

1 Registration Process

This guide describes the online registration process for **judges**. For student registration go to [http://web.uvic.ca/~virsf/Registration Explained.pdf](http://web.uvic.ca/~virsf/Registration%20Explained.pdf).

2 Returning Judges

If you have previously judged at VIRSF and already have an account, go to the **Vancouver Island Regional Science Fair** registration page at <https://secure.youthscience.ca/sfiab/vancouverisland/login.php>, and click on the judge registration link: "I am a judge and I already have an account" (Figure 1).



Figure 1: Vancouver Island Regional Science Fair registration/login page.

You will be taken to the **Judge Login** page, where you will be prompted for the email address that you used to set up the account and your password (Figure 2). If you have forgotten your password, click on the 'recover password' link and a new random password will be emailed to you.

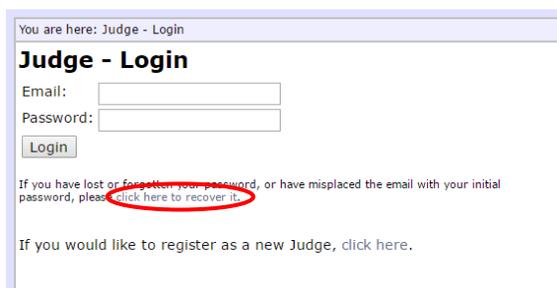


Figure 2: Judge login, showing the password recovery link.

After logging in, you should see the **Judge Registration** Home page (Figure 3). If your registration is up to date, your status should show **Complete** for all items, as well as for your Overall Status. If everything is complete, congratulations, you have successfully registered for this year's fair!

If any of your information is **Incomplete**, or to update any of your registration information, click on the link to the appropriate page. For example, your years of judging experience will probably need updating from year to year. This information is on the 'Other Information' page. For details on updating your registration information, go to section 4 Completing Your Registration.

The screenshot shows the 'Judge Registration' page for a user named Jane. At the top, it says 'You are here: Judge Registration'. Below that is the title 'Judge Registration' and a greeting 'Hello Jane'. A message instructs the user to use a checklist to complete their data, noting that the 'Status' field will change to 'Complete' when all information is entered. A table lists the registration items and their status:

Item	Status
Contact Information	Complete
Other Information	Complete
Areas of Expertise	Complete
Overall Status	Complete

Below the table is a green banner with the text: 'Thank you for completing the judge registration process. We look forward to seeing you at the fair'. At the bottom, there is a section titled 'Other Options and Things To Do:' with a list of links: 'Check the Judging Schedule', 'Change Password', 'Activate/Deactivate Role', and 'To logout'.

Figure 3. Judge Registration page, showing a complete registration.

3 New Judges

If you are new to VIRSF, go to the **Vancouver Island Regional Science Fair** registration page at <https://secure.youthscience.ca/sfiab/vancouverisland/login.php>. Click on the judge registration link: "I am a new judge and would like to register to judge" (Figure 1).

You will be taken to the **Judge Registration** page (Figure 4). Set up a new account by entering your name and email address. (This email address will be used for all future science fair correspondence.) After a few minutes you will be sent an email with a temporary password.

Once you have received your password you will be able to login (Figure 2) and asked to choose a permanent password.

You are here: [Judge Login](#) » [Judge Registration](#)

Judge Registration

First Name:

Last Name:

Email:

When you click the 'Register' button, your password will be randomly created and emailed to you. When you login for the first time you will be prompted to change your password. It can sometimes take several minutes for the email to send, so be patient.

Figure 4: Registration for new judges.

After logging in, you should see the **Judge Registration** Home page (Figure 5). As a new judge, your status will show as **Incomplete**. Click on the [Contact Information](#), [Other information](#) and [Areas of Expertise](#) links to enter your registration information. To return to the Judge Registration page at any time, click 'Judge Home' on the left hand side.

For details on registration information pages, go to section 4 Completing Your Registration.

[Home Page](#)

[Important Dates](#)

[Committee](#)

[Winners](#)

[My Profile](#)

[Judge Home](#)

[Logout](#)

English ▾

[Contact Us](#)

You are here: [Judge Registration](#)

Judge Registration

Hello **Jane**

Please use the checklist below to complete your data. Click on an item in the table to edit that information. When you have entered all information, the **Status** field will change to **Complete**

Item	Status
Contact Information	Incomplete
Other Information	Incomplete
Areas of Expertise	Incomplete
Overall Status	Incomplete

You will not be marked as an active judge until your "Overall Status" is "Complete"

Other Options and Things To Do:

- Check the [Judging Schedule](#) - Look at the judging team(s) you have been assigned to, and the projects you will judge.
- [Change Password](#) - Change your password
- [Activate/Deactivate Role](#) - Activate/Deactivate/Remove/Delete roles or your entire account
- To logout, use the [Logout] link in the upper-right of the page

Figure 5. Judge Registration page, showing an incomplete registration.

4 Completing Your Registration

The links on the Judge Registration Home page (Figure 3 or Figure 5) will take you to separate pages where you can complete your **Contact Information** (Figure 6), **Other Information** (Figure 7), and **Areas of Expertise** (Figure 8). Fields marked by a * are mandatory – your registration will be shown as Incomplete unless these are filled in.

You are here: Judge Registration » Personal Information for Jane Doe

Personal Information for Jane Doe

Personal Information Complete

First Name: * Last Name: *

Email Address: *

Phone (Home): * Phone (Cell):

Organization: Phone (Work):

Preferred Lang: ▼

Figure 6. A complete **Contact Information** page.

You are here: Judge Registration » Other Information

Other Information

Other Information Complete

I can judge in the following languages *: English Français

Years of judging experience at a School level:

Years of judging experience at a Regional level:

Years of judging experience at a National level:

I am willing to be the lead for my judging team

Highest post-secondary degree

What is your occupation?

Are there any students whom you should not judge because of an apparent conflict-of-interest? If so, please list.

Figure 7. A complete **Other Information** page.

Category and Division Preferences

Divisional Judging Information Complete

Age Category Preferences

Elementary (Grades 4-5): High ▼
Intermediate (Grades 6-7): High ▼
Junior (Grades 8-9): Low ▼
Senior (Grades 10-12): Very Low ▼

Division Expertise

Please rank the following divisions according to the amount of knowledge you have of each subject. A '1' indicates very little knowledge, and a '5' indicates you are very knowledgeable of the subject

Once you save, any division that you specified as 3 or more might offer sub-divisions for you to choose from.

	Novice			Expert	
	1	2	3	4	5
Biotechnology	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Earth and Environmental Science	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Engineering and Computer Sciences	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Health Sciences	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Life Sciences	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Physical and Mathematical Sciences	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other Areas of Expertise not listed above

afternoon
read French

Save Judging Preferences

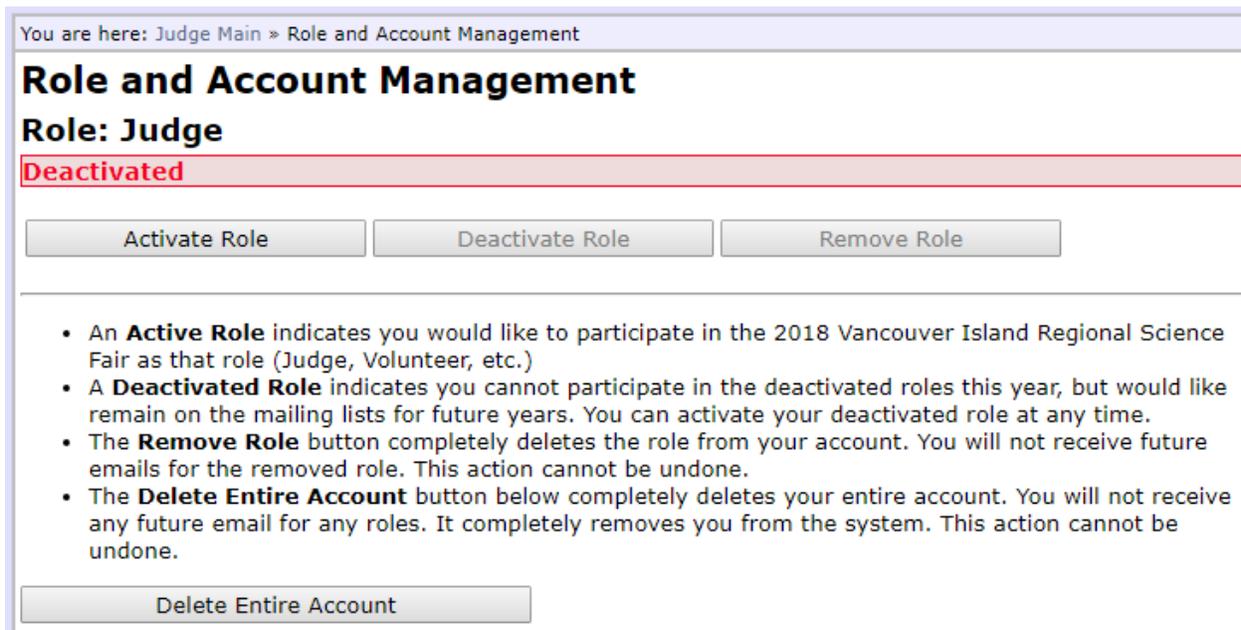
Figure 8. A complete **Areas of Expertise** page.

On the **Areas of Expertise** page, under '**Other Areas of Expertise not listed above**',

- please enter 'afternoon' if you are able to stay for Round 2 judging which is held in the afternoon.
- please indicate any limited ability to judge French projects, if you have previously selected only English on your Other Information page. The reason for this is that we often lack enough French-speaking judges to judge all projects submitted in French. If this occurs, we do ask English-speaking judges to judge projects submitted by French immersion students who can be interviewed in English, even though their reports and project boards are in French.

5 Deactivating Your Role

If you are unavailable to judge this year but would like to stay on our mailing list, you can deactivate your judging role by selecting the 'Activate/Deactivate Role' link at the bottom of the Judge Registration page (Figure 3). This will take you to the **Role and Account Management** page (Figure 9) where you can deactivate/reactivate your role, remove your role (by doing this you retain other roles you may have, such as volunteer or parent), or delete your entire account.



The screenshot shows a web page titled "Role and Account Management" with a breadcrumb trail "You are here: Judge Main » Role and Account Management". The main heading is "Role and Account Management" followed by "Role: Judge". A red banner indicates the role is "Deactivated". Below this are three buttons: "Activate Role", "Deactivate Role", and "Remove Role". A list of bullet points explains the status and actions. At the bottom is a "Delete Entire Account" button.

You are here: Judge Main » Role and Account Management

Role and Account Management

Role: Judge

Deactivated

Activate Role Deactivate Role Remove Role

- An **Active Role** indicates you would like to participate in the 2018 Vancouver Island Regional Science Fair as that role (Judge, Volunteer, etc.)
- A **Deactivated Role** indicates you cannot participate in the deactivated roles this year, but would like remain on the mailing lists for future years. You can activate your deactivated role at any time.
- The **Remove Role** button completely deletes the role from your account. You will not receive future emails for the removed role. This action cannot be undone.
- The **Delete Entire Account** button below completely deletes your entire account. You will not receive any future email for any roles. It completely removes you from the system. This action cannot be undone.

Delete Entire Account

Figure 9. Role and Account Management page.