

# State/Regional/District Fair Director’s Guide

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## Activating Your Account

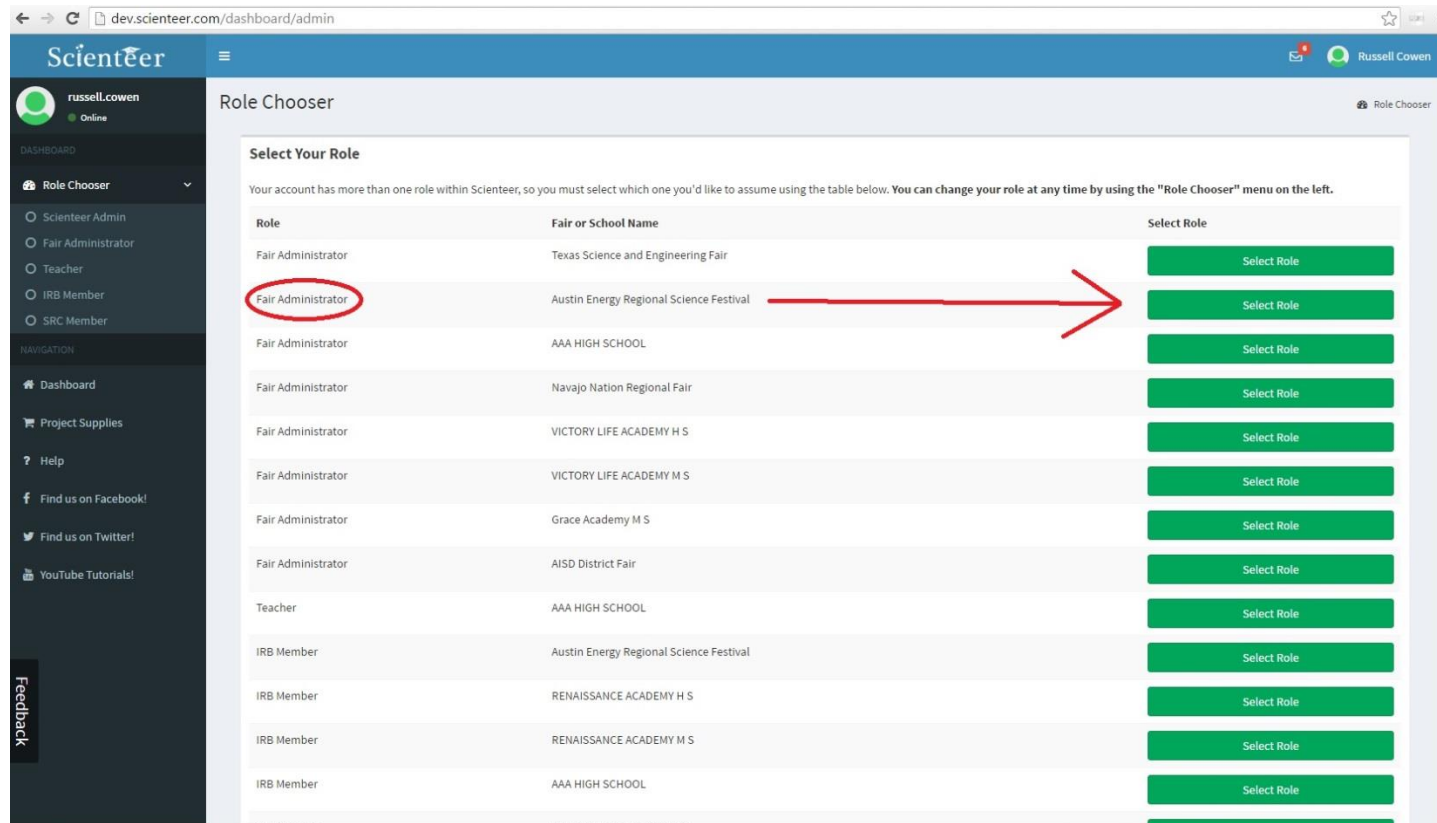
1. If you had an administrator account for your Regional or District fair last year, simply go to [www.scienteer.com](http://www.scienteer.com) and log in and choose the admin role. This will activate your account for the new season. You will need to follow the steps to update your information and open your fair registration.
2. If your Region had an account last year, but had a different administrator, contact [support@scienteer.com](mailto:support@scienteer.com). We will set you up with an admin account for your fair. If you are a District fair, contact your regional fair to have it changed.
3. If your Regional Fair had no account last year, contact [support@scienteer.com](mailto:support@scienteer.com) and we will create one for you. If your District Fair had no account last year, contact your regional fair to have one created.
4. We ask that Regional fairs help support Scienteer by purchasing a yearly membership for \$1000. If your regional fair can't afford to send \$1000, a lesser amount may also be acceptable. Every bit can help. E-mail [support@scienteer.com](mailto:support@scienteer.com) , even if you can't pay and include the following information:
  - a. Name of contact person
  - b. Email of contact person
  - c. Name of the Regional Fair or the entity that would be invoiced
  - d. Street Address
  - e. The amount you can afford. If less than \$1000 or \$0 please explain in the e-mail the details of your circumstances or hardship. We will take your hardship into consideration.
  - f. Special Instructions for sending an invoice (if any such as: include w-9 or register as a vendor etc.)

An invoice will be e-mailed to the contact above for the amount specified. By paying a membership fee of \$1000, all google ads will be removed from all pages in your region's territory. You will be ad free.

### Setting Up Your Fair

#### Logging in

1. Go to [www.scienteer.com](http://www.scienteer.com) and click Login in the top right corner of the screen and sign in. If you have forgotten you can recover it via e-mail by clicking "I forgot my password".
2. Once you log in, you will be taken to the "Role Chooser" page. Find the Fair Administrator Role for the Regional Fair you wish to setup and click on the "Select Role" button.



3. If you are not automatically taken to your Profile Page, click the top right icon on your dashboard (by your name) and click "Edit Profile". Here you will update or verify your contact information and create/edit your signature. This is the signature that will be used as a stamp when and if you sign something.
4. Once you have completed all information, scroll to the very bottom and click "Save".
5. Now scroll back up and click "Dashboard" on the left hand menu. This will bring you to the main Dashboard for this fair. You can always click "Dashboard" in the left hand menu to return to the main screen of your current role.
6. You can switch between roles at any time by clicking "Role Chooser" in the left hand menu and selecting the dashboard you wish to view. You may only have one role, but most regional directors can and will have multiple roles. You might also be an SRC member for example.

- Here you have a series of steps that need to be completed in order. Start by clicking Step 1 (Fair Setup) where it says "More info".



### (Step 1) Fair Setup

#### General Settings

1. **Fair Start Date:** This is where you enter the official start date of the physical Fair Event itself.
2. **Fair End Date:** This is the date when your fair is over.
3. **Fair Submission Deadline:** This is the registration deadline for your fair. This deadline does not automatically close your registration. It only displays this deadline date to your users for their information.
4. **Max Jr Division Projects Advanced per Subfair:** This is the default maximum number of projects you allow from each school or sub-fair in the Middle School Division. This number can be overridden on a per school or per fair basis using your "Fair Settings" button found in the subfair menu on the main dashboard. **(see section on sub-fair menu)**. If you have no maximum limit, then just enter 999 or some other very large number.
5. **Max Sr Division Projects Advanced per Subfair:** This is the default maximum number of projects you allow from each school or sub-fair in the High School Division. This number can be overridden on a per school or per fair basis using your "Fair Settings" button found in the subfair menu on the main dashboard. **(see section on sub-fair menu)**. If you have no maximum limit, then just enter 999 or some other very large number.
6. **Fair Type:** If you are a regional fair, this should be set to Regional.

The screenshot shows the Scienceteer web application interface. The browser address bar displays 'dev.scienceteer.com/fair/2/setup'. The user is logged in as 'russell.cowen' (Online). The page title is 'Austin Energy Regional Science Festival - Fair Setup'. The 'General Settings' tab is selected and circled in red. The settings are as follows:

Fair Start Date	02/15/2017
Fair End Date	02/18/2017
Fair Submission Deadline	01/26/2017
Max Jr Division Projects Advanced per Subfair*	70
Max Sr Division Project Advanced per Subfair*	70
Fair Type	Regional Fair

\* Maximum advanced projects can be set on a per-fair basis from the Fair Settings button for any fair in the subfair list page. Updating default maximums (above) will overwrite any custom maximums set for subfairs.

Student Confirmation

Students who are advanced to your fair will be presented with a confirmation button so Scienceteer can verify that they will be participating in your fair. When the student clicks the button, it can be programmed to do one of the following:

- Nothing.
- Send the student to your external website.
- Send the student **and some of their data** to your external website (data is automatically forwarded to your fair within the Scienceteer) system.

Select which action you would like the button to perform below:

Confirmation Action:

### Student Confirmation

#### Student Confirmation Button:

Students who are advanced to a fair from a lower fair will be presented with a confirmation button each time they advance. This is to confirm their intention to participate at the next level. This button confirms that the student will attend your event and compete. This button's action can be programmed to do one of the following 3 things:

1. Nothing but confirm (common)
2. Confirm and then Navigate the student to your own external fair website or url for further instructions on how to pay or prepare for your event (most common)
3. Confirm, Send the student/project data to your own external server, and navigate them to your site to finish registration. This can be useful if you have an existing registration system that handles payment or collects data that Scienteer does not such as T-shirt size etc. Basically it will post the student's data in a \$\_POST array directly to your server. Your server must be ssl encrypted for this to work. We can speak with your IT about setting this up if you wish to use this method. This method can be used to fully integrate Scienteer with a pre-existing registration system. The data from Scienteer is used to basically autofill your current registration systems forms.

Options 2 & 3 will open a new input box asking for the full url of the website.

#### Student Confirmation Message:

Students who advance will also be presented with a message when they advance to your fair. This message can be customized. It can be a simple congratulations or instructions on how to prepare for your fair etc. This is the message you want sent to the student when they are selected to advance to your fair.

\* Maximum advanced projects can be set on a per-fair basis from the Fair Settings button for any fair in the subfair list page. Updating default maximums (above) will overwrite any custom maximums set for subfairs.

Student Confirmation

Students who are advanced to your fair will be presented with a confirmation button so Scienteer can verify that they will be participating in your fair. When the student clicks the button, it can be programmed to do one of the following:

- Nothing.
- Send the student to your external website.
- Send the student **and some of their data** to your external website (data is automatically forwarded to your fair within the Scienteer) system.

Select which action you would like the button to perform below:

**Confirmation Action** Navigate to External Site

**Confirmation URL** www.myfairwebsite.com

Students who are advanced to your fair from subfair will also be presented with a message similar to the subfair message above. Use the box below to enter your message.

**Message Body**

*(Rich text editor toolbar and content are circled in red in the original image)*

Congratulations on your advancement to the Austin Energy Regional Science Festival!

Login daily to check your SRC status and timeline for important information.

Once the SRC has approved your project, print out the following forms and bring them with you to the fair:

- Abstract
- Regulated Research Institution Form 1C (only if your project has one)

### Sub-Fair Confirmation Message

A lower fair must select their winners and finalize their selection to send their students to your fair. When the lower fair finalizes their selection, that administrator will be presented with a message. This message can be customized by you. It can be a simple "Congratulations" or further instructions or other important information.

### Media Release

Each fair must configure their media release statement before they open registration. When a student creates or activates a student account, the media release is sent to their parents for signature. Scienceteer presents the parents with the option to AGREE or NOT AGREE to the media release statement. The content text of your fair's media release should be copied or typed in this box. This is what the parents will sign. Parents will sign ALL media releases (in the chain of fairs) at one time at the beginning when the student creates an account. Parents will not be asked to sign media releases between fairs, all fairs are signed for at once at the beginning. Parents will receive a multiple page media release (compiled from media releases from each fair in which their child is eligible to advance). They will sign them all before their child can access their online account.



### (Step 2) Create/Edit Categories

From the main fair admin dashboard, select Step 2 by clicking "More info" under the big Green Step 2 icon.

This is where you will edit, add and delete the categories available at your fair. Each time a student advances to a higher fair, the student is asked to choose the category he/she wishes to be judged in at that particular fair. Each fair can have and often do have different categories that differ from other fairs. You can add, edit or delete categories here. You can't however delete a category in which projects are already registered. You will see the number of projects registered to a particular category on the right hand side. Once you have made your edits, scroll down and click "Save". If you wish to delete a category, check the box under "Delete" and click "Save".

The screenshot shows the 'Manage Categories' page for the 'Austin Energy Regional Science Festival'. The page title is 'Austin Energy Regional Science Festival - Categories'. Below the title, there is a 'Manage Categories' section with instructions: 'Click on any field you wish to modify. To add a new category click on the Add Category button on the bottom. Note that you cannot delete a category to which projects already belong.' Below this, it states 'Your current category status is: Complete'. The main content is a table with the following columns: Full Category Name, Category Abbreviation, Note (e.g., Life Sciences, Engineering, etc), Description, Projects, and Delete. The table lists several categories, each with a '0' in the 'Projects' column and a 'Delete' button in the 'Delete' column.

Full Category Name	Category Abbreviation	Note (e.g., Life Sciences, Engineering, etc)	Description	Projects	Delete
Animal Sciences	ANIM	Life Sciences	Animal Behavior, Cellular Studies, Development, Ecology, Genetics, Nutrition & Growth,	0	<input type="checkbox"/>
Behavioral and Social Sciences	BEHA	Life Sciences	Clinical & Development, Psychology, Cognitive Psychology, Physiological Psychology, Sc	0	<input type="checkbox"/>
Biochemistry	BCHM	Life Sciences	Analytical Biochemistry, General Biochemistry, Structural Biochemistry	0	<input type="checkbox"/>
Biomedical/Bio-Informatics & Health Sc	BMED	Life Sciences	Disease study, Drug Development, Epidemiology, Nutrition, Biomedical Engineering, Coi	0	<input type="checkbox"/>
Cellular and Molecular Biology	CELL	Life Sciences	Cell Physiology, Genetics, Immunology, Molecular Biology, Neurobiology	0	<input type="checkbox"/>
Chemistry	CHEM	Life Sciences	Analytical Chemistry, Computational Chemistry, Organic/Inorganic chemistry, Chemical	0	<input type="checkbox"/>
Computer Science: Hardware/ Embeddi	CSHW	Physical Sciences	System Hardware, Circuits, Internet of Things, Microcontrollers, Networking/Communic	0	<input type="checkbox"/>
Computer Science: Systems Software	CSSW	Physical Sciences	Algorithms Cybersecurity Databases Operating System Programming Languages Softwa	0	<input type="checkbox"/>

### (Step 3) Setup IRB and SRC

#### SRC and IRB Settings

All fairs (except schools) are required to create an SRC. All fairs including District/County fairs must create an SRC with a minimum of 3 qualified members to review projects that will be entering their fair. Members can be shared. One person could be an SRC chair for multiple fairs for example.

#### SRC Pre-Approval:

This option forces all projects to get prior approval from your SRC even if not required by ISEF. Every single project must be approved before the student can begin his/her project. This is very uncommon at the regional or district level. There are some schools who will want this option to ensure that all projects are 100% compliant. Unless your SRC wants to review each and every single project before they begin, do not select this option.

#### SRC Member Access

This option defines the duties that your fair SRC is willing to perform. The options are as follows:

- **Force:** force all sub-fairs and schools to use your SRC for pre-approvals. This will disable their ability to create their own SRCs, they will be forced to use yours for pre-approvals such as Vert. Animal or PHBA studies.
- **Allow:** schools and sub-fairs to use your SRC for pre-approvals if they need to. Some small schools or home schools don't have the resources to create their own SRC. This allows them to use yours if they don't have one. Again, this is for pre-approvals for projects that require it.
- **Deny:** Your fair will not make it's own SRC available to pre-approve projects (most common option for Regional fairs).

#### Post Fair SRC Review

Many fairs like to re-review their winning projects to clean them up before they advance them on to the next fair. This option allows an SRC to re-review their fairs winning projects before they continue on up the chain. Options are:

- After my fair my SRC Will re-review
- After my fair my SRC will NOT re-review

#### IRB Member Access

Although not require by ISEF, your fair can choose to create an IRB to pre-approve human participant studies. If you chose to do so, this is where you would define the duties you wish them to perform. The options are the same as the SRC Member Access above.

**After making changes or edits, you must click "submit settings" to save them.**

**SRC & IRB Settings**

**SRC Preapproval**  Force **ALL** projects to be reviewed by my fair SRC before they start (even if not required by ISEF).

**SRC Member Access**

- Force Schools and Lower Fairs to use my fair SRC for pre-approvals.
- Allow Schools and Lower Fairs to use my fair SRC for pre-approvals.
- My fair SRC does not pre-approve any projects.

**Post-fair SRC Review**

- After my fair, my fair SRC will re-review **ALL** projects before they advance.
- After my fair, my SRC will **NOT** re-review projects before they advance.

**IRB Member Access**

- Force Schools and Lower Fairs to use my fair IRB for pre-approval of Human Participant Studies.
- Allow Schools and Lower Fairs to use my fair IRB for pre-approval of Human Participant Studies.
- My fair IRB does not pre-approve any Human Participant Studies.

[Submit Settings](#)

### SRC Members

This is where you add/edit/delete your SRC members and define each member's role. Click "Add SRC member" to add a new member. You must have at least 3 members. At least one of those members must be marked as a "Chair". You can have multiple members of the same role and you can have multiple SRC Chairs. If a person is not an SRC chair, they will not be able to sign off on a project. Only a "Chair" can sign the forms. Having multiple chairs is allowed and encouraged. You must have at least one of each of the following and one must be a chair:

- SRC Educator,
- SRC Bio-Hazard/Bio Medical expert
- SRC Reviewer

When you add or edit members, press "submit", new members will receive an e-mail notification with a username and password. They will need to login, setup their accounts and monitor them regularly. SRC members will not receive any e-mail notifications when projects are waiting for them. It is important that all users login daily to check for any new messages or pending duties. If an SRC member did not receive the e-mail with account information, you can use your "User Management" tool under "Tools" on your dashboard to give them a new password and relay the information to them.

### IRB Members

This works the same as SRC members above. The IRB must have a minimum of three members. One of each of the following are required:

- IRB School Administrator (must be a school administrator)
- IRB Human Risk Evaluator (must have a minimum qualification of RN)
- IRB Educator

It is ok for an SRC member to also be on the IRB as long as they meet the qualifications. IRB has no chair position. Each IRB member must individually review and sign the Form 4 for a human participant study. The signature from the last IRB member to review a human participant study, will also appear on the Form 1B.

SRC Members

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**Troubleshooting**

If your SRC member does *not* receive an email with their account information it is likely being blocked by their email server. Use the "Edit Profile" link for the appropriate user below to set a temporary password for their account. You can then email them the information manually.

Add SRC Member

Name (click to send message)	Manage	SRC Chair	SRC Committee Role	Delete
Russell Cowen	<a href="#">Edit Profile</a>	<input checked="" type="checkbox"/>	Educator	<input type="checkbox"/>
Susan Selman	<a href="#">Edit Profile</a>	<input checked="" type="checkbox"/>	Reviewer	<input type="checkbox"/>
Michele Mann	<a href="#">Edit Profile</a>	<input checked="" type="checkbox"/>	Bio-Medical/Bio-Hazard Expert	<input type="checkbox"/>
SueAnn DeCuir	<a href="#">Edit Profile</a>	<input checked="" type="checkbox"/>	Educator	<input type="checkbox"/>
Lisa Rogers	<a href="#">Edit Profile</a>	<input checked="" type="checkbox"/>	Educator	<input type="checkbox"/>
Michelle Deere	<a href="#">Edit Profile</a>	<input checked="" type="checkbox"/>	Bio-Medical/Bio-Hazard Expert	<input type="checkbox"/>

### **(Step 4) Open Registration**

Before schools, students and sub-fairs can register under your fair, you must open your fair registration. You may open and close it as desired. When it is closed, lower fairs will not be allowed to send you any finalists or register.

### **(Step 5) Selecting Winners**

After your fair, you must select the projects you wish to advance by checking the box "Advance to next fair". Optionally you can give them a placement in their category if you wish. This is just for your record. If you want them to advance to the next fair however, you **MUST** check the box "Advance". Use the ISEF column to mark a project as an ISEF Finalist (High School) or if in middle school, use this column to mark it as Broadcom Masters or ignore it. You may edit this list as much as you like until you finalize. Each time you make changes you must save them by scrolling down clicking "Save Winners". No students are notified at this step.

### **(Step 6) Finalize Winners**

After you are sure you have all of your winners correct, you need to finalize your data. There is no going back. Once you finalize, all selections are final. Students are notified that they are advancing and the data is sent to the next higher fair. Student projects will be locked until the next higher fair SRC can review them. The projects will remain locked unless the SRC asks for specific corrections.

**FINALIZE MEANS FINAL!** You can't go back and edit your winner list after this. You are locked in and the data is sent. Be very sure before you finalize!!

## Tools Menu

### Miscellaneous

#### Register Subfair

Use this tool to add a District or County Fair to the system under your jurisdiction. This will send an e-mail notification to the contact person with login information. They will then login and setup their fair.

#### School Database

Before a school can register, they must be added to the permanent school database, if they don't already exist. This is the database that populates the drop down selection for schools to choose their school to register. This only has to be done once and only for a new school. To add a school to the database:

1. Scroll down and search for the school to be certain they are not already in the system.
2. Scroll back to the top. Add a new school by first selecting the State and following the prompts. You can edit and remove schools here as well. You will not be able to remove a school that has already registered or been affiliated with your fair.
3. Once the school has been added, that school can register online using the registration link provided by their parent fair. This link is found on the main dashboard of their parent fair.

#### User Management

Using this tool you can find a user within your fair and edit their profile. This is how you would reset a lost password for example.

#### Add Fair Admin

You can add administrators to your fair. Administrators will have the same rights, dashboard and access that the original fair director has. These are people who help you manage the fair. If you need to remove a Fair Admin, you must contact your next higher fair.

#### Pre-Approve All Projects

This tool will approve all projects entering your fair. This will sign the Form1B with the specified information for your Regional or State Fair. This tool is used for fairs that have used their SRC to review the projects at a lower level already. This is so that those reviewers don't have to review the same projects again.

#### Email Lists

Create and export custom e-mail, contact and data lists

#### Mass Printing

Abstract: Generate a printable document of all Abstracts entering your fair

Media Release: Generate a printable document of all Media Releases for students entering your fair

Form 1C: Generate a printable document of all Form 1C entering your fair

Form7: Generate a printable document of all Form 7 entering your fair

#### Fair Statistics

Look at your fair/project numbers per category etc.

### Fair Management Window

The screenshot shows the 'Fair Management' window for the 'Austin Energy Regional Science Festival'. It features a 6-step process:

- Step 1:** Fair Setup
- Step 2:** Create/Edit Categories
- Step 3:** Set Up SRC & IRB
- Step 4:** Open Registration
- Step 5:** Select Winners
- Step 6:** Finalize Winners

Each step has a 'More info' link and a green checkmark icon. A red circle highlights the 'Fair Management' tab in the top right, and a red arrow points to the 'Fair Management' link in the 'Tools' section.

Below the steps is a 'NEW SCHOOL REGISTRATION LINK (OPEN)' with the URL: <https://scienteer.com/register/austinenergyregionalsciencefestival>

The 'Fair Management' summary table shows the following data:

Group	Total
Active Subfairs	69
Students	780
Projects	167
Winner Statuses	105
SRC Members	18
IRB Members	1

The 'Project Advancement Deadline' is listed as **03/22/2017**.

### Active Subfairs

Here you can manage subfairs and schools that are registered under you.

1. You can Register a new subfair (district fair)
2. Include Inactive Subfairs: The list will show all subfairs even if they are not active yet this season
3. Navigate to a particular fair's dashboard
4. You can edit the profile of a particular fair administrator (in case they lost their password)

The screenshot shows the 'Subfair List' window. It includes a 'Register Subfair' button and a toggle for 'include Inactive Subfairs'. The table below lists the following subfairs:

Fair (click to view dashboard)	Administrator (click to send message)	Parent Fair	Status	Manage
A & M CONSOLIDATED H S	Michelle Jedlicka	Austin Energy Regional Science Festival	Winners Finalized	Edit Profile, Fair Settings, Edit School Info
AAA HIGH SCHOOL	Marga Rita	Austin Energy Regional Science Festival	Winners Not Selected	Edit Profile, Fair Settings, Edit School Info
ACE ACADEMY M S	Swapna Deepak	Austin Energy Regional Science Festival	Winners Finalized	Edit Profile, Fair Settings, Edit School Info
AHMADI HOME SCHOOL M S	Samia Ahmadi	Austin Energy Regional Science Festival	Winners Finalized	Edit Profile, Fair Settings, Edit School Info

5. Edit fair settings:
  - a. Change a fair name
  - b. Edit the number of projects that a particular fair or school is allowed to send to a parent fair
  - c. Move the fair/school to a different parent fair. (example: If the school should have registered under a district, but instead registered under a regional fair, the school can be moved under the district to where it belongs in the chain of fairs).
  - d. Delete a fair: Can only be done if the fair has no current or past students or subfairs.
  - e. Add a fair administrator: Add an administrator to that fair's account
  - f. Edit profile: can be used to create a new password for a particular admin
  - g. View Dashboard: View that fairs dashboard
  - h. Remove Admin: Remove an administrator from a fair
6. Edit School Info:
  - a. Edit school district, address, etc.
  - b. Update the school name and other information

### Students/Projects/SRC Members/IRB Members/Winner Projects

Here you can view lists of entities as they relate your fair.

### Registration Link (How schools register)

The screenshot displays the Scienceteer Fair Administrator Dashboard for the Austin Energy Regional Science Festival. The dashboard is organized into several sections:

- Navigation:** A sidebar on the left includes a 'Role Chooser' with options for Scienceteer Admin, Fair Administrator, Teacher, IRB Member, and SRC Member. Below this is a 'NAVIGATION' menu with links to Dashboard, Project Supplies, Help, and social media links for Facebook, Twitter, and YouTube.
- Process Steps:** A central area shows six steps in a grid:
  - Step 1:** Fair Setup (blue box with gear icon)
  - Step 2:** Create/Edit Categories (green box with flask icon)
  - Step 3:** Set Up SRC & IRB (orange box with person icon)
  - Step 4:** Open Registration (orange box with laptop icon)
  - Step 5:** Select Winners (purple box with trophy icon)
  - Step 6:** Finalize Winners (blue box with checkmark icon)
- Tools:** A blue box labeled 'Tools' contains 'Fair Management'.
- Registration Links:** A box at the bottom, circled in red, titled 'REGISTRATION LINKS (OPEN)' provides the following URLs:
  - <http://dev.scienceteer.com/register/austinenergyregionalsciencefestival>
  - or <http://dev.scienceteer.com/auth/register/2>
- Fair Management Table:** A table on the right shows the following data:
 

Group	Total
Active Subfairs	7
Students	0
Projects	0
SRC Members	17
IRB Members	1
- Project Advancement Deadline:** A section at the bottom right shows 'No Deadline Set'.

Once a new school has been added to the database, the next step is to have the school register. Your fair must then send the school a special link to register. This link is found on the parent fair dashboard at the bottom.

Once a school has registered, they will not have to do so again next season. Next season they must simply log in to their account and it will be automatically re-activated and re-registered.

## Quick Tutorials

### Add a district/county fair

1. Login, choose the admin role for your regional fair
2. Click "Tools" on main dash
3. Click "Register Subfair" and fill out the information
4. An automated e-mail will be sent with login information to the fair contact.
5. Once the person logs in, it will be registered.

### Add a new school and register it

1. Login, choose the admin role for your fair
2. Go to "Tools" on main dash
3. Click "School Database"
4. Scroll to the bottom and search to be sure the school does not already exist.
5. Scroll back up and start by selecting "State" and following the questions.
6. Once finished, go to the dashboard of the Fair in which the school is to be registered under (if not your own current fair)
7. Copy one of the registration links from the dashboard (found under the steps) and send it via e-mail to the school. The school will use that link to register. Make sure you copy the link from the correct Dashboard. Every fair has its own link for school registration. If you manage more than one fair, you want to be sure you are sending the correct fair link.

### Register a school that had an account last year

1. The school admin must simply login. Registration is automatic.

### Reset a Password for a school/fair admin account

1. Find the school/fair in your Fair Management menu (right side of screen)
2. On the right hand side, click edit profile and give them a new password.

### Reset a Password for a teacher, student, src-member or other person

1. Navigate to the correct fair dashboard (use the Fair Management on the right) if you are not already there.
2. Click "Tools"
3. Click "User Manager"
4. Find the person
5. Click edit profile and change the password

### Move a student to a different school and/or teacher

1. Navigate to your role as admin for your Regional or District fair.
2. In the right hand Fair Management menu, click "Active Subfairs"
3. Find the school where the student is currently registered.
4. Click the name of the school to go to it's dashboard.
5. Click "Students" in the right hand menu
6. Find the student who needs to be moved and click "Edit Profile"
7. On the far right hand click the button "Move Student"
8. Fill out the new school and teacher information and submit.