

Steps to associate/affiliate with the Science Fair with zFairs (as of 11/20/24)

1) Affiliate your school

From the email that was sent to the contact person in September, click on the link and enter the password that is given in the email. Update the necessary information on the form.

If you did not receive the email with the link/password, simply complete the manual School Affiliation Form and email it to the Science Fair Office. We will enter the preliminary information for you and email you the school id and password to continue.

After your school is affiliated, your teachers must be entered and associated with your school.

Refer to step by step procedure if needed below

2) Create Teacher Records (must be done for ALL teachers that will sponsor students from your school)

ALL teachers will need to create a new 'teacher record'. Go to the main web site (<http://www.sefmd.org>), on the main page, and click on 'Add a new teacher'. This is a two step process. Step one will be to add a teacher username (any name you want to use to retrieve your information in the future, like email, first.last name, etc), teacher name, and teacher email. The teacher will then receive an email. The teacher must then click on the link and complete the rest of the information on the form. Note that a teacher is not officially signed up until both steps are completed.

If a teacher has students at multiple schools, they use the same teacher record and simply add in the new school.

Refer to step by step procedure if needed below.

DETAILED STEP BY STEP PROCEDURE – AFFILIATING A SCHOOL

Step	Description
1	<p>Affiliate your school. This step must be completed FIRST and done only by the Contact Person for the school (you). Additional information must be entered. Process takes about 2 minutes</p>
	<p>1.1 Copy the link given in the September 30 email to a browser to go directly to the affiliation page:</p> <p>ALTERNATIVELY: Click on: https://zfairs.sefmd.org/app/school/affiliate/record</p>
	<p>1.2 You should receive a screen for School Affiliation (pictured below)</p> <div style="text-align: center;"> <h3>School Affiliation Page</h3> <p>Enter your affiliate key and password to begin to process your school's affiliation. This will only take a few minutes. Once you have provided your affiliate key and password click the "Review Affiliate Information" button to begin.</p> <div style="display: flex; justify-content: center; align-items: flex-start; gap: 20px;"> <div style="text-align: right;">Affiliate Key</div> <input style="width: 200px; height: 20px;" type="text"/> </div> <div style="display: flex; justify-content: center; align-items: flex-start; gap: 20px;"> <div style="text-align: right;">Password</div> <input style="width: 200px; height: 20px;" type="password"/> </div> <div style="text-align: center; margin-top: 10px;"> <input style="background-color: #4CAF50; color: white; padding: 5px 15px; border: none;" type="button" value="★ Review Affiliate Information"/> </div> </div> <hr style="width: 50%; margin: 20px auto;"/> <p>IF NOT (eg, if you receive a page showing the SEFMD poster), that means you are currently logged into zfairs with a valid id. You must click Logout (on the zfairs screen), and try again.</p>
	<p>1.3 For the Affiliate Key, enter your school code number (available from the Science Fair Office):</p> <p>Also enter Password (available from the Science Fair Office)</p> <p>Then click on 'Review affiliate Information'</p>
	<p>1.4 Correct and update the information associated with the 'affiliation', especially the following areas:</p> <ul style="list-style-type: none"> - "School is paying participant registration fees" is checked. Leave this checked if your school (or district) is paying the student fee. If unchecked, the student must pay for the fee individually. - Estimated number of projects (affiliate Information) <ul style="list-style-type: none"> - Estimated number of Entries (total number). Max number is 63 - Estimated number of Participants (students) – this is optional - Estimated number of TEAM projects (max of 4 for grades less than 9)

	<ul style="list-style-type: none">- Billing Office Information (who should get the invoice). If you, enter your information here. If someone else, enter their information. - IRB Member Contact Information. If you will NOT have projects that involve human subjects (like in a survey, engineering testing, etc), you may check the box indicating that you do not have an IRB. If your school will have projects that involve human subjects, the IRB information is required. - Terms and Conditions – Then click on the ‘Review school Information button’ - Review/update all School information, especially the school type, principal name/email, and contact information (including cell phone of the contact person), then click ‘Save’ - Finally, click the ‘affiliate’ button <p>Congratulations – your school is now ‘partially affiliated’. Next step is to enter teachers.</p>
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DETAILED PROCEDURE – REGISTERING A TEACHER AT YOUR SCHOOL

Step	Description
1	<p>Register as a teacher (must be done for all teachers that will sponsor students from your school)</p> <p>1.1 From the main science fair site, https://www.sefmd.org, click on the main page to 'register teachers' to register teachers. It will take you to: https://zfairs.sefmd.org</p> <p>1.2 From the main zfairs web site, upper right side, 'Account Info', click on 'register'</p> <p>1.3 Select Teacher</p> <p>1.4 Supply information for all 5 questions Username* is how you want to log into the portal in the future Email* (and Confirm Email*) will be used for communications.</p> <p>NOTE: After you click 'Save and Continue', an email will be sent to you at the address specified. You MUST be able to receive emails and respond. The registration is not complete until you click on the link sent to your email and additional information is provided. The process will continue after you click on the link. Generally, do not click on the link on your phone.</p> <p>1.5 Be sure to add TWO phone numbers – a primary number and your cell phone</p> <p>1.6 Specify a desired password. This is YOUR password – it should not be given to other teachers or students</p> <p>1.7 After you click submit, you will select the school(s) that you are associated with. Then click 'Save and Continue'</p> <p>1.8 CONGRATULATIONS – Your school and ONE teacher is now affiliated.</p> <p>1.9 Have OTHER teachers from your school repeat this step. This must be done before student registration opens</p>