Middle School Registration Directions

All projects are required to register online. Steps 1-3 should be done early in the school year to receive email updates.

1. To register go to www.nwse.org and click on "Registration" and choose "Adult Sponsor Registration." Then Login to Affiliated Fair Online Registration.

2. If you are a returning user, use last year's login and password. If this is your first year follow the directions to "Create a new user".

3. Once your account has been created, login and click on sign up to be an adult sponsor in the chart at the bottom of the page.

4. Enter or confirm your personal information and select the student's School as your organization. Then choose the Northwest Science Expo System and the 1st fair your student will attend.

5. Add a project. 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 5 characters long. If the student is doing a project using the ISEF rules, select that on the Add Project page.

   - If the project is a team project, enter the name of the first student only. Additional students can be added during the next step.

   - If the project does not meet MS Super EZ rules, select ISEF forms.

   - After adding a project you can either add another project or go to the MS EZ form for the project just entered.

6. Fill out the MS EZ form for a project. Select the project and click on "Edit MS EZ form". Click on the pencil icon to add contact and demographic information for each student. Click on "Add Student" if it is a team project. Complete the MS EZ form by entering the project's title and summary. The summary may be left blank if the project is not finished.

7. Print the MS EZ form. The form prints in a pop-up window, so you will need to disable any pop-up blockers. The printed version of the form has spaces for signatures. One form per student will print, so if the project has a team of two students, two MS Super EZ Forms will print.

8. **The Google Shared Link** is used to upload signed copies of the MSEZ form (or ISEF forms) and the project procedures. For virtual fairs a video and poster/slide deck are also added to this folder.

9. **Mail payment** and the School Registration Form to the fair you are attending by their deadline.

10. **For in person fairs,** a physical copy of the forms is required as part of the display.

Other features of online registration:

- Change category: use this button to change the category of a project.

- Withdraw project: If a project is not able to attend the fair, but has already been confimed, withdraw it.

- Delete project: use this to delete projects from the system. This cannot be undone.

- Delete student: located on the MS Super EZ form, use to delete a student from a team project. Spelling corrections can be made directly on the MS Super EZ form.

- Student Access: Students on a project may edit the MS Super EZ Form by logging in with the exhibit number and password created by their adult sponsor.