required for your project. Some required files will not have templates, such as if the document will be filled out within STEM Wizard or if there is a requirement for you to upload an image of your project.

**Step 4:** **ALL students**, any forms that need to be filled out in STEM Wizard will have a blue “FILL/EDIT FORM” button next to them. Click that button and fill out the required information. Then click “Send Link”. You will need to know the email address of the person who needs to sign your form. For some forms, there are multiple people who need to sign the document. Choose the correct “Approver Type” before emailing the link. You will receive a message when the form is signed. Click the blue file name to view the file. Make sure it is complete and signed by all required individuals. Then click “Submit”.

**Step 6:** **Senior Division** students, at the bottom of the page, you will have the list of forms and the files needed for your project. If there are additional forms required for your project, you simply put a check mark next to that form name, click “Save Form Changes” button, and the form will be available for you.

**Step 5:** For files you need to upload, click on the “Upload Your Files” button. Simply put a check mark next to the file that you are about to upload. When you click on the “Upload File” button, it will prompt you with a window to select and submit your file. Make sure you only upload PDFs.



- 8 of 9. Will your experiment include (check all that apply):
- DEA-controlled substances
  - Prescription Drugs
  - Consumable alcohol or tobacco
  - Firearms or explosives
  - Radiation or radioactive substances
  - Chemicals
  - Potentially hazardous devices (Devices that require a level
  - None of the Above

GO BACK CONTINUE CLEAR AND RESTART

DOWNLOAD REQUIRED FILES

FILL/EDIT FORM

SEND LINK

Approver Type

✓ Institution review board

Medical or Mental Health Professional

Educator

School Admin

Message

FILE ID

FILE NAME/VIEW FORM

ISEF 1

Student\_ISEF 1.pdf

SUBMIT

ISEF 1

ISEF 1a

ISEF 1b

Media Information and Photo Release

UPLOAD YOUR FILES

Please upload the files one at a time (one computer file for each form). **Do not upload forms until they are complete with all required signatures.**

If you have signed paper documents that you need to turn in to pdfs for upload, please use an app such as Genius Scan, Notes (iPhone), Cam Scan, or Office Lens on your phone that converts your images to pdfs. Do not take photos of the documents.

Uploading and saving all of your files and forms does not necessarily mean that you are finished. When all files and forms are uploaded, the Files and Forms Milestone icon will turn to an hourglass until all files and forms are approved by those running the event.

Check your messages in the Messages option on the left-hand side of the screen for notes from your administrator in case you need to edit and re-submit your forms.

If you need to upload an edited form that was previously uploaded. Click the trash can icon next to the form you want to replace, then upload the correct version.

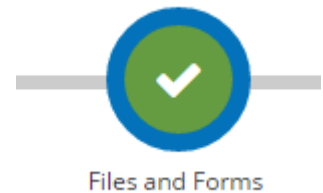
When your files and forms have officially been approved, the Files and Forms Milestone icon turns to a green check mark, indicating that your Files and Forms milestone is complete.

Should you have any questions regarding the Files and Forms, please use the Messages link on the left-hand side of the screen to contact your Teacher or the Event Administrator.

## Additional Files

Additional Files is a place for you to store additional files that pertain to your project, but that your administrator does not need to fill out or complete. Examples of these may include surveys/tests for human participants, drafts of your project or pictures of your display.

To upload your files, simply select the Upload button under the Additional Files section. After uploading, your file name will appear and you will have the ability to access the file later or to delete the file.



FILE NAME

1475847149.pdf

# Frequently Asked Questions

## **Student:**

### **Q: Can projects be changed from individual to team after the account is created?**

A: No. You must select the project type, individual or team, when creating the account. It can not be changed later.

### **Q: Can category or title be changed later?**

A: Yes. Prior to advancing to the regional fair, you can change the category or title by clicking on the Project Information milestone.

### **Q: What should I do if my teacher or class period changes?**

A: Click on the Project Information milestone and change your class period and/or teacher.

### **Q: What happens if I don't meet my milestones?**

A: You may be deactivated by your teacher or the fair administrator. If this happens, you will not be allowed to compete in the regional science fair.

### **Q: Can I delete forms that I need to edit and resubmit?**

A: You can delete forms by clicking on the trash can icon next to the form. Then upload the revised version.