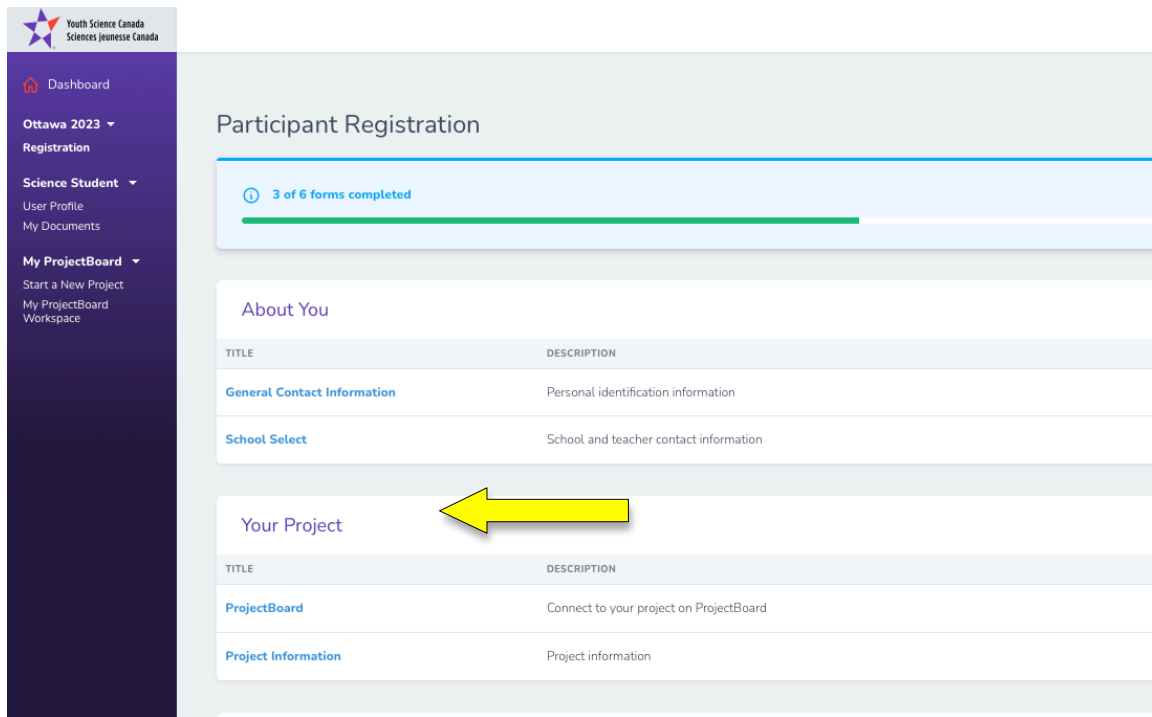


## Entering Your Project Information

1. In order to register for the 2023 ORSF, you will need to enter information regarding Your Project.



Participant Registration

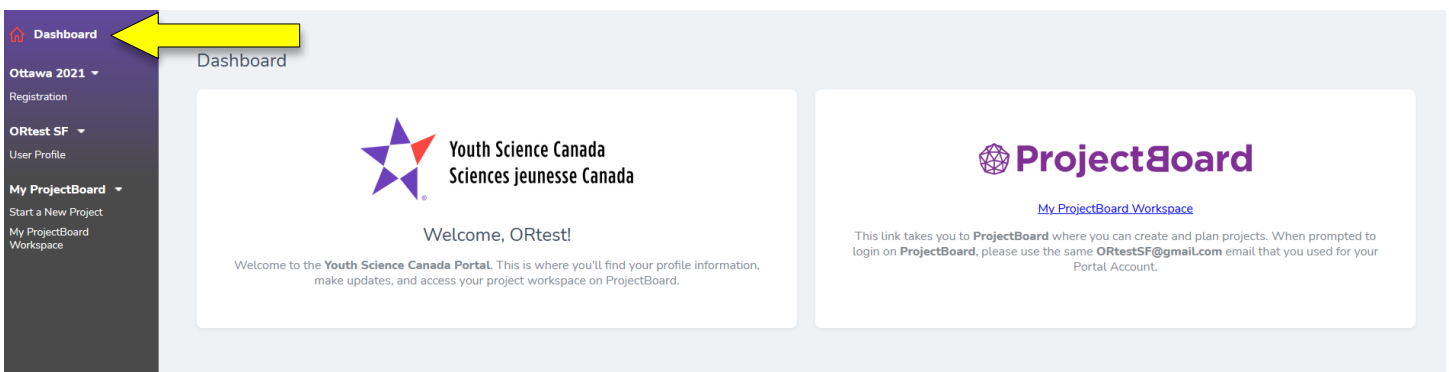
3 of 6 forms completed

TITLE	DESCRIPTION
General Contact Information	Personal identification information
School Select	School and teacher contact information

Your Project

TITLE	DESCRIPTION
ProjectBoard	Connect to your project on ProjectBoard
Project Information	Project information

2. Linking your **ProjectBoard account** – If you participated in the 2021 or 2022 ORSF, you should have a ProjectBoard account already linked (NOTE: you may need to login to ProjectBoard). If so, go to step 7. If you DO NOT have a ProjectBoard account, follow steps 3 through 6 below.
3. To create a ProjectBoard account, return to your Dashboard (yellow arrow, below), then 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.



Dashboard


Dashboard

Welcome, ORtest!

Welcome to the Youth Science Canada Portal. This is where you'll find your profile information, make updates, and access your project workspace on ProjectBoard.

[My ProjectBoard Workspace](#)

This link takes you to ProjectBoard where you can create and plan projects. When prompted to login on ProjectBoard, please use the same ORtestSF@gmail.com email that you used for your Portal Account.

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

Where prompted, enter the **same email address** you used to register for the ORSF at <https://youthscience.ca/orsf/>. **THIS IS IMPORTANT**. You must use the same email address in order for youthscience.ca and ProjectBoard to link your accounts together. This way, your Project will be recognized in your ORSF registration. Click Next.

5. 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.



Copy & paste the code below to log into your ProjectBoard account.

364403

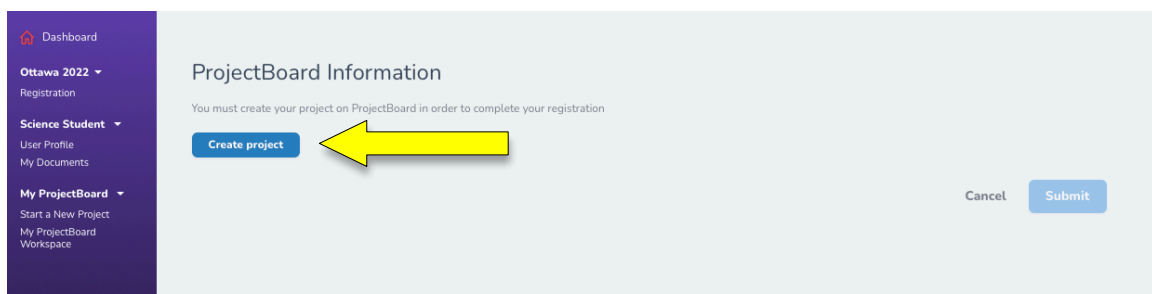
You're receiving this message because you signed up for ProjectBoard.

[Manage Notifications](#) | [Privacy Policy](#)

© 2021 ProjectBoard

6. Return to the Ottawa 2023 > Registration page to enter information regarding **Your Project**.
7. **ProjectBoard** section – Click on **Create project**. A new window will open and a new project will be started in ProjectBoard. (NOTE: you may need to login to ProjectBoard.)

**PLEASE NOTE** that if you are doing a **Group Project**, only **ONE** of you will set up the project in ProjectBoard. You will then invite the other person to link their account to the project (see separate instructions). After you do that, both teammates will be able to access the same ProjectBoard project.



8. In **ProjectBoard**, enter information regarding your project.

The screenshot shows the 'Communicate Summary' form in ProjectBoard. At the top, there is a navigation bar with a '< BACK' button, a 'PRIVATE MODE' toggle, and a 'SAVE' button. The main content area is divided into two columns. The left column features a purple background with the word 'Summary' in large white text. Below it is an 'Upload' button with a camera icon, a 'Remove Attachment' button, and a 'Replace Image' button. At the bottom of this column are logos for 'Youth Science Canada' and 'Jeunesse Canada'. A yellow arrow labeled 'D' points to the 'Remove Attachment' button. The right column contains a text input field with the placeholder text 'STEM Fair Project Template' and a character count '74 characters remaining'. A yellow arrow labeled 'A' points to this field. Below the input field is a 'DESCRIPTION' section with a text area containing placeholder text: 'SUMMARY - REPLACE THIS TEXT WITH YOUR OWN PROJECT TEXT. Enter/update your project title (100 characters max.) Click the Upload button to add an image that represents your project. (Give credit for images that are not your own in the References section.) Summary This is the first text people will read, but it should be the story of your project to encourage people to read more. The summary should be written for a middle school (age 11-13) audience - avoid scientific jargon and acronyms. Keep it brief. Ask a family member or friend to read it: Does it interest them? Do they understand what you did and why? A recommended format would be: One or two sentences to introduce the question or problem and spark interest. One or two sentences describing what you did. One or two sentences summarizing the main results or explaining your solution. One or two sentences describing the importance of your work. MAXIMUM 150 WORDS AND 1 IMAGE'. A yellow arrow labeled 'B' points to the first line of this text. Below the description is a 'TEAM' section with a plus sign and a person icon. Below that is a 'CATEGORIES' section with a plus sign and the text 'CATEGORIES'. A yellow arrow labeled 'C' points to this section. At the bottom, there is a 'CUSTOM TAG' section with the text 'To edit tags, please visit the Portal'. A yellow arrow labeled 'D' points to the 'Remove Attachment' button in the left column.

The following information **MUST** be entered:

**A** – Project Title. Delete the template wording from this field and replace with your project's title.

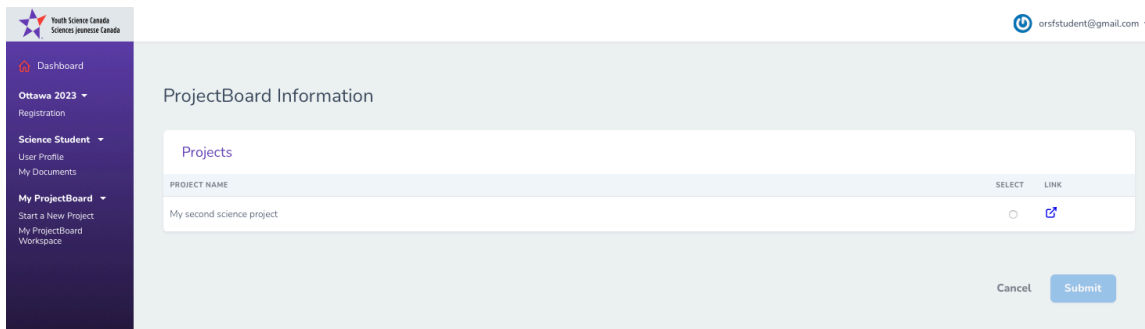
**B** – Project Summary. Delete the template wording from this field and replace with a summary (abstract) of your project.

The following information is **OPTIONAL**:

**C** – Challenge Category. Select the same Challenge Category as will be selected on the ORSF registration.

**D – Project Photo.** Upload a photo of the physical back board/poster board for your project. Simply click on the Upload icon in the square and a set of instructions will pop up to help you.

- When the information at step 8 has been entered, set your project **Public Mode using the toggle at the top of the page, next to the SAVE button**. Then click **SAVE** to save your project. You will be able to edit the project's title, summary, category and even upload a photo until the close of registration.
- Once your ProjectBoard project has been saved (make sure it is in **Public Mode**), return to the ORSF 2023 ProjectBoard section page (see below). Your new project, along with any other public projects from ProjectBoard, should now appear on the page (you may need to reload the web page).



Select the project you want to link to ORSF 2023 by clicking the radio button, then click the **Submit** button.

- Project Information** section – Once your ProjectBoard project is linked to ORSF 2023, you can complete this section. The information will include:
  - Title
  - Age category
  - Project number. This will be automatically generated by the website.
  - Project members. You will see the list of students linked to the project and their email addresses here. If you have a partner and you don't see both of your names, you will need to link them to the project. Separate instructions on how to do this are provided.
  - Project Language
  - Project Type. This is used for the Canada-Wide Science Fair. Although it does not affect your entry in ORSF, choose the category that best represents your project:

- Discovery: The purpose of your project is to understand the world in which we live, and how things work.
- Innovation: You are trying to create something new, like an invention, or a process for doing something.
- Challenge. Select the ORSF Challenge you are entering your project under. **This is an important step** because it will determine the awards you are eligible to receive.
- Project Summary: Enter a clear, concise description of your project using 30-150 words. You should try to use the same summary as was used for the ProjectBoard project.

The screenshot shows the 'Project Information' section of the ORSF ProjectBoard interface. On the left is a dark purple sidebar with navigation links: Dashboard, Ottawa 2023 (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 content area is light grey and contains the following form fields:

- Title:** My second science project
- Grade category:** Intermediate (9 – 10) (dropdown menu)
- Event Project Number:** 4735
- Project members:** Science Student orfstudent@gmail.com (with a user icon)
- Project language:** Choose an option (dropdown menu)
- Project type \*:** Choose an option (dropdown menu)

Below the form fields is a section titled 'Challenge' with the instruction: 'Please pick the Challenge or topic that best applies to your Project according to the fair's project submission requirements.' This section contains a dropdown menu for 'Challenge' and two radio button options:

- Agriculture, Fisheries & Food:** Project that helps ensure food security, sustainability or competitiveness in agriculture, fisherie
- Curiosity & Ingenuity:** Project that helps improve our understanding or addresses a problem in an area of STEM not c

Make sure all the information is entered and correct, then click **Submit**.

12. **Project Information** section – Once your ProjectBoard project is linked to ORSF 2023, you can complete this section. The information will include: