

CWOSE- Central Western Oregon Science Exposition: Online Registration

Overview of registration process: (must happen in this order)

1. Adult sponsor registers, enters student's password and gets exhibit number.
2. Student completes the registration of the project.
3. Adult sponsor completes Form 1 (adult checklist).
4. Notify fair director of intent to participate (Email to sciencefair@3sigmainstitute.org).
 1. If student work commenced before registration, submit note identifying adult mentor or supervisor, student, approximate date of first work, and brief project description or title with above notification.
5. Complete experiment, compose 250-word (MAX) abstract & copy online.
6. After project & all paperwork is completed (before deadline), adult sponsor submits the project online.

Adult Sponsor Registration: (will take ~5 minutes)

1. Visit <http://www.nwse.pdx.edu> & click on Online registration for Adult Sponsors and Students
2. Click on Adult Sponsors
3. Establish a login & password; Click on HERE to do so. Enter your last name. Assuming your name does not appear, click on Since I'm sure I am not listed, I'll add myself as a new user. Enter a Login ID, email address, password, first & last name, & select a security question & corresponding answer. RECORD your Login ID & password in a safe place- you will need this to enter this site again. After you submit, you will be directed to your Adult Sponsor Main Menu.
4. Click on the blue box Enter Personal Information & fill out the information.
5. For your anticipated participation, choose 'I plan to bring projects'.
6. For online project registration, choose 'I will register all my projects online'.
7. For the fair selection, choose 'Central Western Oregon Science Exposition'.
8. Click on the blue box Enter School/Organization Information & enter 'CREST'.
9. Click on the blue box Add a Project
10. Enter student's first & last name (if team project, enter ONLY 1 name; others will be added later), student password, division (HS), & category.
11. You will be assigned an exhibit number; to view this, click on

Edit, Delete, Print & Submit Projects

 Record this. **Students will need the exhibit number & student password to register.**

Student Registration:

1. Visit <http://www.nwse.pdx.edu> & click on Online registration for Adult Sponsors and Students
2. Click on Students
3. Enter exhibit number & student password (your adult sponsor has these)
4. Choose your name; if you are part of a team and your name is not listed, please add it. You will now be directed to the Student Main Menu.
5. Complete Step 1 (Student Information). **If part of a team, EACH member must complete this step.
6. Complete Step 6- this exercise will help you determine what paperwork you must complete BEFORE beginning experimentation.
7. Complete Steps 2 (Form 1A- Research Plan), 3 (Research Plan Attachment), & 4 (Form 1B- Approvals).
8. Complete forms 4, 5, and/or 6 if needed.
9. If you require forms 1C, 2, or 3, you must print & fill these out by hand.
10. Have your adult sponsor log on & complete Form 1 (Checklist for Adult Sponsor).

NOTE: YOU MUST FOLLOW THE RULES OUTLINED ON FORM 1A (RESEARCH PLAN). THIS MEANS IF YOU HAVE RESEARCH THAT REQUIRES PRIOR APPROVAL BY THE IRB OR SRC, THE PROJECT WILL BE DISQUALIFIED WITHOUT THAT APPROVAL. CONTACT THE FAIR DIRECTOR FOR ANY QUESTIONS OR NEEDS: sciencefair@3sigmainstitute.org

11. After you have completed experimentation, enter your 'ACTUAL Start & End Dates' on Form 1A. You must also compose a 250-word (MAX) abstract/summary of your project. Log back onto the registration site & complete Step 7.

***** Steps 1-11 MUST be completed online by February 10th.**

If you have any questions or problems: sciencefair@3sigmainstitute.org (541) 737-8988