

Youth Science Canada (YSC) Portal Sign Up

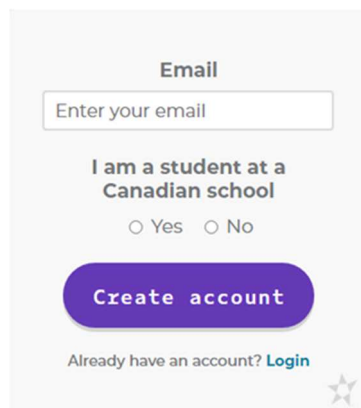
This guide will give you the steps to follow to sign up for the YSC portal and ProjectBoard where you will create your online project. Please refer back to this guide periodically as it is a living document that will be updated with any new information on the portal. If you have questions or need help, please email info@wmsf.com.

Step 1 – Get started

Go to <https://www.wmsf.com/virtual-wmsf-2021> and click on the green button:

Sign Up for YSC Portal

This will take you to mystemspace.ca where you will see a sign-up box like this:

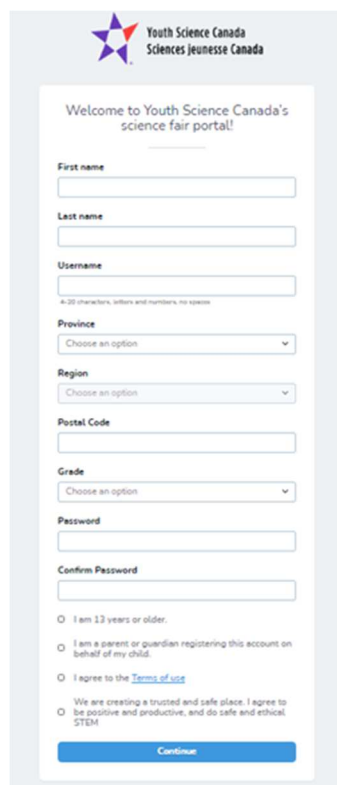
A sign-up box with a light blue background. At the top, it says "Email" and has a text input field labeled "Enter your email". Below that, it asks "I am a student at a Canadian school" with radio buttons for "Yes" and "No". There is a large purple button labeled "Create account". At the bottom, it says "Already have an account? Login" with a small star icon.

Enter your email address, check YES, and click Create Account. Each participant must have a unique email address.

HINT FOR TEACHERS: If you have students who don't have email addresses, here is a quick way around that issue. Create a gmail email address; for example teacher@gmail.com. Now say you had a student named Billy who doesn't have an email address. When you are registering Billy, you can type teacher+billy@gmail.com for his email address. It is treated as a different email, but the emails will come to your teacher@gmail.com inbox. You can then carry on with other students in this manner (ex. Teacher+sally@gmail.com, teacher+bobby@gmail.com, etc). This +word trick works with any gmail email, if you already have one.

Step 2 – Portal registration

You will then receive an email from Youth Science Canada with a link to set your password. If you don't get the email right away, check your spam/junk folder. When you click on this link you see the following box:

A registration form for Youth Science Canada. It has a header with the logo and "Youth Science Canada Sciences jeunesse Canada". Below that, it says "Welcome to Youth Science Canada's science fair portal!". The form has fields for "First name", "Last name", "Username", "Province" (a dropdown menu), "Region" (a dropdown menu), "Postal Code", "Grade" (a dropdown menu), "Password", and "Confirm Password". At the bottom, there are four checkboxes: "I am 13 years or older", "I am a parent or guardian registering this account on behalf of my child", "I agree to the Terms of use", and "We are creating a trusted and safe place. I agree to be positive and productive, and do safe and ethical STEM". There is a blue "Continue" button at the bottom.

Enter student information in this box. **Very Important:** Take special care to select the correct Region, which is **WESTERN MANITOBA – BRANDON**. If you don't select this region, you won't be able to see the WMSF registration link later on.

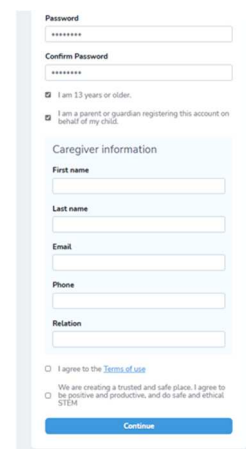
When you are creating a username, use only letters and numbers (no other characters).

There are 4 check boxes at the bottom of the form:

- If you are a student 13 years or older, you will check off the 1st, 3rd, and 4th boxes.
- If you are a parent/guardian/teacher you would check off all 4 boxes. When you check off the 2nd box, another section of the form appears to enter the parent/guardian teacher information, as shown here

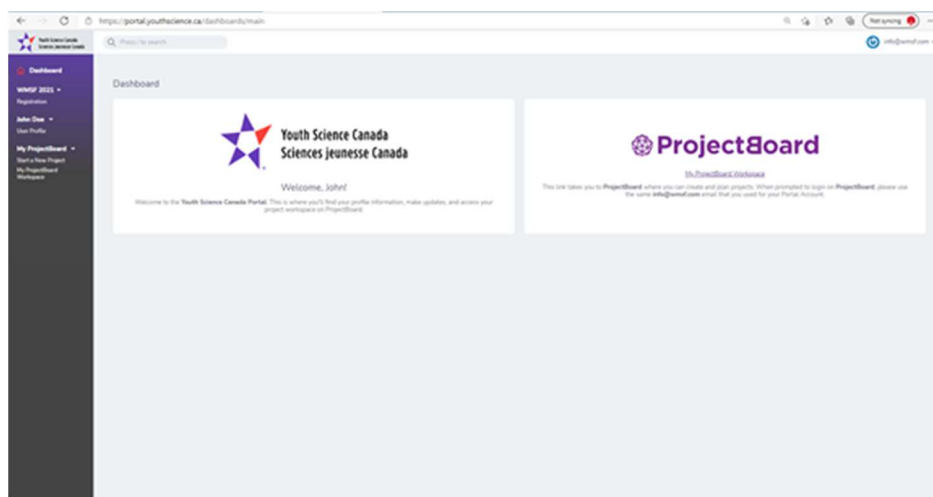


Once all info is entered
Click CONTINUE.

A registration form for parent/guardian/teacher. It has a header with "Password" and "Confirm Password" fields. Below that, there are two checkboxes: "I am 13 years or older" and "I am a parent or guardian registering this account on behalf of my child". There is a section for "Caregiver information" with fields for "First name", "Last name", "Email", "Phone", and "Relation". At the bottom, there are two checkboxes: "I agree to the Terms of use" and "We are creating a trusted and safe place. I agree to be positive and productive, and do safe and ethical STEM". There is a blue "Continue" button at the bottom.

Step 3 – Bookmark the portal


You should now be in your YSC portal! Your screen will look like this:



This is the place you will come back to when you want to continue working on your project, register for the WMSF (once registration opens), etc. It would be a good idea to bookmark the address <https://portal.youthscience.ca> so you can easily come back and log in with your email and password that you created.

Step 4 – Log in to ProjectBoard for the first time

In the ProjectBoard square on the right, click on the link the says My ProjectBoard Workspace. This will take you to the Project Board website.

Click on the red  box in the top right corner of the page.


Enter your **same email address** you used to register for the portal (this is IMPORTANT). Click Next. You will receive an email from Youth Science Canada with a verification code. If you don't receive the email within a few minutes make sure you check your spam/junk folders. Once you receive the verification code, enter it into the box and click CONTINUE.

TIP: at this point you can go into your profile settings in ProjectBoard and add a password to avoid the verification process for future visits. This is optional, but makes things much easier.

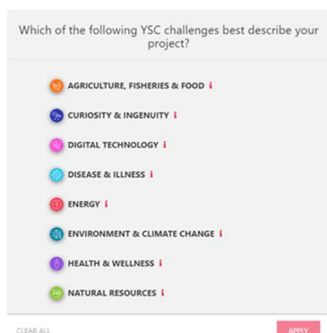
Step 5 – Set up your project in ProjectBoard

****Please note that if you are doing a Group Project, only ONE of you will set up the project in ProjectBoard, and then you will invite the other person. Specific instructions on how to do that are in Step 7. ****

You are now in your personal ProjectBoard space! This is where your online project will be created, developed, and displayed.

To get started on your project, click on  in the top right corner.

Choose the English or French template and click NEXT. Read through the safety and ethics check items and click OK.



Next, this screen will pop up, where you will choose the Challenge that best describes your project:

We don't use these Challenges for WMSF, however this step is built into the projectboard system, so just choose the Challenge that best describes your project. If you hover over the red **i** beside each challenge it will give you a description. Choose Curiosity & Ingenuity if your project doesn't fit into any of the other Challenge categories. Click Apply.

Now you are in your project space. Here you can update your project title and description, and then work your way through the purple section of the template. When you click on one of the purple sections, there will be instructions and/or suggestions of how to use that section.

You can save your changes by clicking on the red Save button and come back later to continue working on your project.

IMPORTANT: When working on your project, you can keep your project set to "Private", so that only you (and any invited co-owner, contributor or viewer) can see your project. When you're ready to register for WMSF, even if your project isn't fully complete, your project **MUST** be set to 'Public Mode'.

Now you can get working on your ProjectBoard project! We are aiming to open up WMSF registration around March 18th, with a registration deadline of April 6th. You will be able to register for WMSF as soon as registration opens and still continue to make changes to your projectboard up until April 6th. Once registration opens up we are going to release additional step by step information on that process. We encourage everyone to register sooner rather than waiting until the registration deadline.

If you have created a physical back board for your project you can take pictures and upload them into one of the template squares. For further instructions on how to edit the squares, when you click on each one there is a brief set of instructions that will help you. An entry guide to help you is available [here](#).

PLEASE NOTE: In the video section of the template you will see it says a maximum of 1 minute. Please disregard this; you may upload a longer video. Please keep your video around 5 minutes or less.

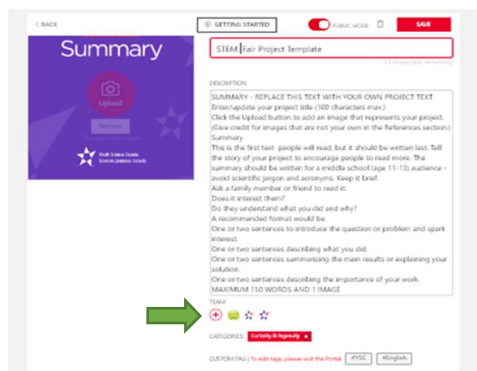
To add a teacher, parent, and/or mentor as a Viewer to your project please see Step 8.

The image shows two screenshots of the WMSF ProjectBoard interface. The top screenshot displays the 'Summary' section, which includes a title field 'STEM Fair Project Template', a description area with instructions on how to write a summary, and a 'SAVE' button. The bottom screenshot shows a grid of template squares for different sections: 'Communicate Video', 'Introduce and Plan Why?', 'Problems and Research How?', 'Analyze and Interpret What?', 'Analyze and Interpret So what?', 'Analyze and Interpret What's next?', and 'References'. Each square has a star icon and a brief description of the section's purpose.

Step 7 – For Group Project only – Inviting your partner

Both partners must have created their own individual YSC portal accounts first, with two different email addresses (see Steps 1 to 3). Then one partner starts a project on ProjectBoard (see steps 4 and 5).

Once you have a project started, click on the **+** under the project description as shown here:



Click on 'Add another row'

Type in the email address of your partner (that they used to sign up for the YSC Portal). From the down menu, be sure to choose **'Co-Owner'**.

Your partner will now be able to see and edit the project when they login to Project Board from their YSC portal.

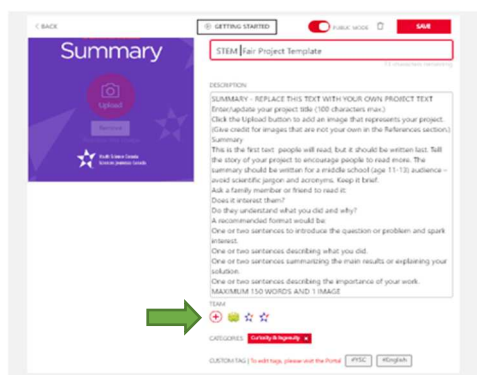
Step 8 – Adding a teacher, parent or mentor as a Viewer

It can be a great idea to add a teacher, parent and/or mentor as a Viewer on your project, so that they can easily view your content as you create and finalize your project. (This is optional).

First, the teacher, parent, and/or mentor should go to <https://projectboard.world/ysc> and follow these steps:

1. Click Log In in the upper right corner
2. Click Sign up, and Next
3. Check off 'I want to view projects' and click Next
4. Enter email address (must be a different email than any student has used), choose a username and password, and Click continue.

Now, when a student is in ProjectBoard, they can click on the **+** under the project description as shown here in this picture:



Click on 'Add another row'

Type in the username of your teacher, parent, and/or mentor. From the down menu, be sure to choose **'Viewer'**. Do NOT choose Co-owner; only students are allowed to be Owner/Co-owner of their project.

They will receive an invite in their email and will be able to view your project.

HINT FOR TEACHERS: if you have all of your students add you as a 'Viewer' on their project as described above, you will be able to see all of your students' projects when you log in to projectboard.