


How to register a school

Web Browser Tips:

- Use an up to date web browser. Firefox gives the best experience
- Turn off your pop-up blocker (pop-ups must be allowed)
- Java script must be enabled

Process:

1. Go to www.sciencefairoracle.com
2. Click "Setup a School Account" and click "Go"
3. Select your Country and State
4. Select the Next Fair (the fair you will be sending projects to) 
 - a. If it is not listed, contact that fair person, they need to open their registration before it will appear on your menu.
5. Select the "Division" (Middle or High School)
 - a. If your school has both middle and high schools, you must register each separately as if they are two different schools
6. Select your school from the available list
 - a. If your school is not in the list, contact the e-mail address provided and ask that your school be added.
7. Fill out the appropriate contact information. When you have finished everything, you should receive a confirmation e-mail with your login credentials.
8. Go to www.sciencefairoracle.com and login with your username and password
9. Fill out and verify the required information and supply your signature.
 - a. If you need to change your username and password you can do it here under "Account Settings". This is your profile page.
10. Once you have completed the steps, click the button at the top "Back to Main".
11. Now you will be on your "Role Navigation Page"
 - a. If a user has only one "Role" this page will not appear.
 - b. You should have two roles. One as Fair Director for your school and One as a teacher for your school.
12. Select your role as Fair Director for your school. You must navigate to this page and complete some steps before your registration will be open for students.

Main School Control Screen

1. Here you will find a series of steps that need to be completed before the Fair Deadline.
 - a. Step 1 – Add school contacts
 - i. You must add any teacher/mentor or adult sponsor here. When students register they will be asked to select their teacher/adult sponsor from a drop down list. If you do not add them, they won't be there.
 - ii. Each person you add will receive an e-mail with login information. They must login and update their accounts. They should login daily to check on the progress of their students or any pending signatures.
 - b. Step2 – Setup your Scientific Review Committee. Some projects must be reviewed BEFORE the student starts their research. If your higher fairs choose to do so, they may setup their SRC/IRB to handle your projects. And this step will not be required.
 - i. If you select Not to setup an SRC, a student will be forced to use an outside SRC if he/she needs prior approval.
 - ii. SRC Sharing
 1. If you have a well experienced and established SRC you may share it with others in your Region. That means a student from another school might send you a request to use your SRC if his/her school does not have one.
 - iii. Add members of your SRC. This step will not be marked as complete until you have response from at least 3 qualified members.
 1. When you add a member, they will receive an e-mail with username and password. Once they login and update their information, they will become active.
2. When you are finished with the SRC Setup portion, go back to the main Fair Control screen.
3. Now you can open your student registration and students can go to www.sciencefairoracle.com and start working on their projects.
 - a. Students have a series of steps to complete, this will take time. Students need to setup their accounts before they start experimentation. The steps will walk them through the ISEF process automatically filling out all of their paperwork and forms, including getting the appropriate electronic signature.
4. On your main screen you have a Tools Menu, here you can view your projects and users and Remote in to their accounts if they need help.
5. Any signature requests or new messages will appear in your "Quick Nav" Menu at the top right of the page.
6. Eventually you will be required to select your winners and "Finalize" your school. This will submit all of your winners and their paperwork to the next fair.

