WMSF Registration Guide

WMSF Registration looks a little different this year! This guide will take you step by step through the registration process. This online registration replaces our usual paper registration forms. Please contact us at info@wmsf.com or call Charlotte at 204-720-0674 any time if you need any help with registration.
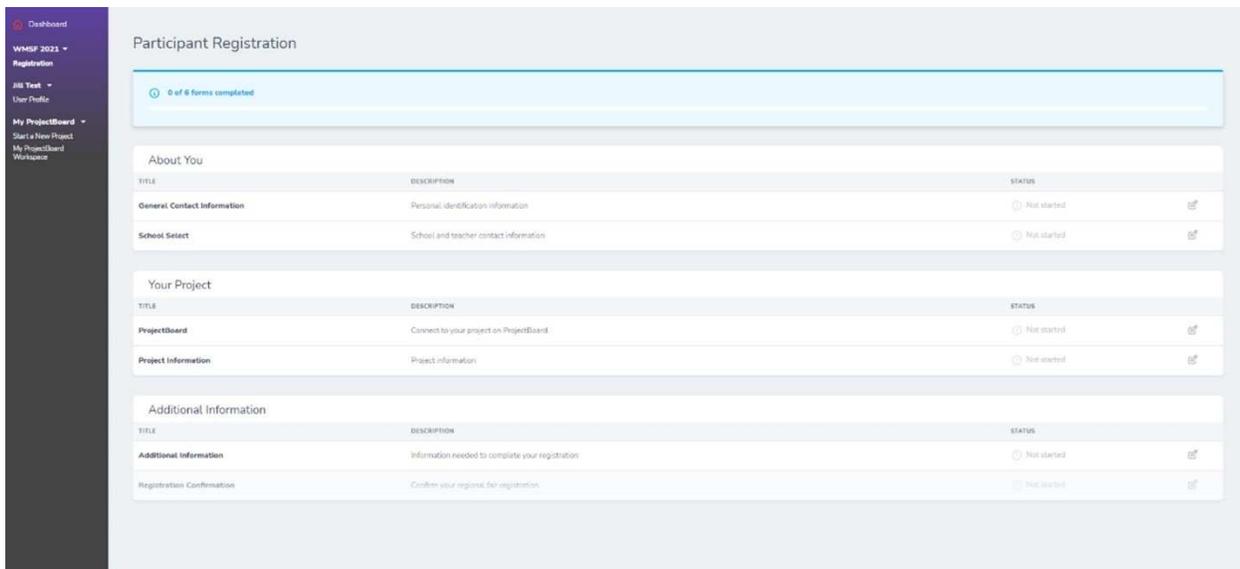
PLEASE NOTE: If you have not signed up for YSC Portal and gotten started with your project on ProjectBoard yet, you must do that first before you are able to complete WMSF registration. To do that go to https://www.wmsf.com/virtual-wmsf-2021.

Log in to your YSC Portal account to begin registration

Go to https://portal.youthscience.ca and log in with your email address and password that you set up before. Once WMSF registration is open, a link will show up on your dashboard that looks like this:

Click on 'Registration'. The next screen you see will look like this, with all of the registration sections you must complete:

First Section - General Contact Information: Click on the edit button [✏️] in the first section. In this section you will enter your name and other personal details, as well as your Province and Postal Code. Once the info is filled in, click Submit. You can come back later and change a detail if you entered something wrong, and Submit again.

Next Section - School Select: Click on the edit button [✏️] for the next section**.** If you are home schooled you can check off that box. Otherwise, in the School box, begin typing the name of your school. A list of search results will pop up as you type and you can click on your school. If you accidentally click on the wrong school, simply click in the box and begin typing again.

Then choose your Grade, and click Submit.

Next Section – ProjectBoard: This is where you will connect to your project that you've been working on in ProjectBoard. (First, make sure your project is set to 'Public' on ProjectBoard). Click the edit button [✏️]. On the page that pops up next you should see your Project listed. Click on the Select radio button as shown below and click Submit.

Next Section – Project Information: Click the edit button [✏️]. Be sure to fill in your Project Title with the same name that you used in ProjectBoard.

When you click on the Age Category down arrow, you can select your category. Note that individual projects and group projects are in different categories. For example, if you are in Grade 6 doing a Group project, select 5-6 Group.

Project Language can be English or French.

Project Type options are Discovery or Innovation. Most of you are going to fit into the Discovery category.

- A Discovery project is when you devise and carry out experimental research or synthesize and analyze data from a variety of sources. Experiments or studies of existing data would be Discovery projects.
- An Innovation project is developing and evaluating new devices, models, theorems, physical theories, techniques, or methods. The invention of a new device or creation of a new scientific theory would be examples of an Innovation project.

Please disregard the Challenge section as we don't use those in our fair.

For your project summary please enter a brief description of your project, between 30 and 65 words. Be sure to spell check and proof read this, as the judges will review this info when they are judging your projects.

When you are finished with this section click Submit.

Next Section – Additional Information: Click the edit button [✏️].

Please work your way through each item in this section. Not all items are required so please read carefully to see if they apply to you.

Tips for this section:

Self-Nominated Awards: Check up to 5 awards that you would like to have your project judged for. Please pay attention to the criteria listed as your project must fit to be eligible. These are optional. Check back at on this section prior to registration deadline of April 6th to see if any new awards have been added, in case you want to adjust your 5 selections.
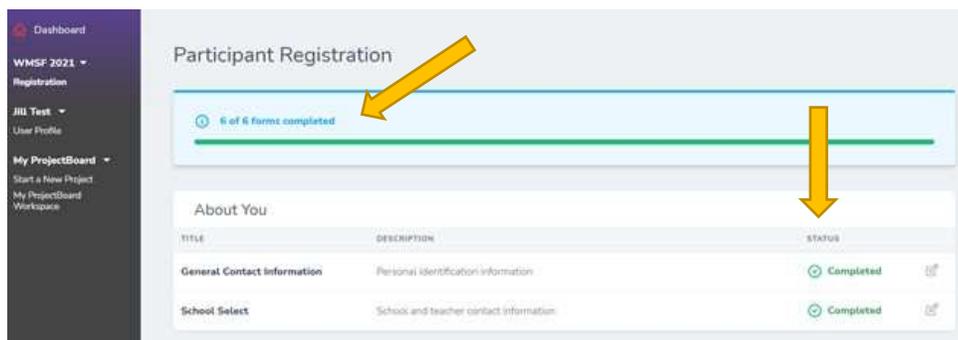
Project Report/Abstract: Students in grades 7 - 12 must upload a minimum one-page typed project report/abstract. This abstract will be given to judges before they see the project. It is a very important part of the judging process. Note, your project report should follow the format described in the WMSF 2021 Guide on our website at https://www.wmsf.com/resources. Grade 6 and under are welcome to do a project report if they like, however it is only mandatory for grades 7 and up.

Participation of Humans if Research: If your project involves collecting data about humans, it will fall into one of the Risk categories and special forms may be needed. More info about this and the applicable forms can be found at https://www.wmsf.com/humanparticipation. The forms can be uploaded in this section if applicable to your project.

Click Submit.

Next Section – Confirmation of Registration: This section should be submitted only when you have fully completed and are satisfied with the rest of the previous registration sections. Once you are ready, check off the box and click Submit in this section.

Once you have completed all sections of registration, your screen will have this '6 out of 6 forms completed' message at the top, and the Status of each registration section will say Completed in Green, as shown below.

Things to Note about WMSF Registration:

- You don't have to complete all registration sections in one day; you may come back and continue filling in the sections later if needed.
- We recommend that you register for WMSF as soon as you can, once registration is open. You don't have to be finished your ProjectBoard project to register; you can continue to work on your project up until April 6th. The Judges won't be looking at the projects until after that date.
- All registration sections must be complete and submitted by the WMSF registration deadline of April 6, 2021.

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