# Registration Information

There are three different ways that schools, teachers and students register for the regional science and engineering fair – LRSEF.  All participants must use the free software registration called STEM Wizard. This system is also used by the KY State Science & Engineering Fair – KYSEF.

Registration instructions vary depending on which of three groups you fall into: Group 1 - At-Large Schools, Group 2 - Child Fair Schools, or Group 3 - Small Group Child Fair Schools. See details below to determine your group and then follow the instructions to register.
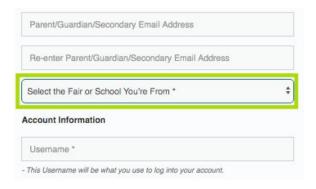
## GROUP 1: AT-LARGE SCHOOLS

**All schools in the LRSEF 52 county service area, EXCEPT THOSE with their own school-based STEM Wizard page (Groups 2 or 3).**

If you are an individual teacher or student from a school **without a science and engineering fair,** or **your school has less than 10 students coming to LRSEF**, or if **you are a home-school student**, you must register directly on the LRSEF STEM Wizard at http://lrsef.org/apply-now/**.**

1) Your Teachers **must register on the LRSEF STEM Wizard** page and be approved.

2) Then, all students in each teacher's class must register at https://lrsef.stemwizard.com and select your school from the drop-down menu on the LRSEF registration page. You then select your teacher from the school menu.

3) Once you and your teacher are registered, your teacher can review and approve all your project milestones as you develop your project. All the features of the LRSEF STEM Wizard system will be available for you to create and submit your project to LRSEF by the registration deadline.

4) You will be able to pay the registration fee of $10.00 with a credit card and upload the LRSEF Permission Slip signed by you, your parent/guardian and teacher. All forms and payments must be made and be approved before coming to the regional fair - LRSEF.

# GROUP 2: CHILD FAIR SCHOOLS

Your school hosts an ISEF affiliated science and engineering fair using your school's specific STEM Wizard page. You must register and **upload all project milestones on your school's specific page.**

1) A Science Fair Administrator or several administrators (ADMIN) will ask you and your specific STEM teacher to sign up to use the **STEM Wizard site for your school.** The site will be specific to your school. You will NOT register directly on the LRSEF page.

2) All students at your school **must register ONLY through your school-based page.** You register and then all your project files and forms will be reviewed and approved by your teacher and science ADMIN at your school. They will set the deadlines for your school fair.

3) If your project is chosen to advance to the regional fair (LRSEF) then your school ADMIN will promote you to LRSEF and all your files and forms will transfer directly within STEM Wizard to LRSEF.

4) Once promoted to LRSEF, you will be able to pay the registration fee of $10.00 with a credit card or indicate that the school will pay by PO#. You will upload the LRSEF Permission Slip signed by you, your parent/guardian and teacher. All forms and payments must be made and be approved before coming to the regional fair - LRSEF.

# GROUP 3: SMALL GROUP CHILD FAIR SCHOOLS:

If your school **DOES NOT HOST** your own science and engineering fair, **but you have 10 or more students at your school who would like to use the STEM Wizard project management system** with your STEM classes or after school program, then your school can have their own **CHILD FAIR page.**

1) Appoint a STEM Administrator or lead teacher, then contact LRSEF at info@lrsef.org on or before December 1, 2019. LRSEF can set your school up to have their own CHILD FAIR page. All students at your school must **register ONLY through your school-based page.** The site will be specific to your school and you will NOT register directly on the LRSEF page.

2) Students register on this school-based page and all project files and forms will be reviewed and approved by your teacher and science ADMIN at your school.

3) If your project is chosen to advance to the regional fair (LRSEF) then your school ADMIN will promote you to LRSEF and all your files and forms will transfer directly within STEM Wizard to LRSEF.

4) Once promoted, you will be able to pay the registration fee of $10.00 with a credit card or indicate that the school will pay by PO#. You will upload the LRSEF Permission Slip signed by you, your parent/guardian and teacher. All forms and payments must be made and approved before coming to the regional fair - LRSEF.

**QUESTIONS?** Contact info@lrsef.org