

Online Registration

Online registration will be available starting **January 15**.

Sponsor teachers must first register using the following steps:

Go to: <http://secure.ysf-fsj.ca/sfiab/northernbritishcolumbia/index.php>

- a) Find your school on the drop down list.
- b) Enter the access code: **NBCR**
- c) Update your school's information, if necessary, and hit save changes.
- d) Click on "invite participants"

You now have two choices:

1/ Let the students register themselves **if they have valid email accounts** that they can access and receive their passwords.

For projects with partners: register the first student.

Then in the field, ***'# of students that worked on the project,'*** change to **'2'** in the drop down box. This will trigger an additional box to pop up that allows for the partner's information to be added.

2/ Or the sponsor teacher may enter all the students and their projects. If that is the case, **photocopy the Student Online Registration Form** for the students to fill out first, so you will have all the necessary information to type in on behalf of the student.

In the student email slot, enter in his/her name (or an easy short version) then enter your email address for the contact address. You can still enter your email even if they are entering their email. This is advisable, as you will then be sent any emails that the student is receiving.

Once the student is entered, scroll down to check for the student's name on the list. To edit information, click **'Log In'** and complete the necessary changes. If the student has registered him/herself you can check the account. Any missing sections will be in red. Those sections **must be completed in order to become registered.**

If you log in at another time and wish to check the students, click on **'Invite Participants'** to take you to the main list.

When the registration is complete, **print out the 'Signature Page'**. This form must be **signed by the student, parent and sponsor teacher**.

The completed form must then be faxed or sent by mail to Linda Haugen by March 1. (All forms must be received by that date.)