Display and Safety Signup Guidelines
For Virtual/Hybrid Science Fair 2022 (revised 2/27/2023)

Because the Science Fair will be a HYBRID fair this year, there are some changes for the Display and Safety Committee. This document identifies those changes

1) Each person on the Display and safety Committee must sign up as a Display and Safety Inspector OR a Judge. To sign up as a Display and Safety Inspector, go to the web site, http://www.sefmd.org and select Judging → Display/Safety Review Judge. At the bottom of the screen will by a link for New Display/Safety Inspector Registration. Click the link and complete the information. Be sure to save the judge ID, email, and password.
2) Complete the Background check information (we are required to do a background check with the Michigan State Police on all volunteers). This takes 24 hours. [If you did this for the 2021 or 2022 SEFMD, you will not need to do it again.]
3) After we receive the application, we will perform the background check and update the master file to authorize you for the Display and Safety activities.
4) After you have been approved, you may access the Display and safety section and take the 15-20 miinute video training session and start to review projects. We anticipate the number of projects to be about the same as last year. Preliminary timing tests indicate it will take 4x to 5x longer to review each project. However, you will not have to do all the miles, and miles of walking (except to the refrigerator for a beer or wine). We will be available on ZOOM the entire time.
5) When ready to actually approve projects, access the site under Judging – Display/Safety Review and enter your judge number, email of record, AND your password. If you have not taken the Display and Safety training session, you will automatically be presented with a link for training. At the end of the training session, there will be a code to enter to validate that you have 'passed' the training session. After that (and on subsequent times), you will then be prompted for projects at the 'project Selection' screen
6) For testing purposes, check the box 'Show all projects, even if rejected'
7) Contact the Fair Director via zoom for the division/category to evaluate. Note that the system is set to automatically skip the projects that you have already reviewed. There is a default of 10 projects per session (which may be changed). After you have reviewed this group, try selecting the same category again, and again, until you receive a message that there are no more projects. Hint – the total number of projects will be given with the category name in the drop down box. In addition, there is a link to a status display on the bottom of the project selection screen. This status display gives the total number of projects in a category and the number of projects approved, and the number to review
8) **Caution – there is a session timeout of 20 minutes.** If you sit on a screen for more than 20 minutes without clicking on a link or submit, the session will think you have abandoned the application and will return the additional projects (including the one currently under review) back to the queue for assignment.