Project80ard ProjectBoard

How to submit my Science Day project?

Step 1. Create a ProjectBoard Student Account. Make sure your account is a student account. If you are not sure, you can send a request to our support team at https://projectboard.world/oas/contact

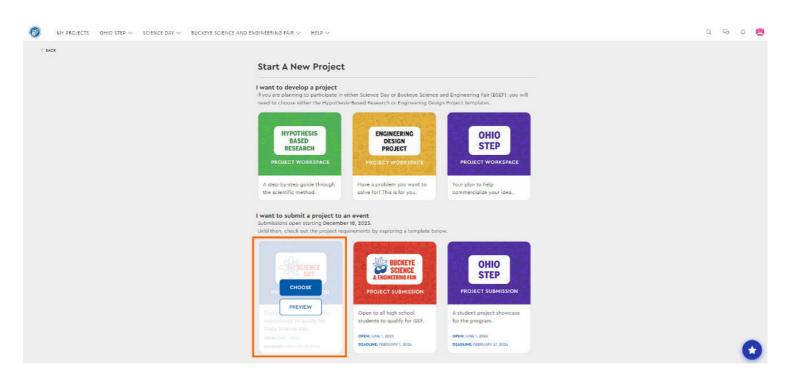
Step 2. Proceed to "My Projects" page, if you just created your account, you will be directed to the page automatically

Step 3. You will be prompted to the project selection page, hover over the Science Day project submission and click "CHOOSE". Once the submission project opens, remember to change your title and description and click "SAVE".

If you are working in a team, **ONE member of the team will select and start a submission project. Next, they will add their team members.

See this article for instructions on adding team members to your project: <u>How can I add a team member to my</u> <u>project?</u>

Once team members are added and the project is saved, the project is shared with your team members. Each team member can find the shared project under their "My Projects" tab at the top of the screen.**



Go to the "Getting Started" tile to view a short video illustrating the submission process

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Step 4: Uploading Required Documents

You will need to upload all of the required documents under each section by doing the following:

- Select the appropriate section.
- Select "Edit Section"
- Select a plus symbol
- Upload your document
- Press "Save"
- Repeat until you have all of your required documents uploaded.

Required Documents Checklist:

Required Forms Section:

- 1. ISEF forms (1, 1A, and 1B) and any other applicable to the project.
- 2. OAS Consent and Release form.

Abstract Section:

1. Your abstract document.

Final Written Report Section:

1. Your written report document.

Video Section:

1. A video is only needed if you are competing in the Virtual District Science Day (District 18).

Quad Chart Section:

1. A quad chart of your project. (There is a template with directions you can download from this section to complete your Quad Chart). Check the District Science Day map to determine display requirements–quad chart or trifold. A quad chart will be required for State Science Day.

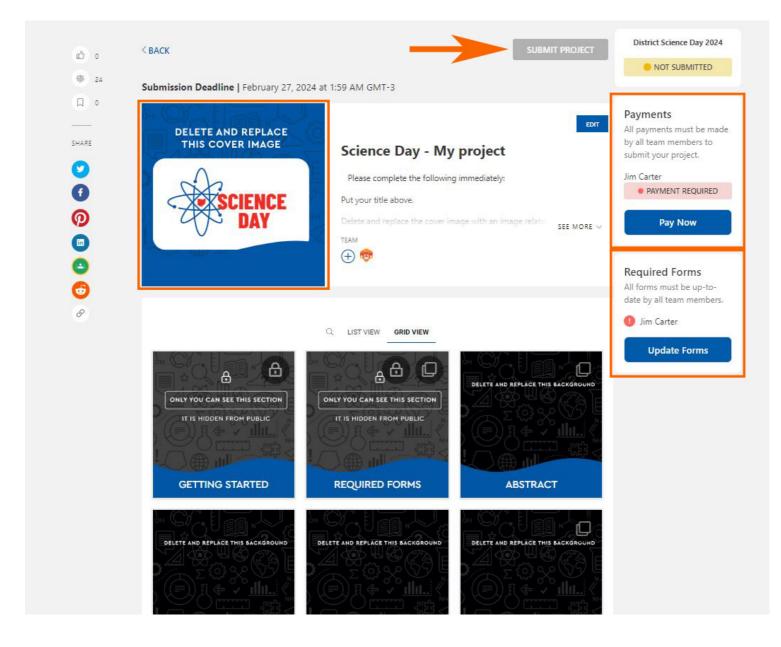
**** DO NOT** upload documents, forms, or videos into the "Comments" bar at the bottom of the template or in any of the titled sections described above!!**

Step 5: Required Forms and Payments.

For your project to be submitted, there are a few things you (and everyone on your project team) need to complete: update your required forms and payments (found on the right hand side of the submission template).

****Each member of a team project** will need to access this submission project (go to the "My Projects" tab at the top of the screen to open your shared project) to input their payment and required forms information.** (See the screenshot below)

****Each member of a team project** will also need to fill out and upload their own ISEF forms to the "Required Forms" tile (all students will require ISEF forms 1, 1A, and 1B)**



Required Forms: Under "Required Forms", after clicking "Update Forms", you will need to enter the required information. (See the screenshots below).

Submission Forms About You	O EDIT	
(* = Home Address - STREET*	required)	
Please type answer		
Home Address - CITY*		
Please type answer	SEE MORE 😔	
Home Address - STATE*		
Please type answer		
Home Address - ZIP*	_	
Please type answer		
Gender* Please select value		
Ethnicity/Race*	HIS BACKSROUND	
Please select value	~	
Step 1 of 2		
SUBMIT & CONTINUE	ст	
SUBMIT & CONTINUE		

-	Submission Forms About Y	
an.	What JAC district are you submitting for?*	(* = required)
	Please select value	~
	What grade are you in?*	
	Please select value	~
3	What is your project category?*	
	Please select value	~
	Step 2 of 2	IS BACHOR
ONLY YOU C.	SUBMIT & CONTINUE	

- You can update the form information anytime before the project submission

- After completing the required forms, your name will appear with a green check mark.

Note: If you have teammates added to your project and they didn't submit the form you WILL NOT be able to submit the project. So make sure your teammates log in to ProjectBoard and fill the required forms on the project.

	forms must be up-to- e by all team members.
0	Jim Carter
0	Silvia Star

Payments: Under "Payments", after clicking "Pay Now" you will choose a payment method:

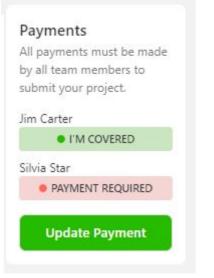
- 1. Online Payments
- 2. Pay by check
- 3. Covered by grant

clicking "click here" on the method you chose will open a new tab. After the payment is completed, you can confirm it by clicking "Paid by Credit Card" or "Paid By check" depending on the method you chose. In case your district is covered, simply click "I'm Covered".

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	pay by check clic	r event has asked you or a represe ck here to download payment rec Once complete click below. Paid By Check		Req An for date 1
ONLY YOU C. IT IS HILL		12, 13, 14, 15, 16 and 17 registration int. If you fall into one of those dis below.		
GETTING ST	ARTED	REQUIRED FORMS	ABSTRA	

- Just like the required forms, the payment must be updated for all teammates so that the project can be submitted

- You can also update the payment anytime before project submission



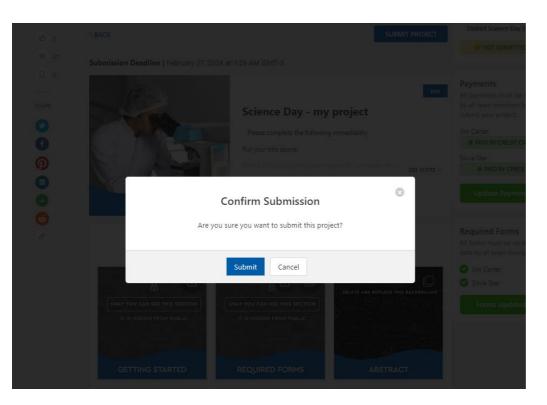
At this point, after you and your teammates are done with the payment and form updates the submit button will be activated, but in case you didn't change your project cover image, a message will show up after clicking

"SUBMIT PROJECT"

ية (ش	C BACK SUBMIT PROJECT	District Science Day 2024
@ 23	Submission Deadline February 27, 2024 at 1:59 AM GMT-3	The search the
9 5	DELETE AND REPLACE THIS COVER IMAGE SCIENCE DAY SCIENCE DAY Users complete the following immediately: Party art file above. Dates and asobe the cover insign with an insign refer Tata I area I	Payments All payments must be made by all rear members to submit your project. Jun Center ● PAD BY CECHT CARD Status Star ● PAD BY CHECK Update Payment
\$	CIET MEX CIED VIEW	Required Forms Al forms matt be up to date by all tour members. Im Carter Sitivis Star Forms Updated
	Update Project Image	Ø
	You must upload a project cover image before submitting	your project.
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Step 6. Edit your project image cover. After you update your image, select "SUBMIT PROJECT" again. A confirmation modal will appear, in case you are CERTAIN, hit submit, you will see the submission status modal right after, click "Ok"

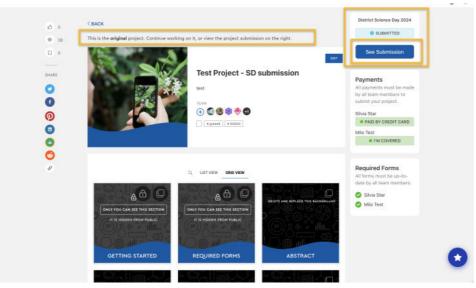
If you are part of a team, **ANY team member can submit the project.**



	Submission Status	8
12	for your submission. The status of your pr he right side of your project, but this may continue using the site in the mean	take a few minutes! You can
	ОК	

Done! Your project has been submitted for competition!

You can see the submitted view of your project by clicking "See Submission". **The submitted project is a "read only" snapshot and cannot be edited.**



On the submitted version, you can click "See Original" to go back to your original project. The original submission project can be edited and can be found under the "My Projects" tab. Students who move onto State Science Day will want to edit this project using their feedback from District Science Day.

