

How to register for the Durham Regional Science Fair

Welcome to the Durham Regional Stem Fair for 2023!

Please email the DRSF Coordinator to indicate your interest in registering for the Durham Regional Science Fair for 2023 at:
Mary.Olaveson@ontariotechu.ca

Follow the instructions below to register for the Durham Regional Science Fair (DRSF) – **deadline: Thursday March 30 (by 11:59 p.m.)**

GENERAL INSTRUCTIONS (read carefully)

1. **Work through Steps 1 to 7 and complete as instructed**
2. **NOTE: Steps 8 to 22 deal with the preparation of your ProjectBoard**

ProjectBoard does not have to be completed for the Durham Regional Science Fair for 2023. However, you are welcome to set it up and provide basic information (e.g. a title and a summary) as this will help with the assignment of judges and give them a chance to become familiar with your project in advance of the Fair.
3. **Proceed to Step 23 on page 12 to complete the required Registration Information to complete the registration process.**

You must complete the six (6) forms in the Registration section.

If these forms are not completed, then you will not be registered and may not be allowed to participate in the Durham Regional Science Fair this year.

Once you have completed your registration – **please contact the DRSF Coordinator, Mary Olaveson, at the following email –**

Mary.Olaveson@ontariotechu.ca

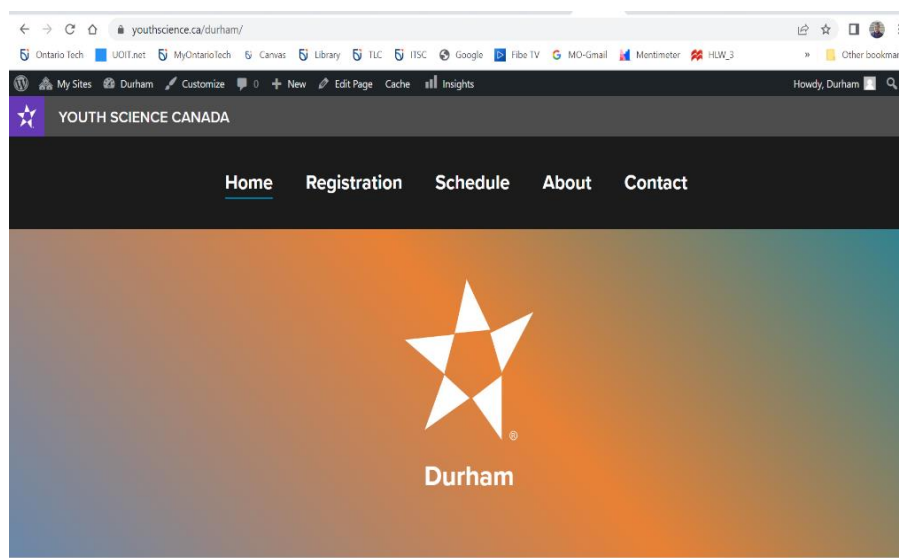
to provide the following information:

- (1) indicate that you have registered *so your registration can be checked and a project number assigned***
- (2) provide a title and general category** (e.g. Biology, Life Science, Health Science, Chemistry, Physics, Math, Computer Science, Engineering) **for your project.**
- (3) outline any requirements for your project** (e.g. access to electrical outlets); we will do our best to support your requests

START REGISTRATION HERE

Step 1. Go to the Durham Regional Science Fair Registration Website

<https://youthscience.ca/durham/>



Scroll down to see the **Registration** instructions – **follow these instructions carefully**



Registration

Thank you for your interest in the Durham Regional Science Fair for 2023!

The Fair will be held "in-person" at Ontario Tech University-North Campus (in the UB Building) on Saturday April 1, 2023 (from 9 a.m. to 4 p.m.)

To register for the Durham Regional Science Fair, you will need a Youth Science Canada (YSC) Portal account.

Create a YSC Portal Account

(1) If you do not have a YSC Portal account, create one using the form below.

(2) If you have a project partner, they will need to create a separate YSC Portal account. Later, both accounts can be linked to the project.

(3) If you participated in a regional STEM fair that used the YSC Portal or the Canada-Wide Science Fair in 2021 or 2022, click the Login link in the form below.

Step 2. Log in or register with your email address.

- (a) **If you do not have an account**, register with your email address using the form provided (see example below):

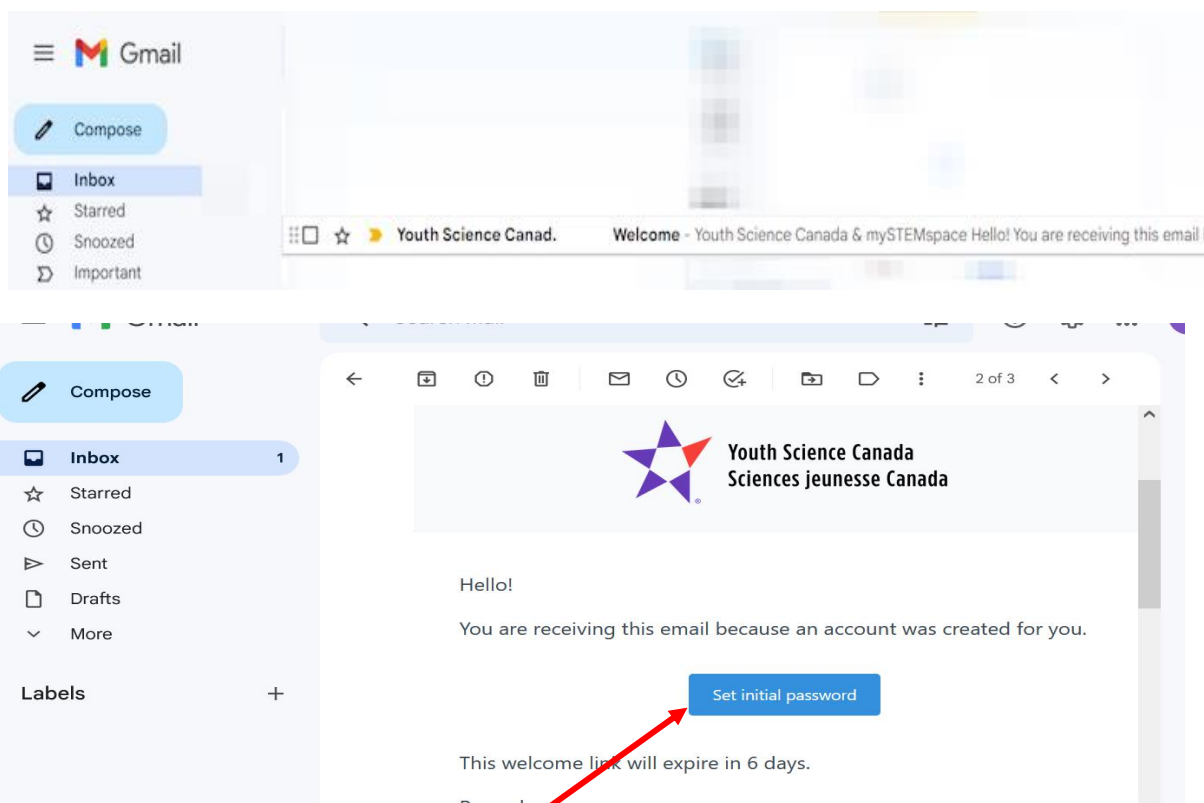
Friendly reminders:

- Use an email address that can receive incoming emails (some school email addresses do not allow this).
- If you have a project partner, they need to register separately. Later, both accounts can be linked to the project.

Then **confirm that you are a student at a Canadian school**, and then **click "Create account"**.

(b) **If you already have an account**, click **"Login"**.

Step 3. Check for the **"Welcome"** email in your email inbox.



Step 4. Then click on the link.

Step 5. Enter the necessary information to create an account.

WELCOME TO YOUTH SCIENCE CANADA'S
science fair portal!

First name

Mel

Last name

Step 6. Check "I am 13 years or older".

If you are a parent or guardian completing this on behalf of your child, please check **both** the "I am 13 years or older" and "I am a parent or guardian..."

Confirm password

.....

☒ I am 13 years or older.

☐ I am a parent or guardian regis
behalf of my child.

Step 7. Check "I agree to the Terms of use." and "We are creating a trusted and safe place. I agree to be positive and productive, and do safe and ethical STEM." Then click "Continue".

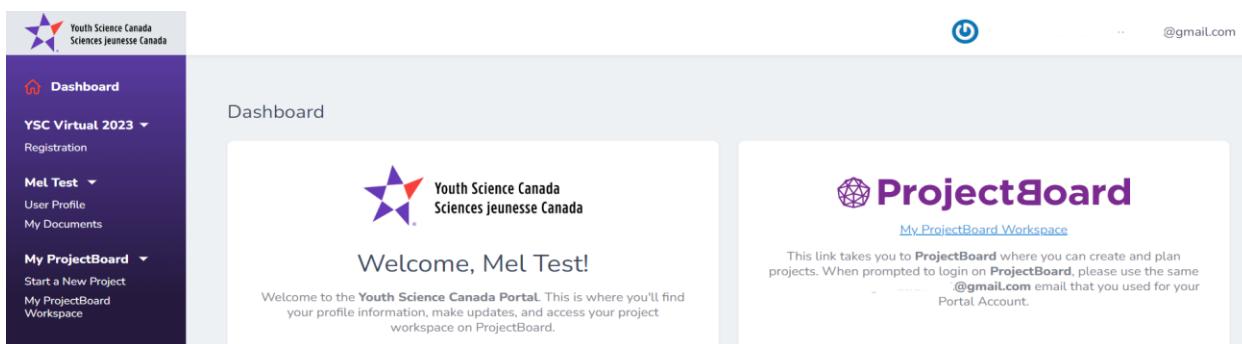
☒ I agree to the [Terms of use](#).

☒ We are creating a trusted and safe place. I agree to be positive and productive, and do safe and ethical STEM.

Continue

NOTE: The following Steps 8 to 22 (pages 6 to 11) deal with the preparation of your ProjectBoard and do not have to be completed.

Step 8. You will be brought to the dashboard of your YSC Portal account.

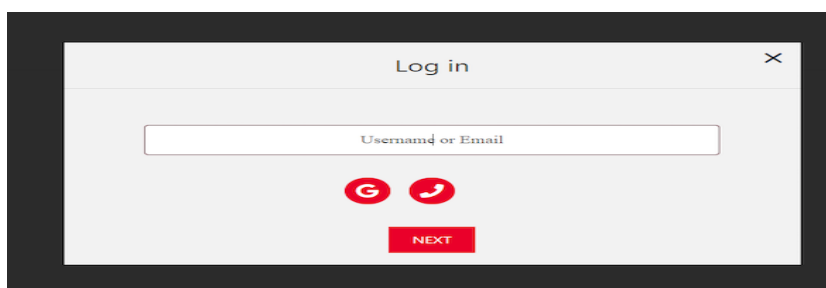


Step 9. Now you can create your project! Click "**My ProjectBoard Workspace**"

Remember: you must use the same email address to link your portal account and ProjectBoard account.



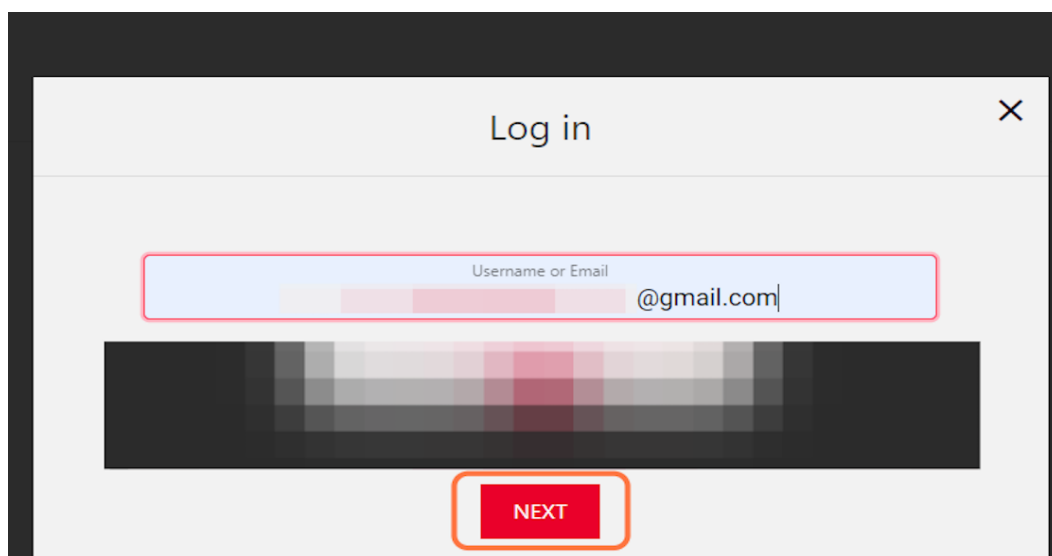
Step 10. You will be taken to your "**My Projects**" page, but you need to log in first. Click "**Log in**" in the top right corner.



Step 11. Use the same email address you used to create your Portal account.

Step 12. Then click "Next".

Remember: The email addresses must match, or your project won't be linked to your portal account.



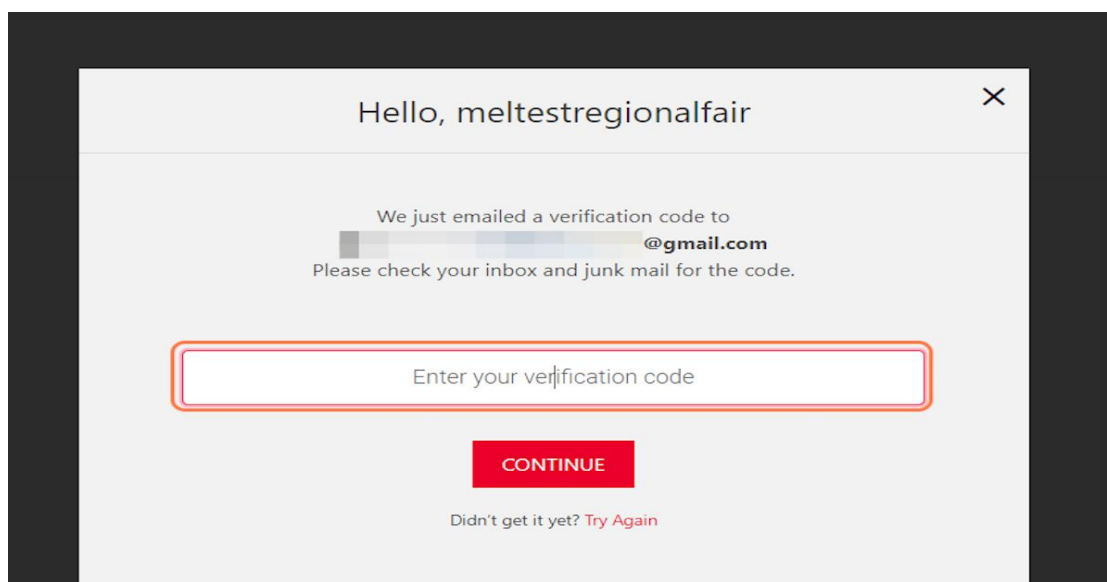
Log in

Username or Email

@gmail.com

NEXT

Step 13. Check your email for the six-digit verification code and then enter the code you received.



Hello, meltestregionalfair

We just emailed a verification code to @gmail.com

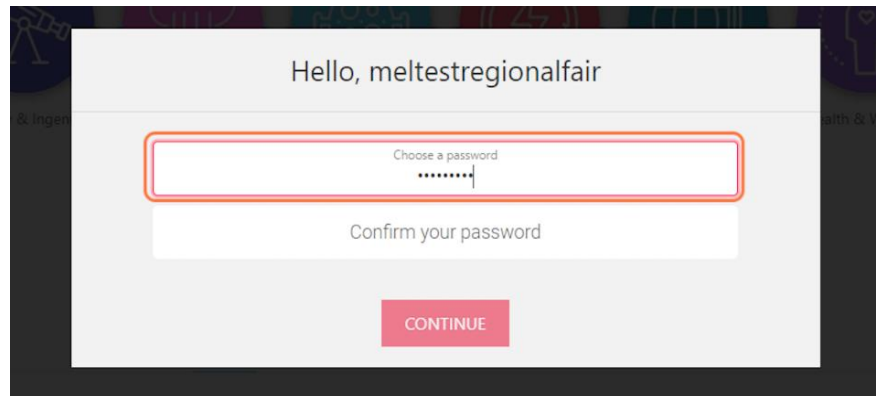
Please check your inbox and junk mail for the code.

Enter your verification code

CONTINUE

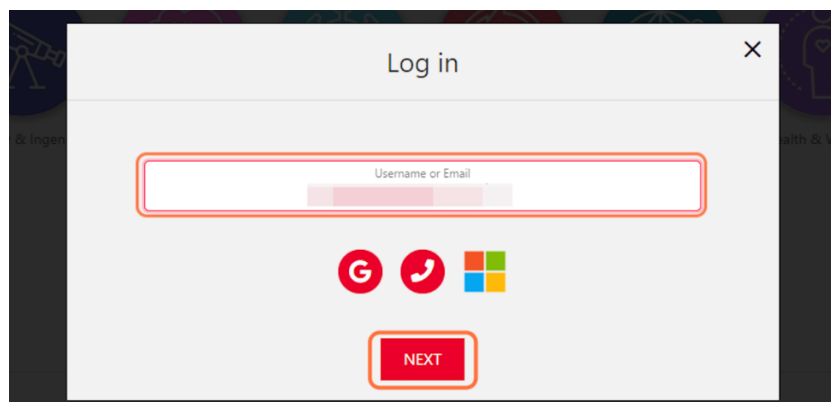
Didn't get it yet? [Try Again](#)

Step 14. Set a password for your account, confirm it, and then click "**Continue**"



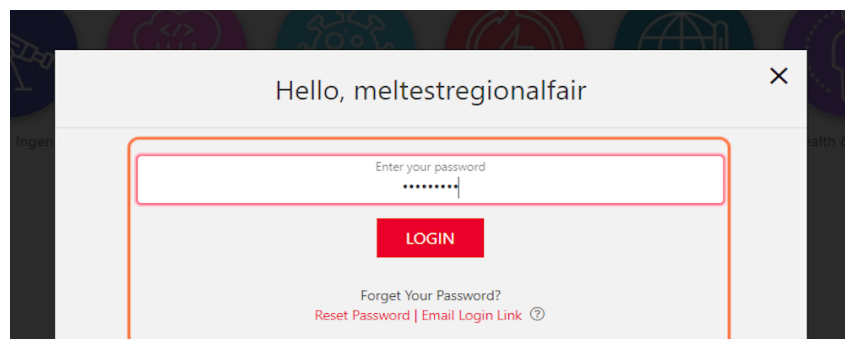
A screenshot of a web interface for account creation. At the top, it says "Hello, meltestregionalfair". Below this, there are two input fields: "Choose a password" and "Confirm your password". Both fields contain masked text (dots). A red rectangular box highlights the "Choose a password" field. At the bottom, there is a red button labeled "CONTINUE".

Step 15. Now that you've created your account, you need to log in for the first time. Enter your email address - the same email address as before. Click "**Next**".



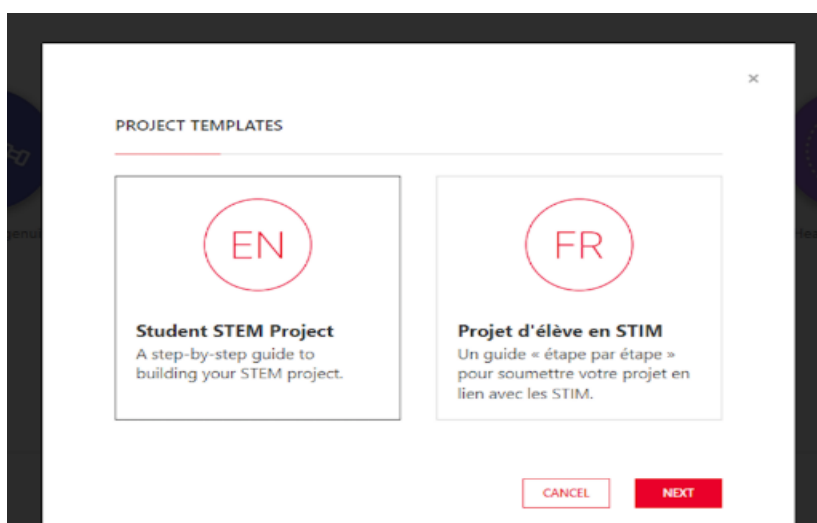
A screenshot of a login screen. At the top, it says "Log in" with a close button (X) in the top right corner. Below this, there is a large input field labeled "Username or Email". Below the input field, there are three social media icons: Google, Facebook, and Microsoft. At the bottom, there is a red button labeled "NEXT".

Step 16. Enter your password.



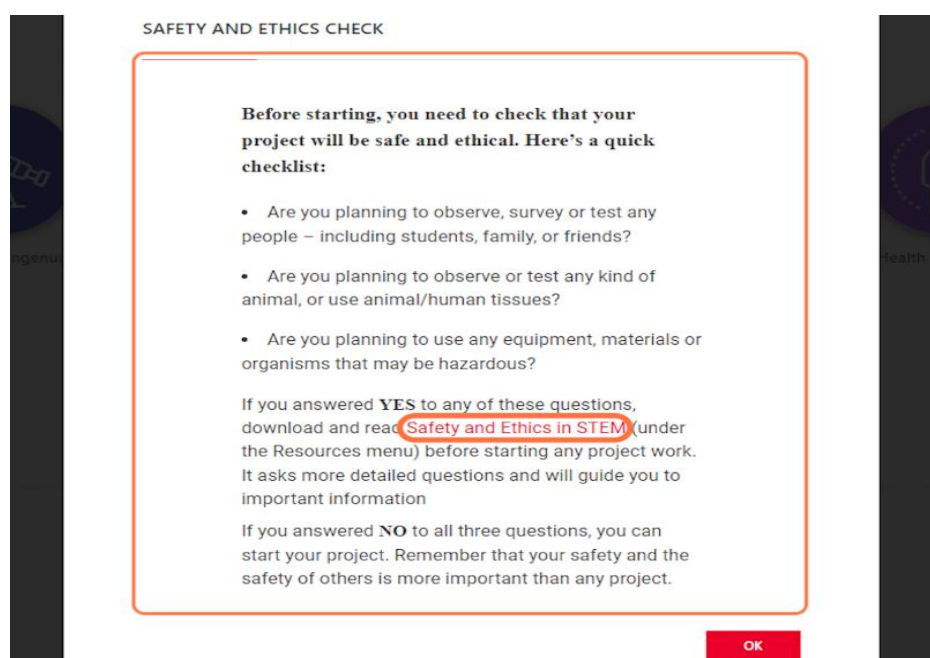
A screenshot of a login screen. At the top, it says "Hello, meltestregionalfair" with a close button (X) in the top right corner. Below this, there is a large input field labeled "Enter your password". Below the input field, there is a red button labeled "LOGIN". At the bottom, there is a link that says "Forgot Your Password?" with sub-links "Reset Password" and "Email Login Link" and a help icon (question mark in a circle).

Step 17. Select the language for your project, then click "**Next**".



Step 18. Confirm that your project is safe and ethical by reading through the checklist. Click on the "[Safety and Ethics in STEM](#)" link for more information. Then click "**OK**".

Remember: if your project involves humans (including yourself) or animals, or if you are wondering whether your project is safe, talk to an adult about your idea. Get more information on doing safe and ethical STEM on mySTEMspace: mystemspace.ca/start-a-project/safety-and-ethics



Step 19. Select the challenge that best describes your project. Then click "Apply".

You can get more information about each challenge by clicking the information "i" symbol.

Step 20. Start working on your project! At the very least, you need to enter a new title and change the Summary section before clicking "Save".

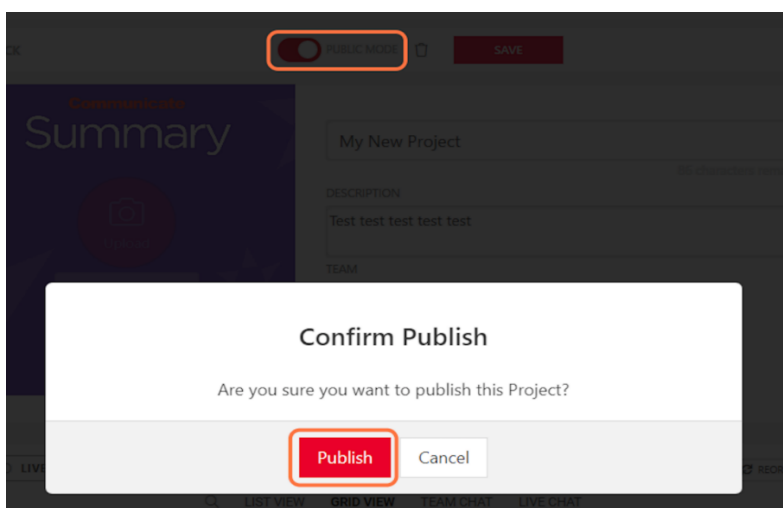
Enter a **project title** (this can be changed later) and a **short description of your project** in the "**Summary**" section. If you have a partner, click the "+" button under "**Team**" and search for your partner's ProjectBoard user name. Add them as a "**Co-owner**".

Complete the sections below: Video, Why?, How?, What?, So What?, What's next?, Thanks, References. There are instructions in each section, or you can follow the Project Entry Guide under [Resources](#).

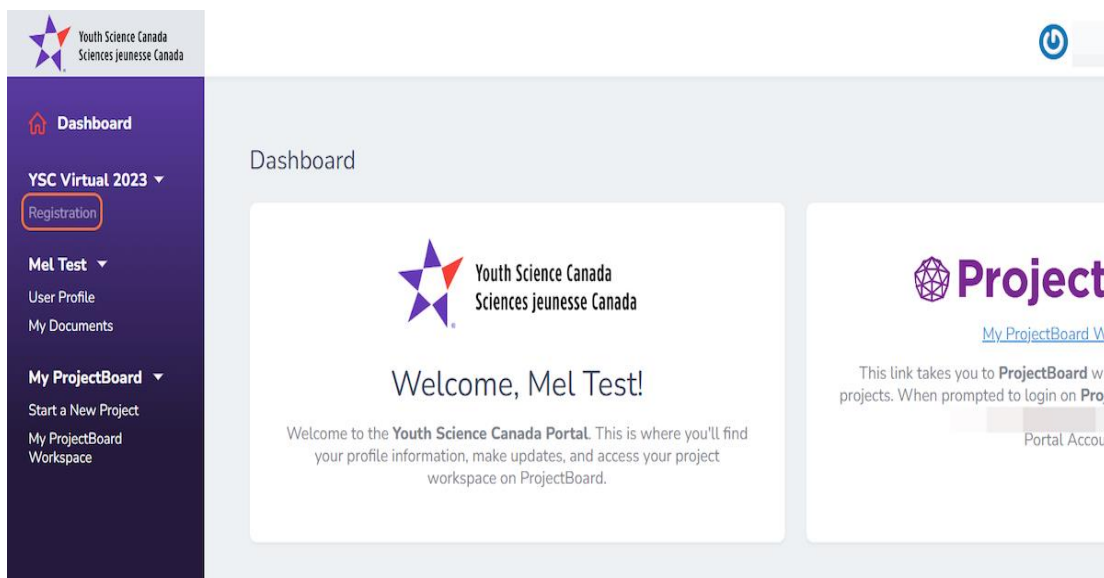
Step 21. When you are ready to share your project or submit it to your regional STEM fair, switch it from "**Private Mode**" to "**Public**".

This will publish your project, but only people with the URL will be able to see it so don't worry if you're not done yet!

Your project must be set to public to be visible on the Portal, which is where you will complete your regional STEM fair registration.



Step 22. When your project is complete, head back to your Portal account to complete your regional fair registration. It will be at the top left. Click on "**Registration**".



The following Steps 23 to 37 (pages 12 to 18) MUST BE COMPLETED in order for your Registration to be finished and for your name and project to be visible to the Coordinator for your Regional Fair.

If these 6 forms are not completed, you will not be allowed to participate in the Durham Regional Science Fair for 2023.

Step 23. Before you begin, you'll see that no forms are completed. This screen (page) will track your progress as you register.

The screenshot shows a registration progress screen. On the left is a dark purple sidebar with the following menu items: Registration, Mel Test (with a dropdown arrow), User Profile, My Documents, My ProjectBoard (with a dropdown arrow), Start a New Project, My ProjectBoard Workspace, and My ProjectBoard. The main content area has a light blue header bar at the top that says "0 of 6 forms completed" with a red box around it. Below this is a section titled "About You" containing a table with the following data:

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

Below the "About You" section is a section titled "Your Project" containing a table with the following data:

TITLE	DESCRIPTION	STATUS
ProjectBoard	Connect to your project on ProjectBoard	⌚ Not started

Step 24. Start by completing the first form called “About You”.

Most of this form will already be filled out with the information you shared when creating your account.

This screenshot is similar to the previous one, showing the registration progress screen. The "About You" section is highlighted with a red box. The table data is the same as in the previous screenshot:

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

The "Your Project" section remains the same.

Step 25. Complete the required information in the “**Contact Information**” form and then click “**Submit**”. You can also click “**Save changes**” and come back to it later.

Spoken language(s)

☒ English

☐ French

☐ Bilingual (English/French)

Contact Information

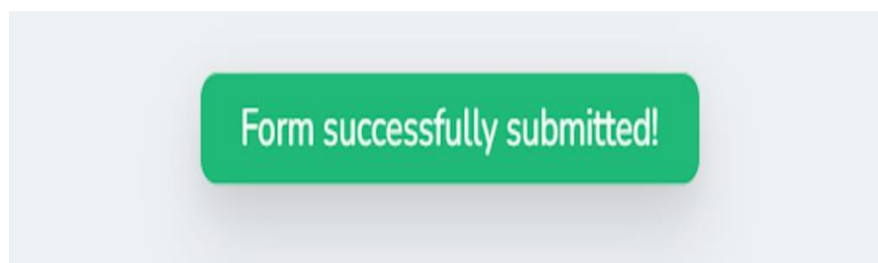
Mailing Address

Province * Ontario

Postal code * A1A1A1

Cancel Save changes Submit

Step 26. You will see a notice that the form was successfully submitted, the status will change to “**Completed**” and the tracker will show one form completed. If you click “**Save changes**” instead, the status will show as “**Pending**”, but the tracker won't change until the form is submitted.



Step 27. Next, complete the “**School**” form. Start entering your school’s full name. You can also select “I am home schooled”.

Make sure you spell the school name correctly or you won’t find a match in our database (e.g. instead of PCVS you may need to search for "Peterborough Collegiate and Vocational School").

Step 28. You can also search for a key word in your school's name (e.g. "Thomas") and then scroll through the schools in the dropdown to find your school.

Step 29. Confirm your grade on the “**Choose Your Grade**” form and then click “**Submit**”.

Step 30. Next, link to your project on ProjectBoard.

The use of ProjectBoard is not required for DRSF-2023.

TITLE	DESCRIPTION	STATUS
General Contact Information	Personal identification information	Completed
School Select	School and teacher contact information	Completed



TITLE	DESCRIPTION	STATUS
ProjectBoard	Connect to your project on ProjectBoard	Not started
Project Information	Project information	Not started

Step 31. Click “**Select**” to link to your project. When you're done, click “**Submit**”.

Any of your projects set to “**Public**” will appear here. **Remember:** if you don't see your project here, it's probably because your project isn't set to “**Public**” on ProjectBoard.

ProjectBoard Information

Projects

PROJECT NAME	SELECT	LINK
My New Project		





Cancel **Submit**

Step 32. Next, complete your Project Information.





You won't be able to complete this section until after you link your project.

About You

Form successfully submitted!

TITLE	DESCRIPTION	
General Contact Information	Personal identification information	 Completed 
School Select	School and teacher contact information	 Completed 

Your Project


TITLE	DESCRIPTION	STATUS	
ProjectBoard	Connect to your project on ProjectBoard	 Completed 	
Project Information	Project information	 Not started 	

Additional Information

Step 33. Enter the information about your project. Then click "Submit".

The summary of your project can be the same as on ProjectBoard.


Provide us with some additional project details.

Title	<input type="text" value="My New Project"/>
Grade category	<input type="text" value="Junior (7 - 8)"/>
Event Project Number	4744
Project members	 Mel Test
Project language	<input type="text" value="Choose an option"/>
Project type *	<input type="text" value="Choose an option"/>

Challenge



Please pick the Challenge or topic that best applies to your Project according to the fair's project submission requirements.

Challenge	<input type="text" value="Choose an option"/>
-----------	---





Step 34. Your region may ask more questions under "**Additional Information**". Complete these and then click "**Submit**".

If this section doesn't appear it's because your region doesn't have any additional questions. **Note: Durham Regional Science Fair will not use this section for 2023.**



General Contact Information	Personal identification information	 Completed
School Select	School and teacher contact information	 Completed

Form successfully submitted!

Your Project

TITLE	DESCRIPTION	STATUS
ProjectBoard	Connect to your project on ProjectBoard	 Completed
Project Information	Project information	 Completed

Additional Information

TITLE	DESCRIPTION	STATUS
Additional Information	Information needed to complete your registration	 Not started
Registration Confirmation	Confirm your regional fair registration	 Not started

Step 35. Finally, click on "**Registration Confirmation**" to submit your regional STEM fair registration.

Your Project

TITLE	DESCRIPTION	STATUS
ProjectBoard	Connect to your project on ProjectBoard	✓ Completed
Project Information	Project information	✓ Completed

Additional Information

TITLE	DESCRIPTION	STATUS
Additional Information	Information needed to complete your registration	✓ Completed
Registration Confirmation	Confirm your regional fair registration	⌚ Not started

Step 36. Check the confirmation statement, and then click "**Submit**".

Registration Confirmation

☒ I confirm that I am completing my registration for the following regional fair: YSC Virtual RSF *

Cancel

Step 37. You're all done! The tracking bar will be green, and the status of all forms will be "**Completed**". You are now registered for the **Durham Regional Science Fair!**

Dashboard

Virtual 2023

Registration

Test

Profile

Documents

ProjectBoard

New Project

ProjectBoard

Workspace

Participant Registration

Form successfully submitted!

6 of 6 forms completed

About You

TITLE	DESCRIPTION	STATUS
General Contact Information	Personal identification information	✓ Completed
School Select	School and teacher contact information	✓ Completed