

Registration Instructions for Junior Academy of Science & Alamo Regional Science & Engineering Fair

Note: There are two steps to register for participation in ARASE's competition events:
(1) School Registration Form and (2) Student On-line Registration

1. SCHOOL REGISTRATION FORM (2 pp.)

- A. Schools are to download the School Registration form for either Middle or High School from the Teacher/School Link.
- B. Provide the Contact Person Information, School Information, and Sponsor Information being asked for on the first page.
- C. Be sure that the blanks for the Academy and Fair Information Section along with the Registration Fees section blanks are filled out correctly. (1st page)

Note: Middle Schools can enter **15 Students** in the Junior Academy of Science and **20 Projects** in the Alamo Regional Science & Engineering Fair.

High Schools can enter **22 Students** in the Junior Academy of Science and **25 Projects** in the Alamo Regional Science & Engineering Fair.

Teams: The Junior Academy of Science **does not** have team presentations. Schools are allowed **only 3 teams** in the Regional Science & Engineering Fair. (one team per Fair)

Academy I / Fair I

Physical Sciences: Chemistry, Earth & Space, Engineering, Math & Computers, Physics

Academy II / Fair II

Health Sciences: Biochemistry, Medicine & Health, Microbiology

Academy III / Fair III

Biological Sciences: Behavioral & Social Sciences, Botany, Environmental, Zoology

- D. List the students' names who are participating in the Junior Academy of Science and / or the Alamo Regional Science & Engineering Fair on the second page.
- E. Check the appropriate box for the event(s) the students are participating.
- F. Check the Electricity box for the fair if the students need electricity for the regional science fair. The electricity fee for Team projects is also \$10 per project.
- G. Total the fees due and compare to the Grand Total at the bottom of the first page under Registration Fees. Note: **Fees are final. No refunds after January.**
- H. Send in School Registration Form, Fees, and Student Media & Liability Forms to:

ARASE

Dr. Donna D. Thompson, Treasurer

P.O. Box 701175

San Antonio, Texas 78270

2. ONE-LINE STUDENT REGISTRATION

Note: Student registration is to be completed by a teacher. Sharing the username/password could compromise your data.

- A. Obtain username and password from the Fair Director.
- B. Go to the ARASE website (<http://arase.org>)
- C. Click on "Registration" under the "Links" heading on the left-hand side of the page.
- D. Review for addition / new information.
- E. When ready, click on the "Click Here" button.
- F. You are now at the Login Page.
 - i) Enter your username / password obtained from the Fair Director.
 - ii) Click "Submit"
- G. You are now on the "Menu" page. There are several choices (more after a record is entered): **(a)** Log out, **(b)** "Add New" (use this link to add a record) and **(c)** "More...", which allows you to search, print or export data.
- H. You have entered the registration section.
 - i) Enter a student's project and hit "**save**".
 - ii) You will be presented with a blank form to enter another student..
 - iii) When finished, hit the "**Back To List**" **button** to return to the "**Main**" page. The entered students can be listed in a table.
 - iv) A new button appears, "**With selected...**" It allows you to **Print, Delete or Export** selected record(s). To select a record, click the checkbox in the record. **OR** to elect **ALL** records, click the checkbox in the header line.
- I. As you add records, you will see them in a table on the "**Main**" page from where you can "**Edit**", "**View**", or "**Select**" records (See Step G. and Step H. iv above).
 - i.) You can see your school code on the "**Main**" page.
 - ii.) **Log Out** – Logs you out from registration. Returns you to the **Login** Page.
 - iii.) **ARASE Home**—Located on Login page. Returns you to the home page for the site.
 - iv.) Export results—You can save the registration data in Excel, Word, CSV (Comma separated values) or XML format.
 - v.) Print—Allows for printing directly from the site.
 - vi.) Add new—Enter new record.
- J. On the **Add new record page**, enter student/project information. Click on "**Save**". The "Back to List" returns you to "**Main**" page. If you do not click "**Save**" and try to leave the page, it will ask if you really wanted to leave the page.

Note: If a student is entering the Junior Academy of Science with a project different from one for the fair, then enter the student's name twice. Indicate the title and category of each project.