

How to Register your Students for The East Kootenay Regional Science Fair

1. Visit: www.ekrsf.ca and click on the Registration Link at the top of the page
2. Click on the Log-in/Register link at the left of the page
3. Select the option under “Teacher/School”
I am a teacher or science fair coordinator at a school
4. Select your school from the drop-down menu.
5. Enter **science10** as your access code.
6. Once you have logged-in, please verify that the school contact information is accurate and enter your own contact information for our records.
7. Click Participant Registration Invitations
8. You will need to enter this information for each student:
 - a. Student Email Address or Unique Username (first initial, last name)
 - b. Contact Email Address (if you are the main contact, this can be your email)
 - c. Student First Name
 - d. Student Last Name
 - e. Grade (select from drop-down menu)
9. You will then see all of your students in a table similar to this:

Invited participants from your school

Last Name	First Name	Email Address	Grade	Registration Number	Actions
Account	Test	testaccount / info@ekrsf.ca	7	903535	Login 

10. From here you can either have your students go in and input all of their project information. If not, you can select “Login” and go in as the student and enter their contact information, emergency contact information, and complete their registration. If you are having your students log-in, they will select the “Participant” Log-in from step 3 and will enter the Unique Username and Registration Number to complete their log-in. The process of completing a student registration takes about 3-5 minutes per student.
11. An Exhibitor Signature Page is the same as a Parental Consent Form. The only difference is that the Exhibitor Page includes the student’s project number already. This form (whichever one you choose) and the Registration Fee of \$10 per student needs to be submitted to the EKRSF Committee by February 12th.

For more information, contact:

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