

# Student STEM Wizard Guide

## Registration

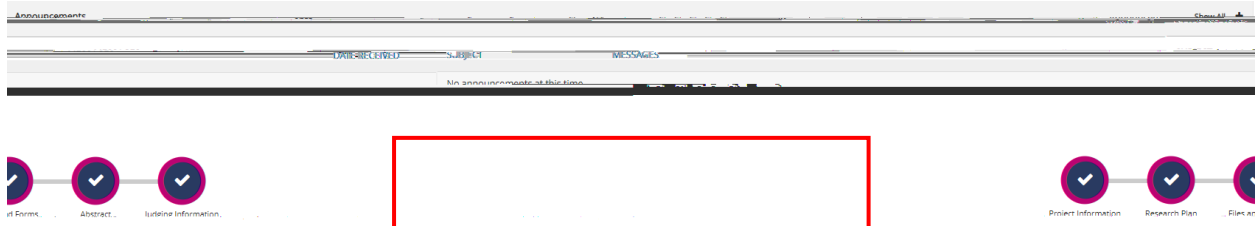
Registration:

Step 1: Go to the STEM Wizard page for your fair and select the Registration

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D Q Q R X Q F H B R I A M E L U D G F L O L F R O O K P L O H V W A L O O W K D W N K G V R O K W H  
3 U R M H J F W S O J I R U W K R S P O R D O Q R G L O W V W R Q H V

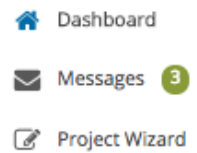


## 8 V L Q J O H V V D J H V

6 W X G H O W N P L Y V H V D J U R W K E L U D G P V Q E M V L J Q H G R E A D K L M S D J H 6 W X C  
F D Q D O M R G H V V D W H R L U D G P V Q H L U D W W I D J F K H G U V

## 0 H V V D J H V

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 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 has not sent you information concerning un-met requirements of your project. Do not respond to messages from your administrator from your personal e-mail, it will not work. You must respond to your administrator's messages from within Messages.

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

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.



7KH ILUVW WLPH \RX ORJ LQWR \RXU DFFRXQW LW ZLOO ORRN KRZHYHU \RXU VSHFLILF 0LOHVWRQH V PD\ YDU\ IURP WKRVH E

Step 2: <RX PXVW ILUVW FRPSOHWH Infraction On VDYH \RXU 3URMHFW Milestone before you will be allowed to begin ILOOLQJ RXW \RXU RWKHU 0LOHVWRQH WR WKL V PLOHVWRQH \RX VLP SO\ FOLFN RQ WKH URXQG V\PERO DERYH Wkth On DPH 3URMHFW taken to that page. You follow this VDPH SURFHGXUH XQWLO \RX KDYH ILQLVKHG DOO \RXU 0LOHVWRQH V

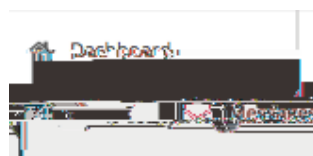
'HDGOLQH V 6RPH PLOHVWRQH V ZLOO KDYH GHGOLQH V DVVRF WKHP 'HDGOLQH V ZLOO EH GLVSOD\HG EHZORZ WKH PLOHVWRQH VXUH \RX FRPSOHWH WKRVH RQ WLPH

**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 WHDFKHU RU administrator.



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. Please note that not all events have this milestone. If you do not see this Milestone you do not have to follow these steps.

Step 2: [6HQLRU 'LVWXLGRU](#) 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. [-XQLRU](#)

['LYVLRQ VWRGHQIRVPV DUH DOHHDG\ VHOHFWHG IRU \RX](#)

Step 3: [// V WX](#) The next step will be to download the templates of [\RXU ILOILWUWUOLFWLFRZQRG 5LXLL](#) button. This will download a zip file that contains the templates (applicable) of all files and forms that are applicable to your project. [86 cY! Q—E\\$V ßA\\*õ dsî](#)

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You can upload the files one at a time (one computer file for each form) or you can upload all of your files in a single computer file. It is preferable to upload them one at a time, as there are problems with your submissions.

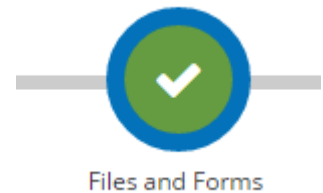
Additional Files is a place for you to store additional files that pertain to your project, but that your administrator does not need to fill out or complete. Examples of these may include pictures of your display.

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.

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 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.

