CYSF 2025 - Project Selection and Image Upload Instructions

To ensure your students' projects are ready for judging at CYSF 2025 the following must happen.

1. Coordinators MUST select projects **and** update project selection.

2. Students MUST complete the basic project information, ethics and due care 2a section, declaration section and upload a participant and project image.

These must be completed before **March 21**. Please give yourself and your students lots of time to complete these steps.
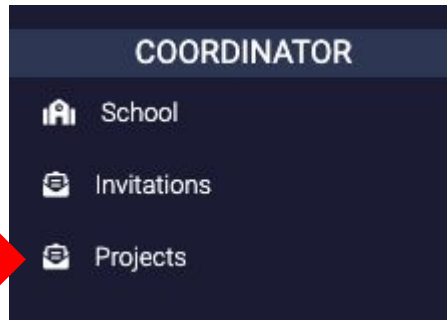
COORDINATOR- Project Selection

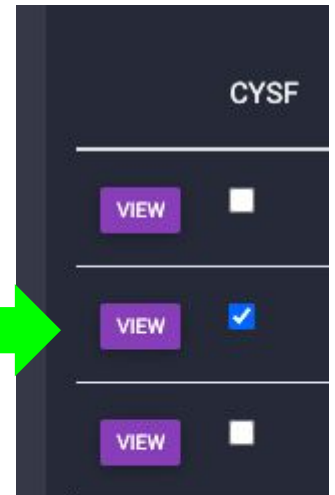Log on to the CYSF form at https://platform.cysf.org/

Click on the menu (three horizontal lines) in the upper left hand corner.

Select Projects

Check off the projects you would like to select to move forward for judging at CYSF 2025.

Once you have selected the projects you MUST click the "Update CYSF Selection" button. If the student has not completed all the required sections on the platform you will not be able to select their project. The check box will appear after they have completed all sections.

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STUDENT - Declaration Section

When students log on to the platform and click the menu (three horizontal lines in the upper lefthand corner), they see all components of their project.

A **green check-mark** indicates that the section is complete. A **red X** indicates that the section is not yet complete. *Please note that not all projects are required to complete the Significant Risk Form 2B and that this will stay red. Students who DO need to complete this form will be notified by the CYSF Safety Committee.*

Students have until **March 21** to complete and make changes to all sections of their project.

The declaration section at the bottom of the menu must be completed by students or their project will NOT be eligible for judging. Students must check off all boxes and hit save.

Coordinators must complete the project selection prior to **March 21.**

Students must complete their Basic Project Info, Ethics and Due Care 2A, Declaration sections and upload a participant image and project image before coordinators can select their project. We recommend you give students an earlier deadline, prior to March 21st, so that you are able to select their projects by the deadline.

There will be no extensions to the March 21 deadline

Message for students:

As you are finalizing your projects and presentations for CYSF 2025 please take a look at our CYSF YouTube channel for some helpful tips on:
- formatting your online project
- avoiding plagiarism
- answering questions at judging

CYSF YouTube

We also encourage you to go to our website at cysf.org to see the judging tally sheets and the judging rubrics. These are the documents the judges will use to score your project.

CYSF Judging Documents

Make sure all your required sections are complete prior to **March 21.** You will lose all access to your project at this time.

Having troubles uploading your images?

- Select the file you would like to upload
- Make sure it is either .png or .jpg
- Click "Send it to the Server"
- You can now go to "Image Info" and "Browse Server" all the images you uploaded can be found here.

You can NOT link to a photo in Google Drive.
You must first download that photo as a .png or .jpg then follow the above instructions.