**Instructions for Teachers Registering on SEFIREG.ORG**

**Central Indiana Regional Science Fair**

**New Teacher Registration:**

1. Open your browser and go to <http://www.sefireg.org>
2. Under the “Teachers” section, click on “Teacher Registration.”
3. Select the East Central region on the map
4. Choose your school (or email us if your school is new!)
5. Enter the information requested in the form. (\* indicates required field)
6. In the “Prove Your Humanity” box, type the number or text in the image.
7. Click “Submit.”
8. You now need to wait for someone at our end to approve your registration.
9. You will receive an email with a password that will let you login. COPY YOUR PASSWORD IN A SECURE PLACE!!

**Entering Students in SEFIREG –ELEMENTARY STUDENTS (1st through 5th grade only)**

\*\* Note: There is a relative short “time-out” feature that will log you out after a few minutes of inactivity. If you get logged out, log back in, and continue working.

1. Open your browser and go to <http://www.sefireg.org>
2. Under the “Teachers” section, click on “Teacher Login.”
3. Enter the email you used to register in the SEFIREG system, and the password that was emailed to you.
4. “Before you begin…” Select the “I will register elementary students only” button and click “Submit”
5. You can download a PDF with a blank fillable PDF with all the potential forms you students may need to submit. The only form required in grade 5 and below is the abstract. We recommend you download and save this PDF.
6. Click the “Add Students” button in the menu across the top of the page.
7. Enter the names of ALL the students entering YOUR LOCAL SCIENCE FAIR!!
	1. Include first and last name, grade, project title, and set the “Regional Fair” to “NO” unless the student has been selected to compete in the regional science fair.”
	2. You can enter several students at once, and you can add more students in another session.
	3. You can skip the shirt size, but it helps if you can provide it, or at least a good guess.
	4. Make sure you click “Submit” when you have completed the entries.
8. Edit the records as need arises/information develops [including selection for the Regional Fair]. **See below**
9. Return to this site as you finalize your list of Regional Fair entries.

**Entering Students in SEFIREG – FOR THOSE ENTERING SECONDARY or SECONDARY AND ELEMENTARY students.**

1. Open your browser and go to <http://www.sefireg.org>
2. Under the “Teachers” section, click on “Teacher Login.”
3. Enter the email you used to register in the SEFIREG system, and the password that was emailed to you.
4. “Before you begin…” Select the “I will register secondary students only” OR “I will enter both secondary and elementary students” button and click “Submit”
5. You can download a PDF with a blank fillable PDF with all the potential forms you may need to have students submit. We recommend you download and save this PDF.
6. Click the “Add Students” button in the menu across the top of the page.
7. In the “Student Signup” box, you can enter several students in one session:
	1. Enter ONE STUDENT PER LINE (Lastname, Firstname)
	2. Hit “Return” or “Enter” after each student
	3. Click “Submit” when finished. You can do this in more than one session.
8. When you have students entered, you can need to click on “Your Students” in the menu across the top of the page. This will give you a list of students. You can delete students if needed, or view their account info.
	1. Each account has a username and password. YOU NEED TO GIVE THIS INFORMATION TO EACH STUDENT SO THEY CAN LOG IN AND COMPLETE THEIR OWN ENTRIES!
	2. You may also complete entries by clicking on “Edit Student Info.”
	3. You are alerted to any student whose registration is not complete
9. Any forms your students need to upload should be saved as PDFs or printed, completed and scanned as a PDF before uploading.
10. You will need to designate which students will be entered in the Regional Fair before the registrations can be completed by our staff.

**Editing a Student Record**

* Go to **Your Students** tab at the top of the page
* Hit the **Click Here to Edit Your Students**
* Change the status of Regional to **No** for all students to allow editing.
* Hit **Save Changes to This Student**
* Click **View This Student**
* There are questions that need to be answered
* Once the questions are answered, the tabs at the top of each student’s page will be generated to let you know what forms need to be completed.
	+ Grades 3-5 only need the abstract to be completed
	+ Grades 6-8 need to have abstract and research plan completed
	+ Grades 9-12: Every student must complete the Student Checklist (1A), a Research Plan and Approval Form (1B) and review the project with the Adult Sponsor in coordination with completion by the Adult Sponsor of the Checklist for Adult Sponsor (1).
* Once everything is in for the student, go back to the **Your Student** tab, **Click Here to Edit Your Students**, change the regional status to **YES**, and hit **Save Changes to This Student.**