

# Student and Teacher Registration



## Step by Step Instructions for Region V Registration and Form Submission

### For Teachers and Students:

Go to our website: <https://www.sciencefair.msstate.edu/>

Click on 'Upper Fair (Grades 6 – 12)

For a direct link to our STEM Wizard program, use this link:

[https://msstate.stemwizard.com/public\\_site/home/msstate](https://msstate.stemwizard.com/public_site/home/msstate)

### For Teachers:

**Step 1:** Make sure your school has been registered

- Early registration is October 27, 2023
- Registration deadline is November 17, 2023

**Step 2:** This step discusses forms and rules wizard (both of these are also on our new STEM Wizard program)

**Step 3:** You can print out 'Fillable Student Registration Form' to use HOWEVER, everyone will need to use the 'online form' to register for the science fair. Students can also use this fillable form BUT will need to register online, too. This video: <https://www.loom.com/share/7df9a623bba64e6891c889b201a720fb> will guide you through the registration process. As a teacher, you only need to register yourself. All other aspects of this video are specific to the students. However, it will give you an idea of what the students will use as they register. **\*\* One aspect that has changed is the student milestones. This is not mentioned in the video but is discussed in this hand out. \*\***

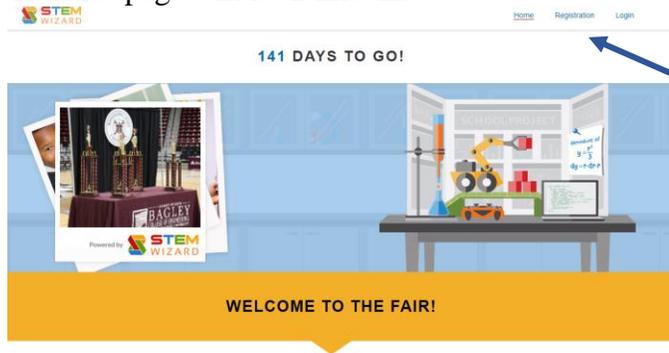
### For Students:

**Step 3:** Students should click on 'online form STEM Wizard'. This will redirect you to our STEM Wizard program for registration.

Use this video: <https://www.loom.com/share/7df9a623bba64e6891c889b201a720fb> to guide you through the registration process.

Below are some basics from the video.

The first page will look like this:



Click on Registration and register for our fair.

#### About Our Fair

Mississippi State University's Bagley College of Engineering proudly serves as the host of the Region V Mississippi Science and Engineering Fair. There are 7 MSEF Regions in Mississippi. Region V covers 16 counties including: Attala, Carroll, Choctaw, Clay, Kemper, Lauderdale, Leake, Lowndes, Montgomery, Neshoba, Newton, Nisussee, Oktibbeha, Scott, Webster, and Winston Counties. This includes all schools K-12 and home-school students.

The competition occurs on two levels: Upper Fair (grades 6-12) and Lower Fair (grades K-5). Only grades 7-12 are eligible to progress to the State Level competition. If you want to participate but your school does not host a science fair or you are a part of a home-school organization, please contact the LEAF Science V Coordinator. You can see who we're looking for.

#### Save the Date

Tuesday, March 7, 2023 7:30am – 4pm  
The Historic Mill at MSU 600 Russell Street Starkville, MS 39759

#### Useful Links

School Registration form

Useful links for 'suggested Research Plan template' and Directions to the Mill

When you click on the registration tab, you'll see this drop-down box (not all questions are seen in this picture)

**Student Registration**

Project type  Individual  Team

First Name \*

- The way you enter your name here is exactly how it will show up on all fair materials including awards.

Middle Name

Last Name \*

- The way you enter your name here is exactly how it will show up on all fair materials including awards.

Phone \*  Extension

Gender

Select Gender \*

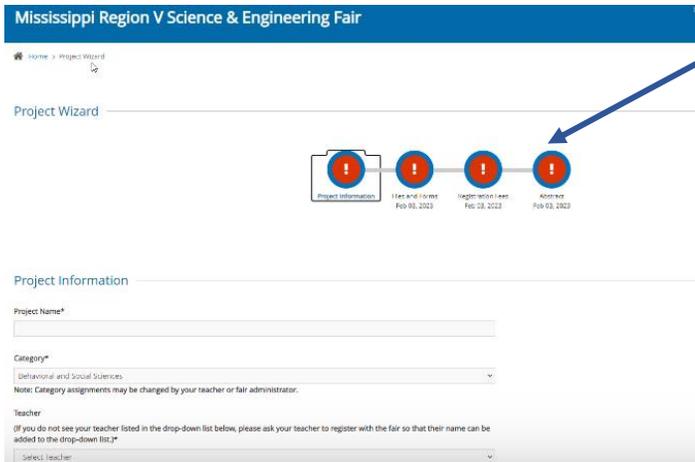
Grade

Select Grade \*

On this page, Teachers and students will register. Once teachers are registered, this ends their part of the STEM Wizard process. However, next to the register box will be announcements for teachers to review.

Students will register as either an individual or team and answer the questions associated with their project. An announcement box will appear for students, too.

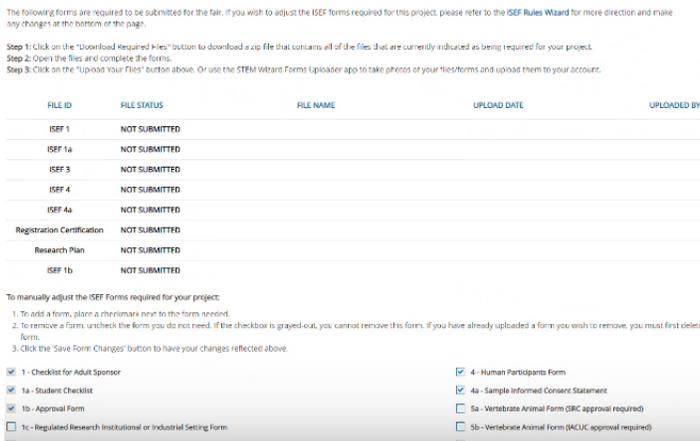
Once a student has registered, this page will appear:



Students will click on each 'circle' to complete the task.

- Milestone 1:** Project Information
- Milestone 2:** Forms and Files
- Milestone 3:** Payment
- Milestone 4:** Abstract and Research Plan
- Milestone 5:** Registration Certification

Files and Forms page will look like this:



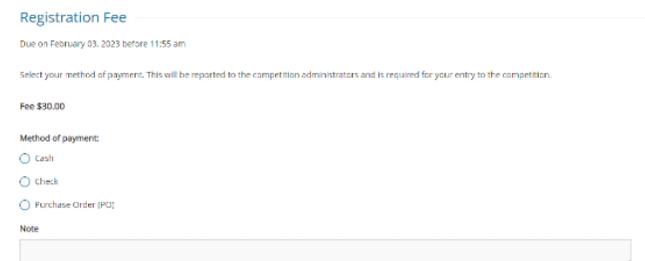
As files (registration certification) and forms (ISEF) are uploaded, the red circle will remain until all forms are completed.

As tasks are completed, the circle will turn 'green' and show a check mark (see below)

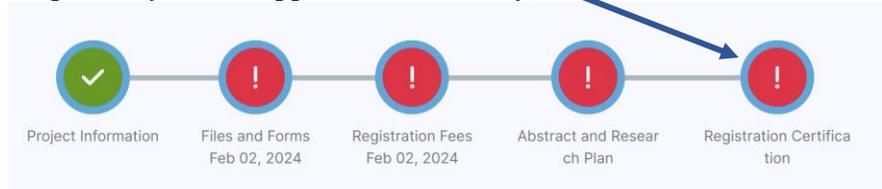


Abstracts and research plan can be copied and pasted, or uploaded to the program.

Since payment will be sent in, simply click on the method of payment. Any message we need to see can be written below the payment type:



We added a new milestone this year to alleviate the confusion around the registration certification (required by Mississippi State University).



This is a drop-down box that must be checked that states the information below. Simply check ‘yes’ if you agree with this information.

Parent Certification: Signature required for ALL Exhibitors. This is to certify that as the parent or legal guardian of the above-indicated student, I give my permission for his/her participation in the Mississippi Science and Engineering Fair program. I further certify that I release any and every liability, claim, right of action of any kind or nature, which my child or legal representative may have for any and all bodily or personal injuries or property damages or any other damages resulting therefrom, whether caused by negligence or other acts or missions or releases or otherwise which might occur during participation in the MSEF programs, any host institution(s), any regional or state fair sponsor(s), or the representative(s) thereof, and the management or owner(s) of any physical facility in which any fair is conducted.

Form Uploader App

Now you can take photos of your ISEF Forms and/or Required Files on your mobile device and we will convert them to PDF files and upload them to your milestones in STEM Wizard.

The STEM Wizard Form Uploader App lets you take photos of your ISEF Forms and/or Required Files on your mobile device.

Download the app today!

APPLE ANDROID

Students can use the STEM Wizard form uploader app to upload forms. This will convert all forms into a pdf format for easier reading.

STEM WIZARD

Mississippi Region V Science & Engineering Fair

Dashboard Messages Project Wizard New - FormUploader

Home > Messages

Messages

On the Dashboard page, there is a message box for students to send Region V questions.

The video covers all of the above information, as well as how to fill out a Research Plan template and use the website, Citation Machine for their Works Cited/Bibliography aspect of their plan.

Keep in mind that your abstract, form uploads, and files can be revised/edited until February 16, 2024.

Any questions you may have can be sent to [msefregionv@gmail.com](mailto:msefregionv@gmail.com)