

# Middle School Registration Directions

All projects are required to register online. Steps 1-3 should be done early in the school year to receive email updates.

1. To register go to [www.nwse.org](http://www.nwse.org) and click on "Registration" and choose "Adult Sponsor Registration." Then Login to Affiliated Fair Online Registration.
2. If you are a returning user, use last year's login and password. If this is your first year follow the directions to "Create a new user".
3. Once your account has been created, login and click on sign up to be an adult sponsor in the chart at the bottom of the page.
4. Enter or confirm your personal information and select the student's School as your organization. Then choose the Northwest Science Expo System and the 1<sup>st</sup> fair your student will attend.
5. Add a project. You will need the student's name, project category and a password for the project. The password is entirely up to you, but must be 5 characters long. If the student is doing a project using the ISEF rules, select that on the Add Project page.
  - If the project is a team project, enter the name of the first student only. Additional students can be added during the next step.
  - If the project does not meet MS Super EZ rules, select ISEF forms.
  - After adding a project you can either add another project or go to the MS Super EZ form for the project just entered.
6. Fill out the MS Super EZ form for a project. Select the project and click on "Edit the Super EZ form". Enter the pronunciation of any difficult names, student's home phone number, gender, and school grade. Click on "Add Student" if it is a team project. Complete the MS Super EZ form by entering the project's title and summary. The summary may be left blank if the project is not finished.
7. Print the MS Super EZ form. The form prints in a pop-up window, so you will need to disable any pop-up blockers. The printed version of the form has spaces for signatures. One form per student will print, so if the project has a team of four students, four MS Super EZ Forms will print.
8. **Confirm the project** is attending the science. Select the project and click "Confirm Project"; this must be done for all projects coming to a fair by March 3rd.
9. **Mail copies** of each MS Super EZ form and project procedures (one per project) to the fair you are attending by their deadline.
10. **Bring originals** of all MS Super EZ forms and project procedures to the fair during set-up.

Other features of online registration:

- Change category: use this button to change the category of a project.
- Withdraw project: If a project is not able to attend the fair, but has already been confirmed, withdraw it.
- Delete project: use this to delete projects from the system. This cannot be undone.
- Delete student: located on the MS Super EZ form, use to delete a student from a team project. Spelling corrections can be made directly on the MS Super EZ form.
- Student Access: Students on a project may edit the MS Super EZ Form by logging in with the exhibit number and password created by their adult sponsor.