

The Online Registration Process for the North Carolina Region 4 Science & Engineering Fair (Science Fair in a Box - SFIAB)

**North Carolina
Region IV Science Fair**



- This is the main registration page for the fair. The URL is listed at the bottom of this page.
- There is also a web site for the regional fair, it can be reached by clicking on the link at the middle of this page. The web site is outside of SFIAB, residing on the UNCP server. It has information, links, forms, etc.

North Carolina Region 4 Science Fair

Welcome to the online registration and management system for the
2012 North Carolina Region 4 Science and Engineering Fair

Important Dates
Registration Deadline: February 3, 2012
Fair Date: February 21 2012

For further detailed information, forms, and links please visit our [NC_Region 4 Website](#).

IMPORTANT!

Please be careful when entering your email address the very first time you go to register. The system will automatically send an email to that address with your registration number, which is needed to login and begin the registration process. We are getting notices every day that these emails are undeliverable because the address entered was invalid. If you do not receive an email with your registration number within a few minutes after entering your email address and clicking the "begin" button, you probably entered your email address incorrectly. You will have to go back and do it again!

<http://ncsefreg4.sfiab.com/index.php>

- To begin, click “Login/Register”
- The students will choose “I am a participant”
- **DO NOT MAKE ANY OTHER CHOICE ON THIS MENU!**
Do NOT choose Teacher/School. This function is not being utilized!

The screenshot shows a web browser window with the URL <http://ncsefreg4.sfiab.com/login.php>. The browser tabs include Google Calendar, Army Knowledge Online, and Login/Register. The page title is "North Carolina Region 4 Science Fair" and it shows "Not Logged In".

North Carolina Region 4 Science Fair

Not Logged In

Login/Register

Please choose one of the following:

- Participant**
 - I am a participant
- Judge**
 - I am a judge and I already have an account
 - I am a new judge and would like to register to judge
- Sponsor**
 - I am an existing sponsor
 - I would like to become a sponsor
- Teacher/School**
 - I am a teacher or science fair coordinator at a school
- Committee**
 - I am a committee member

English

- Students will enter a VALID email address.
- Immediately following they will receive an email with their registration number (hint: have them open their email in a separate window or tab. Then they can simply cut and paste their registration number into the next page).
- If the email does not come to the address within 1-2 minutes (usually within seconds) then the student may have entered the address incorrectly. The student will have to redo this step.

The screenshot shows a web browser window with the URL http://ncsefreg4.sfiab.com/register_participants.php. The browser tabs include Google Calendar, Army Knowledge Online, and Participant Registration. The page title is "North Carolina Region 4 Science Fair" and the user is "Not Logged In".

Participant Registration

Please enter your email address to :

- Begin a new registration
- Continue a previously started registration
- Modify an existing registration

You must enter a valid email address. We will be emailing you information which you will need to complete the registration process!

Email:

Navigation menu on the left:

- Home Page
- Important Dates
- Committee
- Winners
- Login/Register
- English
- Contact Us

Footer: SFIAB Version 2.3.1 (Development Revision: 2696)

- Enter the registration number in the email. Also, keep track of this number. You will need it to login in the future!
- Tip: since the software identifies the student via their email, each student must register with a unique email address. Teachers cannot use their email address for multiple students!

North Carolina Region 4 Science Fair

Participant Registration

You have been identified as a new registrant. An email has been sent to **bob.smith@unhoo.com** which contains your new **registration number**. Please check your email to obtain your **registration number** and then enter it below:

Registration Number:

If you have lost or forgotten your **registration number**, please click here to resend it to your email address

Not Logged In

Home Page
Important Dates
Committee
Winners
Login/Register
English
Contact Us

The email that was sent to me with my registration number

Registration for North Carolina Region 4 Science Fair
tim.ritter@uncp.edu
Sent: Mon 9/26/2011 12:19 PM
To: Timothy Ritter

A new registration account has been created for you. To access your registration account, please enter the following registration number into the registration website:

Email Address: tim.ritter@uncp.edu
Registration Number: [578746](#)

- Your goal is to turn all the “incomplete” into “complete”.
- The student cannot proceed from one registration item to the next unless the previous one is completed.

Participant Registration - Summary

Please use the checklist below to complete your registration. Click on an item in the table to edit that information. When you have entered all information, the **Status** field will change to **Complete**

Registration Item	Status
Student Information	Incomplete
Emergency Contact Information	Incomplete
Project Information	Empty
Safety Information	Complete
Double Check your Name	Incomplete
Signature Page (Available when ALL above sections are "Complete")	Print
Signature Page Received	Incomplete

Registration Instructions

You do not have to complete the entire application in one session. It is permissible to log out and login in as needed to complete the process.

Please make sure to include your teacher's name and email address in the appropriate spaces when completing the "student information" page.

If your school is not in the drop down list, please send an email containing the school name and address to tim.ritter@uncp.edu and we will add it to the data base. This includes home schools!

Once all sections are complete please print the signature page, obtain the required signatures and mail the signature form, along with the required registration fee to: Carolyn Parsons, Chemistry & Physics, UNC Pembroke, PO Box 1510, Pembroke, NC 28372. This on-line registration will close at 5:00 pm (EST) on **February 18, 2011**. Your signature forms must be post marked by February 17, 2011 **and received by February 23, 2011**. Late entries will not be accepted.

Logout

SFIAB Version 2.3.1 (Development Revision: 2696)

- You must complete all fields with an *
- PLEASE...even though not a required field, include the teacher information (name and email address).
- Once completed, SAVE, then return to “participant home”. The red **incomplete** will now be a green **complete**.

North Carolina Region 4 Science Fair

Participant Registration - Student Information

<< Back to Participant Registration Summary

Student Information Incomplete

Number of students that worked on the project: 1

Student 1 Details

First Name * Last Name *

Gender * City *

Email Address * State *

Address * Phone *

Zip Code * Grade *

Date of Birth Day Month Year * School *

Teacher Name Teacher Email

Note: if you change the email address that you are logged in with right now, you will be automatically logged out and will need to log back in again with your new email address

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- Now that the “Student Information” item is complete, the next item becomes active and the student can go in and complete “Emergency Contact Information”

Participant Registration - Summary

Hello **tim**

Please use the checklist below to complete your registration. Click on an item in the table to edit that information. When you have entered all information, the **Status** field will change to **Complete**

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[Logout](#)

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North Carolina Region 4 Science Fair

Participant tim.ritter@uncp.edu: [Logout]

Participant Registration - Emergency Contact Information

<< Back to Participant Registration Summary

Emergency Contact Information Complete

Emergency Contact for tim ritter

First Name: * Last Name: *

Relation: * Email Address:

Phone 1: * Phone 2:

Phone 3: Phone 4:

[Save Emergency Contact Information](#)

- Note the maximum and/or minimum requirements on this page.
- Once the student begins typing the Summary, the text below the box turns red until the minimum 30 word requirement is met. The text will again turn green.

The screenshot shows a web browser window with the URL http://ncsefreg4.sfiab.com/register_participants_project.php. The browser tabs include Google Calendar, Army Knowledge Online, and Participant Registration - Pr... The page title is "North Carolina Region 4 Science Fair" and the user is logged in as "Participant tim.ritter@uncp.edu".

The main content area is titled "Participant Registration - Project Information" and includes a "Back to Participant Registration Summary" link. A red banner indicates "Project Information Incomplete". The form fields are:

- Project Title: *(Max 200 characters)
- Age Category: Senior (Grades 9-12)
- Division: *
- Language: * This is the language you wish to be judged in!
- Requirements: Electricity* Yes No
- Special:
- Summary:

A message below the Summary field states: "1/250 words maximum, 30 words minimum". A "Save Project Information" button is located at the bottom of the form.

At the bottom of the page, the text "SFIAB Version 2.3.1 (Development Revision: 2696)" is visible.

- The student will verify that his/her name has been entered correctly.

North Carolina Region 4 Science Fair

Participant Registration - Check Your Name

[<< Back to Participant Registration Summary](#)

Name Check Incomplete. Please check your name and check all the boxes below

Every year there is one participant who realizes that his/her name is spelled wrong after certificates are printed and plaques are engraved. This page has been created in an effort to ensure you are not that student. It is difficult to re-print certificates and even harder to re-engrave a plaque.

Your name is in the box below. (If you have a partner, your partners name is also shown below). This is EXACTLY how your name will appear on any certificates, awards, or engraving.

Just to clarify, EXACTLY means EXACTLY. We will not add upper-case letters if you typed your name in all lower-case. We will not change letters to lower-case if you typed your name in all capitals. And we will not fix any spelling if there is a typo. If your name appears incorrect, please visit the [Student Information](#) page and correct it.

tim ritter

Please confirm that:

- My name is correctly spelled
- The correct letters are capitalized and in lower-case.
- Any required punctuation and accents are present and correct.

- When the “Signature Page” item is clicked, a pdf file will open that is to be printed out, signed by the appropriate parties, and mailed back in to the Region 4 committee (at the address on the form) along with the \$4.00 entry fee.

North Carolina Region 4 Science Fair
Participant Signature Page (578746)

Registration Summary

Registration Number: 578746
 Project Title: Science is Fun
 Senior / Physics
 Exhibitor: tim ritter, Grade 11, Jack Britt High Sch

Exhibitor Declaration

The following section is to be read and signed by the exhibitor(s).

I/We certify that:

- The preparation of this project is mainly my/our own work.
- I/We have read the rules and regulations and agree to abide by them.
- I/We agree agree that the decision of the judges will be final.
- I/We grant permission to the North Carolina Region 4 Science Fair to take and use any photos of myself/us as long as they are related to the science fair project presented.

tim ritter (signature)

Date

Parent/Guardian Declaration

The following is to be read and signed by the exhibitor(s) parent(s)/guardian(s).
 As a parent/guardian I certify to the best of my knowledge and believe the information contained in this application is correct, and the project is the work of the student. I also understand that the material used in the project is the responsibility of the student and that neither the school, the teacher, nor the regional fair can be held responsible for loss, damage, or theft, however caused. Any projects remaining past 4:30 pm will be placed in the garbage.

Parent/Guardian of tim ritter (signature)

Date

Teacher Declaration

The following section is to be read and signed by the teacher.

I certify that:

- The preparation of this project is mainly the student(s)' own work.

North Carolina Region 4 Science Fair
Participant Signature Page (578746)

- The student(s) have read the rules and regulations and agree to abide by them.
- I agree that the decision of the judges will be final.

Teacher Signature

Date

Registration Fee Summary

Item	Unit	Qty	Extended
Fair Registration (per project)	\$4.00	1	\$4.00
Total (including all taxes)			\$4.00

Additional Information

Please send this signed signature form and any required payment to:

Ms. Carolyn Parsons
 Region IV Science Fair - Accounting
 Department of Chemistry & Physics
 UNC Pembroke
 Pembroke, NC 28372

Please make checks payable to UNC Pembroke.

- All items are now green, the signature page has been printed out, signed and mailed in to the regional fair. Once the regional fair receives the signature page, we will go in and change the status for “Signature Page Received” to complete.

North Carolina Region IV Science Fair

Participant Registration - Summary

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[Logout](#)

Participant tim.ritter@uncp.edu [Logout]

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- Final thoughts....
- Have all the info ready when the student sits down to register. Everything can be done in one sitting up to the signature page.
- However, it is not required to complete everything at one time. You can go back in and pick up where you left off.
- Make sure to click the SAVE button on each page after entering the information. If you go back to the participant home without saving, you will lose the previously entered data.
- Make sure the student has a valid email address before sitting down to begin the registration process.