CYSF 2025 - School Registration and Project Registration Instructions

SCHOOL REGISTRATION

When you click on the Coordinator Registration link you will be asked to sign in to the CYSF Platform using a Google or Microsoft Account.

Sign In

You must use a Google account to sign in. Use your school account if you have one, otherwise use a personal account or create a new account.

We will use your Google email to communicate with you. Create account option is available during sign-in.

→ SIGN IN WITH GOOGLE

I have an Email/Password

After logging in with your Google Account you will see your first and last name in the upper left corner and you will be prompted to select your school.

☰ Katrina Watson / **SELECT SCHOOL**

Select your school from the drop down menu. Select "UPDATE". Your school numbers for elementary (grades 5 and 6) and Secondary (Grades 7-12) will update automatically. Please contact entries@cysf.org if there is a discrepancy between the numbers shown and your actual school registration.

Please enter an estimated number of projects for your school for Grade 5/6 and Grades 7-12. These estimates can be a number between 0 and your school quota.

You will NOT get an email confirming your registration. If you see your school's name next to your name, that is confirmation that your school is registered for CYSF 2025.

Select School

School
‒‒‒‒‒‒‒‒ ▾

Elementary project estimate*
0
Estimated projects you intend to send to CYSF from grades 5-6.

Secondary project estimate*
0
Estimated projects you intend to send to CYSF from grades 7-12.

UPDATE   DONE

☰ Katrina Watson / Rideau Park School ✏

UPDATE PROFILE

👤 Browse Projects [0] ✉ Inbox 👤 Profile → Logout

On the top right hand side of the platform click on Profile. Please update your profile by adding a phone number you can be reached at. This is not a number CYSF will use unless there is urgent need to contact you or your students regarding their projects. Please do not use a school phone number. You can also update your display name here.

👤 **Update Profile**

Display Name
Katrina Watson

Telephone

UPDATE
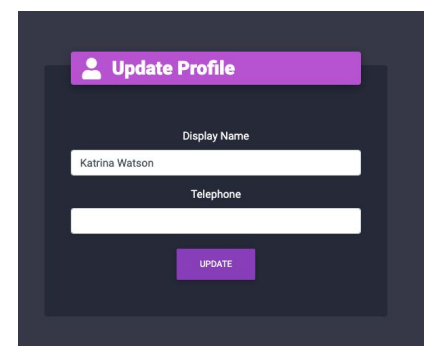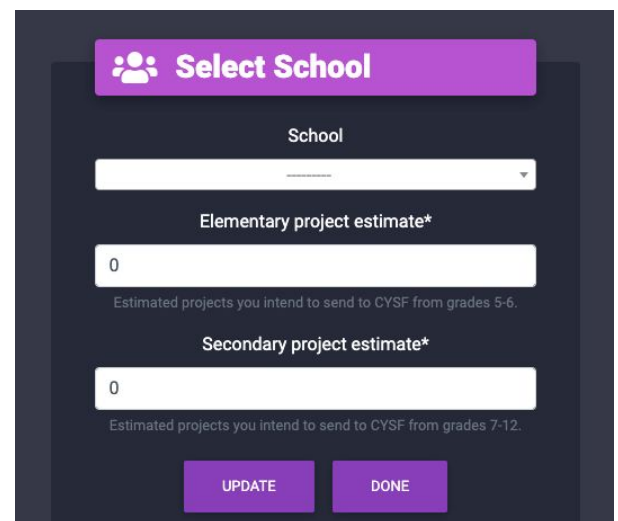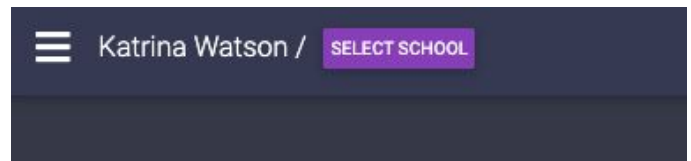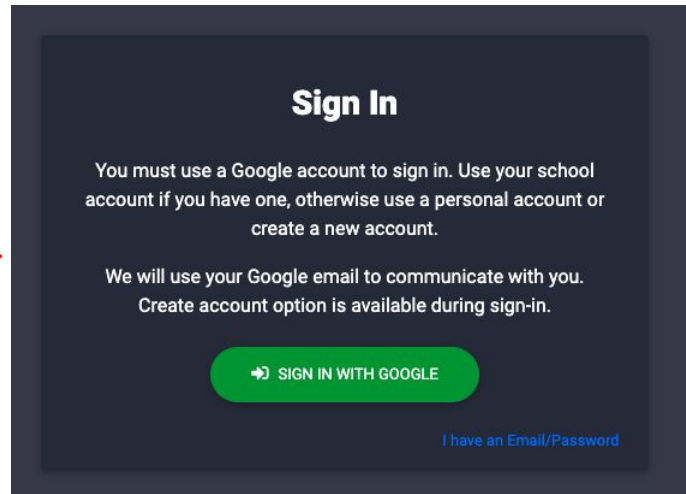
# CYSF 2025 - School Registration and Project Registration Instructions

INVITING STUDENTS

Click on the "hamburger" (or 3 horizontal lines) next to your name in the upper left corner of the platform. Select "Invitations" from the menu.
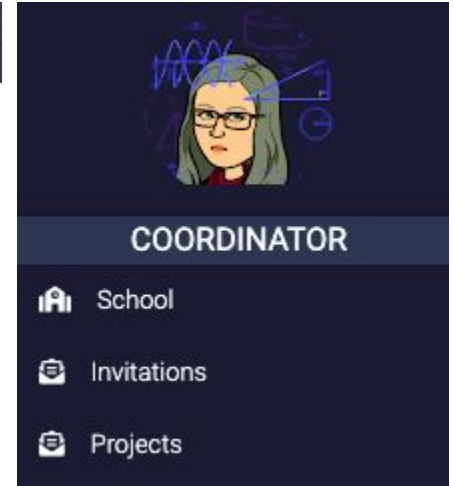
To invite students, first **ask them which email account** they will be using. Students do not have to use their school gmail accounts, but the account they use must match the email invitation you send. It is very time consuming for our volunteers to manually attach students to you at a later time.

If you have sent an email invitation and your student does not receive it you can send them the manual link shown below the invite.
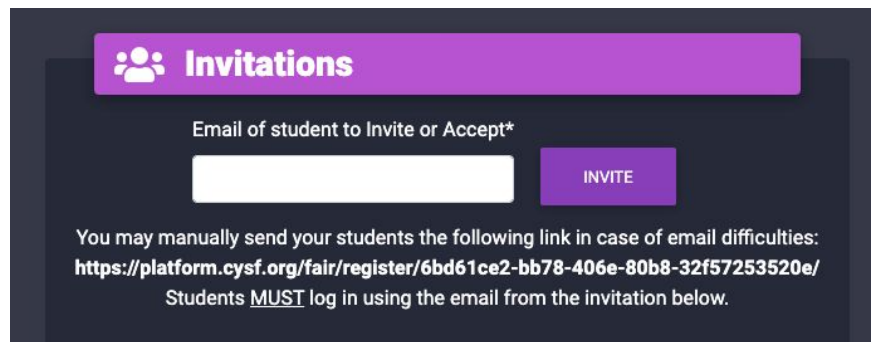
Your students will receive an email that looks like the one below. When they click "accept invitation" they will either be automatically signed onto the platform or they may be asked to sign into their Google account. Again, please remind your students that the Google account they use to sign-in MUST be the same account that received the emailed invitation.

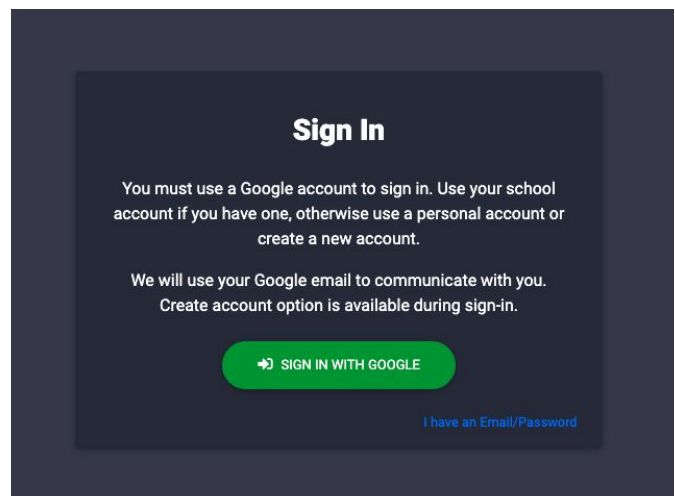# CYSF 2025 - School Registration and Project Registration Instructions

<u>MANAGING STUDENT INVITATIONS</u>

Click on the "hamburger" (or 3 horizontal lines) next to your name in the upper left corner of the platform. Select "Projects" to see students who have accepted your invitation. You can click "View" next to their name at any time to get a judge's view of what their project looks like.

☰	Katrina Watson /

COORDINATOR

- 🏫 School
- 📩 Invitations
- 📩 Projects

👥 Projects

UPDATE CYSF SELECTION

	CYSF	Students	Title
	■	Ana Dwyer	A New Project
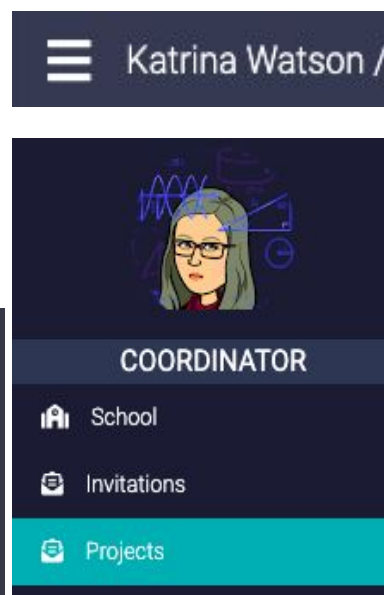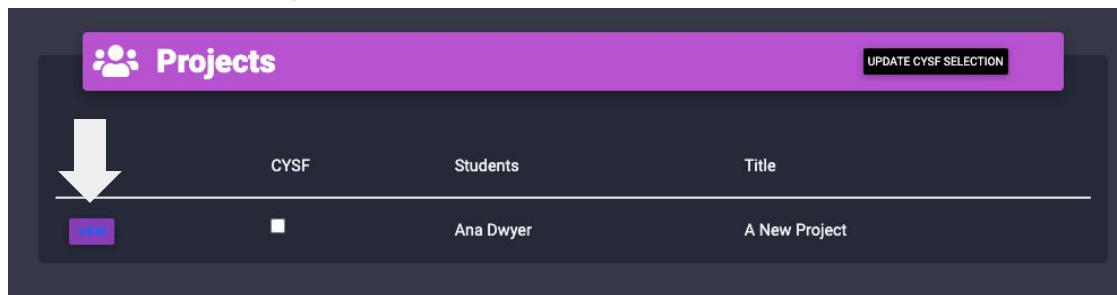
If you click on "Invitations" it will show you a list of students who have accepted your invitations and a list of students you have invited but who have not yet accepted your invitation. You can also delete student invitations.

Delete?	Accepted	Email
🗑	✅	@educbe.ca
🗑	-	@educbe.ca
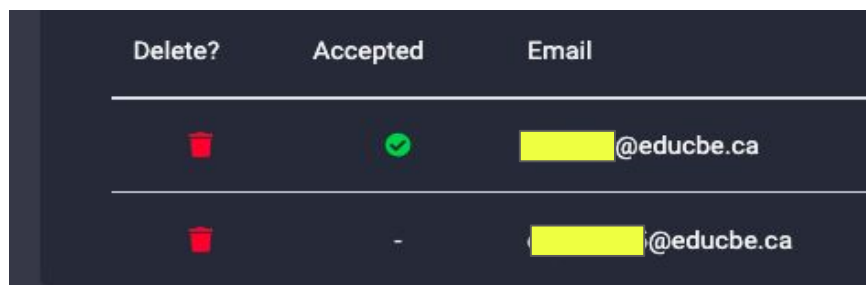
Once students are successfully logged on they should see the Welcome to CYSF 2025 menu (shown below). Encourage your students to view Gold winning projects from CYSF 2024 by clicking "Browse Projects" on the top menu.

👤 Browse Projects   0 ✉ Inbox   👤 Profile   ➡ Logout

Welcome to CYSF 2025

Thank you for your continued participation in, and support of, Calgary Youth Science Fair (CYSF). The 2025 CYSF will be held in-person at the Olympic Oval. All projects will be registered through the CYSF Platform and students are strongly encouraged to update all sections as judges will use the platform to preview your project prior to judging day at the Oval. Students who do not complete the Basic Project Information and Ethics and Due Care section by February 7th, and the Declaration Section and participant photo before March 21st will not be eligible to participate in judging at the Olympic Oval.

- **Thursday, April 10th – Project Set-Up**
  - Students check-in and set-up their projects between 12:00 noon and 6:00pm
  - Students who are unable to make it Thursday can have a parent, teacher or friend check-in and set up for them
  - Only students who have been selected for judging by their coordinator AND who have completed the mandatory sections on the platform will be able to check-in
  - Project check-in will close at 6:00pm, late check-ins will not be accepted
- **Friday, April 11th – Judging Day**
  - In-person judging will occur between 8:00am and 3:30pm
  - Students are asked to come between 7:30am and 7:50am
  - Medal round judging occurs in the morning, ALL students will be judged multiple times
  - Award round judging happens in the afternoon