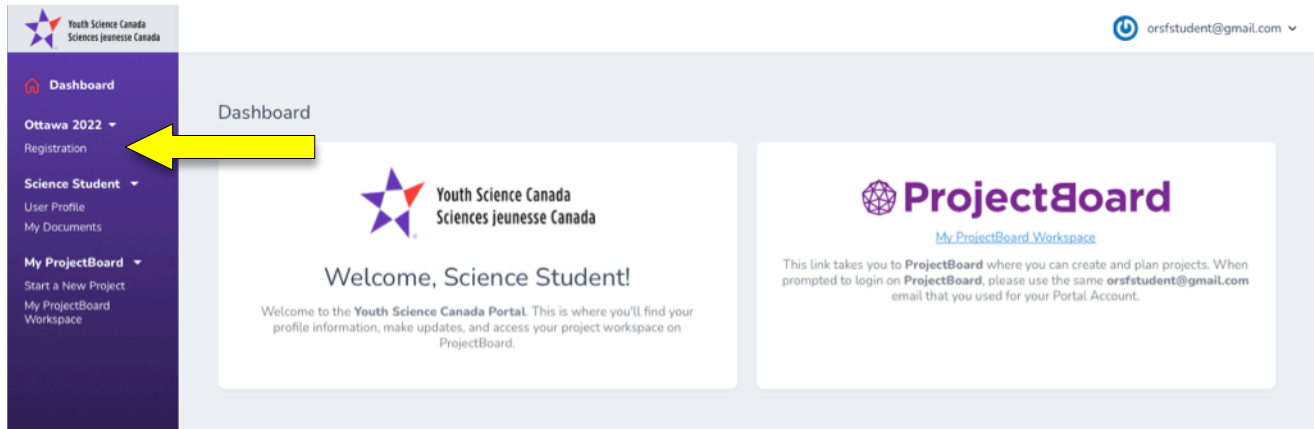
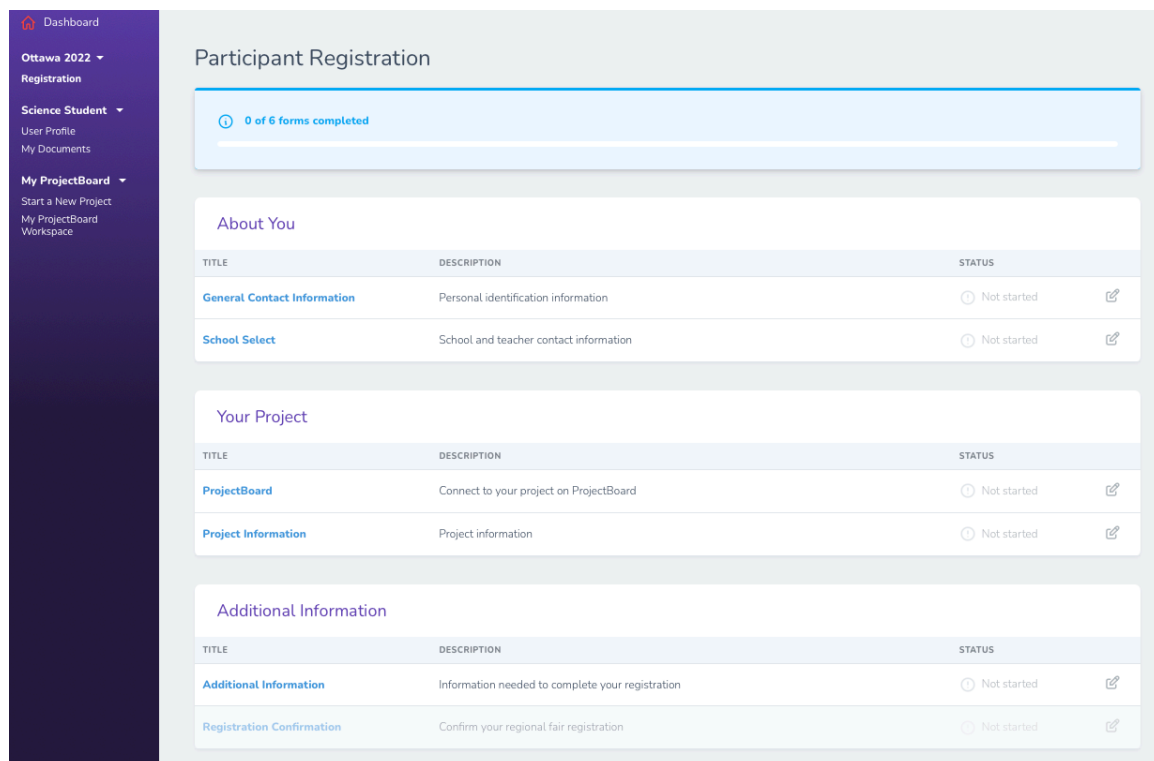


Registering for ORSF

1. Once you are logged in to your YSC science fair portal account, you will notice on the left that you are already associated with this year's ORSF. Click on the "Registration" link under "Ottawa 2023".



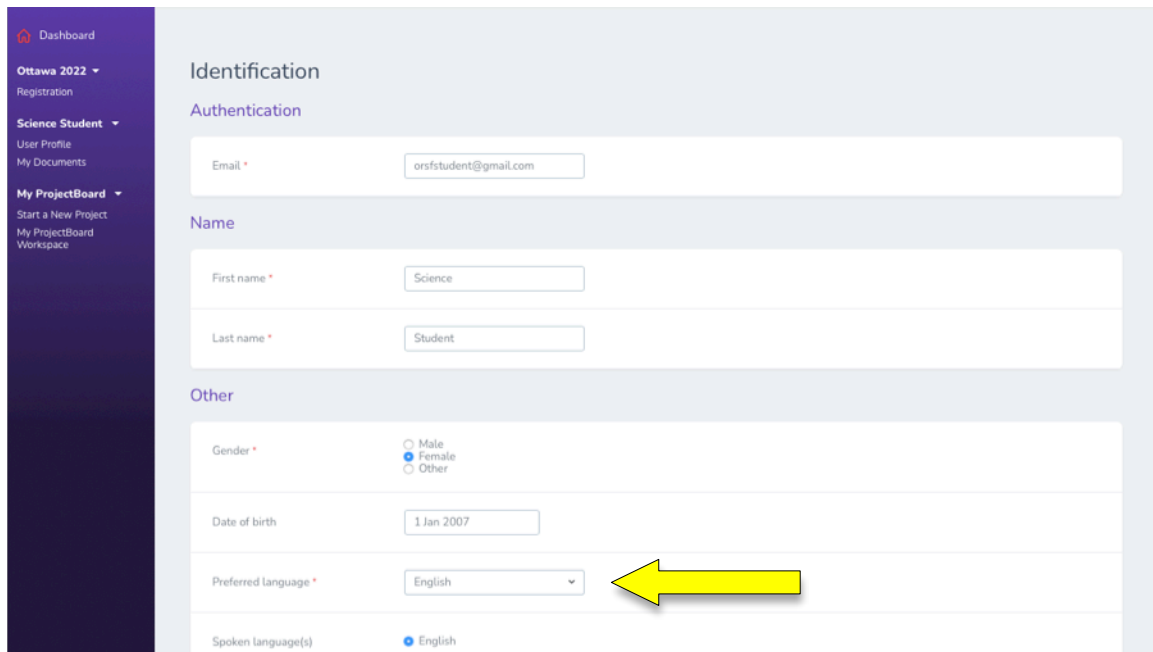
2. You will need to complete all sections of the Participant Registration in order for your registration to be complete. To edit each section, click on the edit icon.



3. **General Contact Information** section – You will Notice that most fields will be populated with the information you provided when you created your account. Correct any errors and complete the remaining fields.

Note: the Preferred Language field (shown below with a yellow arrow) will determine the language in which the portal is presented.

Not all fields are shown in the snapshot below.



The image shows a user profile registration form with a dark purple sidebar on the left. The sidebar contains navigation links: Dashboard, Ottawa 2022 (with a dropdown arrow), Registration, Science Student (with a dropdown arrow), User Profile, My Documents, My ProjectBoard (with a dropdown arrow), Start a New Project, My ProjectBoard, and Workspace. The main form area is titled 'Identification' and is divided into four sections: 'Authentication' with an 'Email' field containing 'orsfstudent@gmail.com'; 'Name' with 'First name' (Science) and 'Last name' (Student) fields; 'Other' with 'Gender' (radio buttons for Male, Female, Other, where Female is selected), 'Date of birth' (1 Jan 2007), 'Preferred language' (a dropdown menu showing 'English' with a yellow arrow pointing to it), and 'Spoken language(s)' (radio buttons for English, which is selected).

4. **School Select** section – Select your school from the drop down list. To do so, click on the drop down list, then search for your school by typing in the “Search” section (see image below). A list of schools will appear based on your search criteria – note that you can type any word in your school’s name for this search. Select your school from the list. If your school does not appear, try using more or different search terms.

Once you have selected your school, the information in the “Confirm School Information” section will auto-fill. **Please confirm that the information is correct.**

Select your grade from the drop-down menu in the “Choose Your Grade” section.

If your school does not appear in the list, please email registration@orsf.ca.

5. **ProjectBoard and Project Information** sections – These sections pertain to your project specifically. PLEASE READ the instructions for these two sections, found in a separate document on the ORSF site. These contain valuable information that will address most questions.

6. Additional Information section – Answer questions located in this section.

Dashboard

Ottawa 2022 ▾
Registration

Science Student ▾
User Profile
My Documents

My ProjectBoard ▾
Start a New Project
My ProjectBoard
Workspace

Safety & Ethics

1. Have more than two people contributed to this project? *

Yes
 No

2. Have you read the document entitled "Safety & Ethics in STEM" (see My Documents)? *

Yes
 No

3. Does the project use human participants as part of its research? *

Yes
 No

4. If the answer to question 3 is "Yes", have you completed either Form 4.1A or 4.1B (see My Documents)?

Yes
 No

This section includes information about your project team, safety and ethics, as well as a section that allows you to sign up for Special Awards.