

# High School Adult Sponsor Registration Directions

NWSES requires the use of its online registration system. ALL adult sponsors should complete steps 1-3 as early in the year as possible. Because of the need for signatures on forms, all forms will need to be printed and uploaded to the regional fair by the submission deadline.

PLEASE NOTE: Registration fees may be due when you turn in your paperwork. Communicate with your regional fair director about registration fees, deadlines, and late fees.

1. To register go to [www.nwse.org](http://www.nwse.org) and choose "Adult Sponsor Registration" under the Registration tab.
2. If you are a returning user, use last year's login or email address and password. If this is your first year, follow the directions to "Create a new user".
3. Enter or confirm your personal information, school/organization information, and fair selection.
4. Work with your students to complete a Research Plan for each project and determine which ISEF forms are required. Use the Forms Wizard at [www.nwse.org](http://www.nwse.org) for assistance.
5. After completing the information listed in step 3 above, you will be taken directly to the Adult Sponsor Exhibit Management screen when you return to the registration system. From there use the "Add a project" button. You will need the student's name, project category, and a password for the project. The password is entirely up to you, but must be at least five characters long.
  - If the project is a team project, enter the name of the first student only. Additional students can be added later.
  - After adding a project, you can either add another project, or go to the Form 1 Checklist for Adult Sponsor for the project just entered.
6. Complete Form 1 for all your projects.
7. Your students should be responsible for entering their personal information, Form 1A, Form 1B and abstract. The only forms which are required online are Form 1, 1A, 1B and abstract.
8. **The Google Shared Link** is used to upload all required ISEF forms and the Research Plan for a project.
9. **Confirm the project** when you are sure the project will attend the science fair. Select the project and click "Confirm Project". This is the RSVP for the project. The deadlines for regional fairs vary, so ensure that the projects are confirmed before those specific deadlines.
10. **Bring originals** of all required ISEF forms to an in person fair. **For Virtual Fairs** a video and poster/slide deck are added to the Google folder. Abstracts need to be completed online.

Other features of online registration are listed below. Some features are disabled after deadlines pass, so that the regional and state fairs can properly plan for the numbers of projects and students to expect. Adding projects, confirming projects, withdrawing projects, deleting projects, and adding or deleting students are disabled when registration for a fair closes. Changing categories, abstracts, correcting names and project titles are disabled before NWSE.

- Withdraw project: If a project is not able to attend the fair but has already been confirmed, withdraw it.
- Delete project: This button deletes projects from the system. This cannot be undone.
- Change category: This button changes the category of a project of a selected project.
- Edit Project:
  - i. Delete student: The 'Delete Student' button will be next to the student's name and information status in the Student Information section.
  - ii. Add student: The 'Add Student' button is below the current names of students assigned to a project in the Student Information section. Students also have this ability. Spelling corrections to student names can be made by clicking edit next to the student's name.
  - iii. Edit forms: To edit forms, scroll down to Project Status Summary. The edit buttons are next to each form's database status. Form 1 can also be reached from the Exhibit Management page.
- Student Access: Students on a project may edit their forms by logging in with the exhibit number and password created by their Adult Sponsor. Students will see the 'Exhibit Summary' for that project only.