

# How To Register

MS Liaisons Registration 2019-2020

# Important MS Liaison Deadlines

**Open of Registration:** October 10, 2019

Editing of all information is acceptable throughout this time frame.

**Close of Registration:** January 22, 2020 at 8:00PM

**Final Date to Add/Edit Judges on MS Dashboard:**  
March 2, 2020 at 8PM

In the top right corner of the website, select “Register” to “Create User”.

ISEF Affiliation Number USNY02

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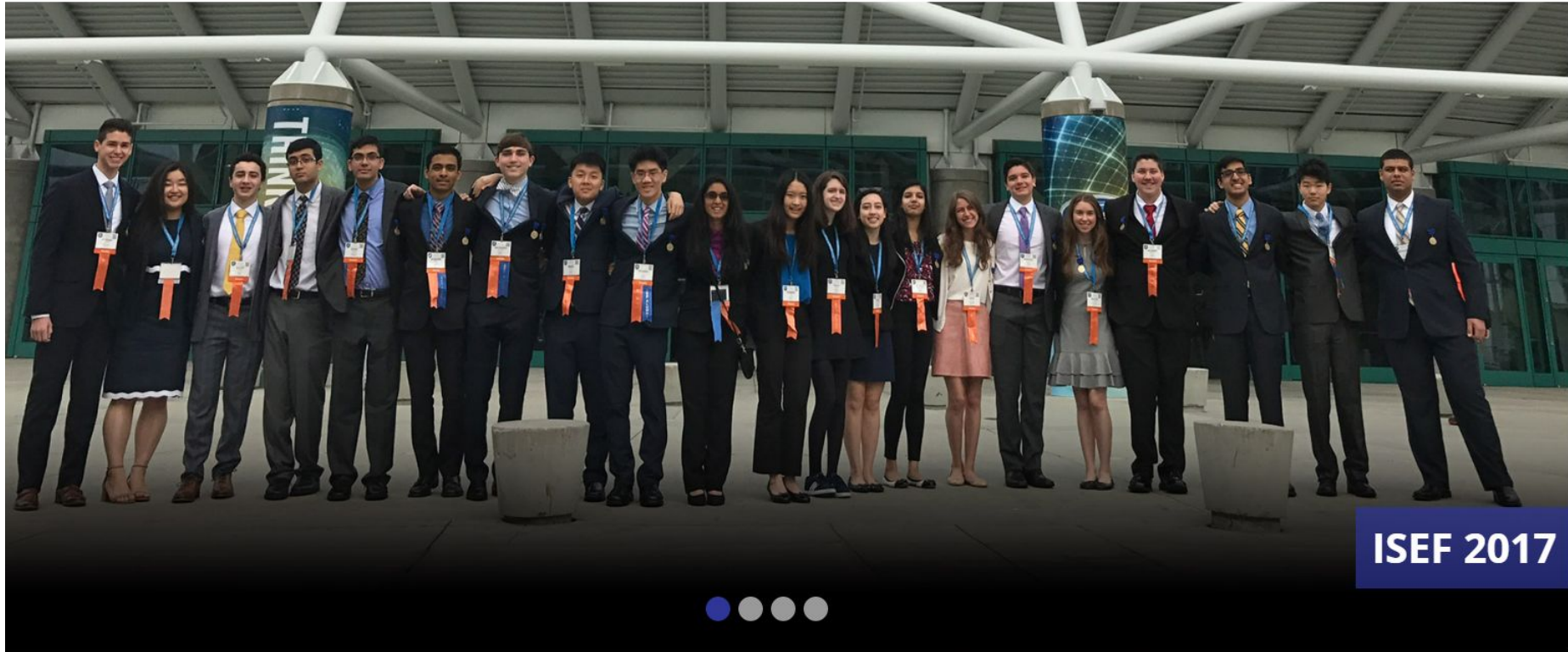
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First and Last Name, email address (non-school preferred to avoid getting LISEF emails sent blocked by school firewalls), phone number(s), and a password are required to create an account.



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## New User Signup

[Home](#) > [New User Signup](#)

New users... start here. Once your account is created and your email verified, you can select what type of registration you want, e.g. judge, student, etc.... If you already have an account from prior years or if you have an account from this year and don't remember your password, use the forgot your password feature to lookup your account and/or reset your password.

First Name


Middle Name

Last Name

Suffix


Email

Phone (primary)

 +1 201-555-0123


999-999-9999 ext. 999 (extension is optional)

Phone (secondary)

 +1 201-555-0123

999-999-9999 ext. 999 (extension is optional)

Phone (other)

 +1 201-555-0123

999-999-9999 ext. 999 (extension is optional)

Password

minimum 8 characters

Password Confirmation



☐ Agree to Terms & Conditions


This computer network is the exclusive property of L. I. Science and Engineering Fair, Inc. The L. I. Science and Engineering Fair, Inc. shall not use protected data for any other purposes than those explicitly related to the L. I. Science and Engineering Fair, Inc. fairs and affiliated fairs. We shall have in place sufficient internal controls to ensure the data is safeguarded in accordance with all applicable laws to the best of our ability. Also note that all teachers, health professionals and school support staff are mandated reporters as per the New York State Child Welfare guidelines.


An email will be sent to the user to verify the account.

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# Verify Email Address

[Home » Verify Email Address](#) Logged in as:  [Logout](#)

## Verify Your Email Address

Before proceeding, please check your email for a verification link. If you did not receive the email, [click here](#) to request another.

Once your account is verified, you can proceed via the emailed link, or click on “login” on the top right of the website. You will then have the ability to register as liaison, student or LISEF judge.



### LISEF Fair

Register As:

JUDGE

LIAISON

STUDENT

### JV Fair

Register As:

LIAISON

STUDENT

### Middle School Fair

Register As:

LIAISON

After you make your selection, you will be asked to add school information such as address, accounts payable, IRB/SRC chair, etc.

# Liaison Dashboard

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## LISEF Liaison Dashboard

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[Additional Registration](#)

[LISEF Liaison ▾](#)

[Edit Registration](#)

[Student/Project Manager](#)

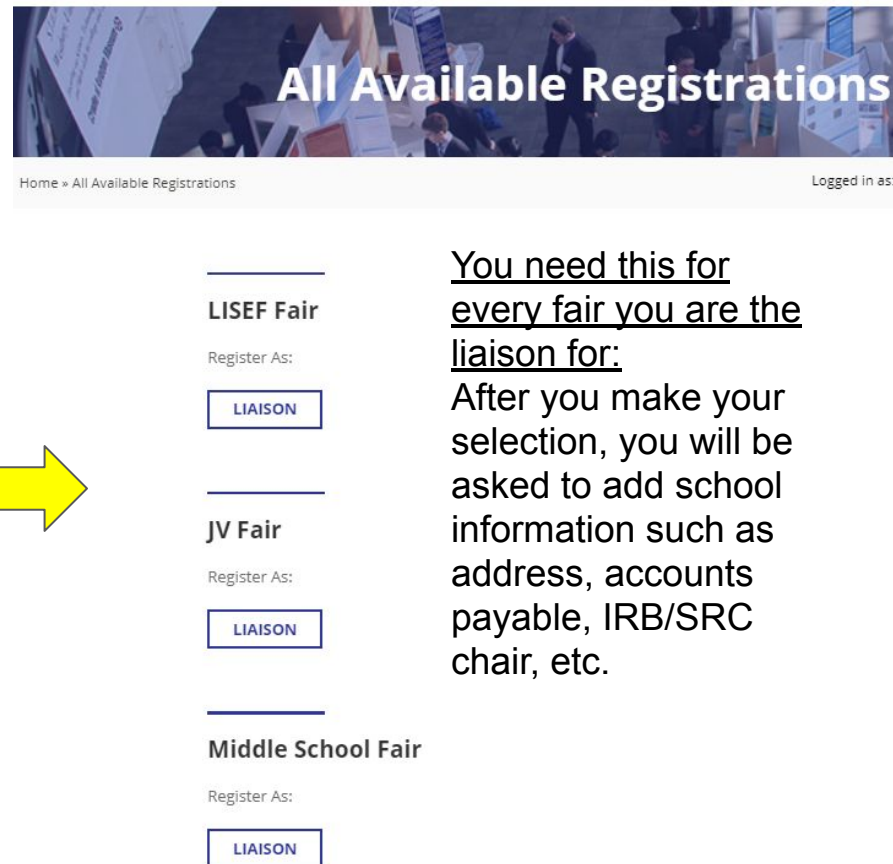
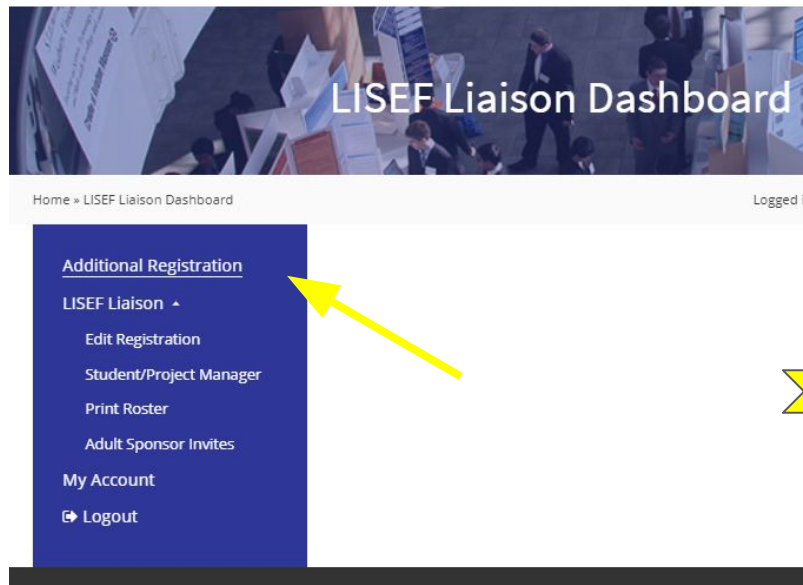
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From the dashboard, liaisons can add “additional registrations”. This is where liaisons can add additional LISEF schools, JV schools or Middle Schools IF they serve as the liaison to multiple LISEF affiliated fairs.



You need this for every fair you are the liaison for:  
After you make your selection, you will be asked to add school information such as address, accounts payable, IRB/SRC chair, etc.



Reminder for ALL - Once you use “Register” to “Create User“, click “Login” to login to your dashboard.

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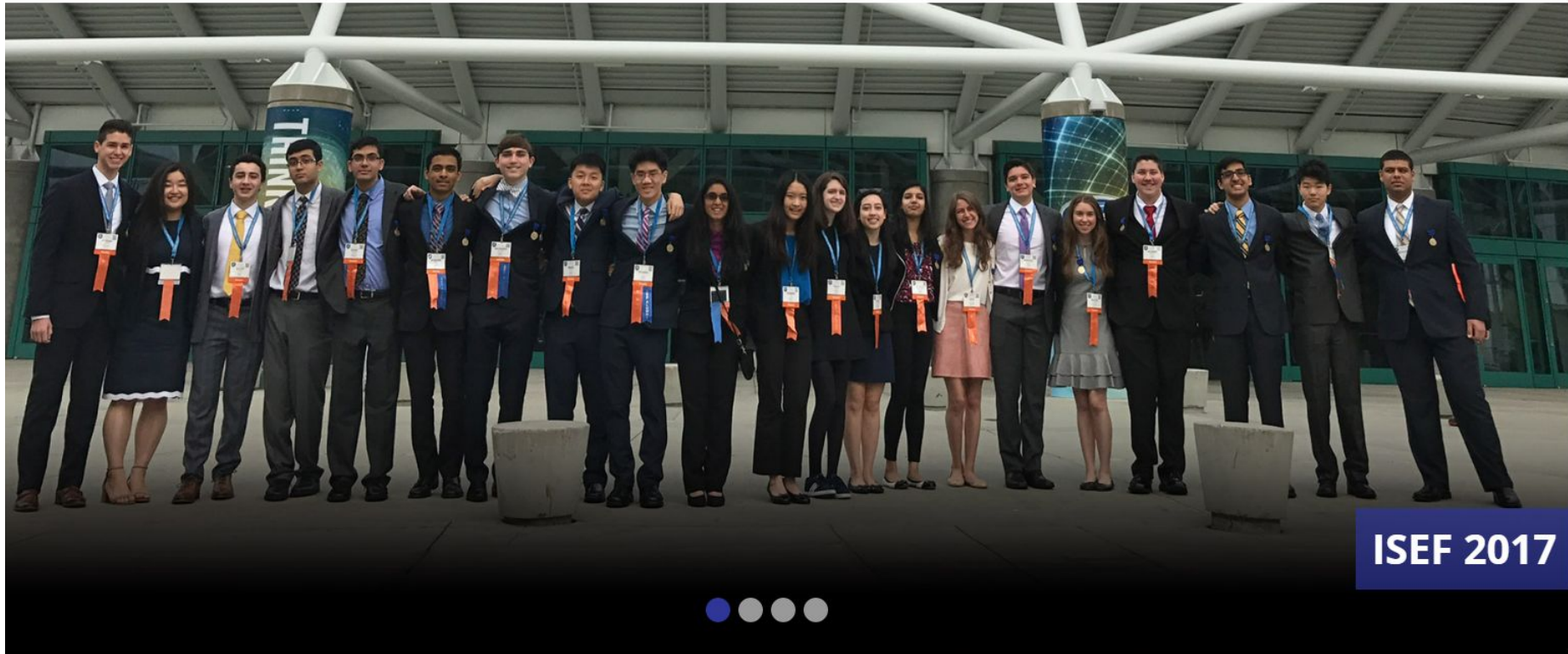
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# MS Register Judges

First thing once you register school. Cannot move on without adding at least one judge. You can always add additional judges (depending on how many are needed per projects you are bringing) or edit what has been entered.



[Home](#) » [Register MS School Judge](#)

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[LISEF Liaison](#) ▾

[MS Liaison](#) ▴

[Edit Registration](#)

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[« Back to all MS Judges](#)

**School**

xyz middle school

**Full Name**

**Email**

**We Provide a Continental Breakfast and Buffet Salad/Sandwich Lunch. If you need a Kosher Bag or Vegetarian Lunch, Please Specify Which**


Select a lunch option



 Submit

 Cancel

# MS Adding and Editing Judges



## MS School Judges

Home » MS School Judges

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MS Liaison ▴

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Judges

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+ Add MS Judge

Full Name	Email	School	Lunch	Actions
Veronica Ade	<input type="text"/>	xyz middle school	Regular	<a href="#">Edit</a> <a href="#">Delete</a>

25 records per page

# Adding Projects





## List MS Projects

Home » List MS Projects

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+ Add MS Project

Search:

Project Title	Project Code	School	Registration Completed	Actions
No matching records found				
Project Title	Project Code	School	Registration Completed	Actions

25 records per page

< >

# Adding Projects

Home » New MS Project Registration

Logged in as:  [Logout](#)

Additional Registration

LISEF Liaison ▴

View Registration

Student/Project Manager

Print Roster

Adult Sponsor Invites

Print Day 2 Invitees

MS Liaison ▴

Edit Registration

Judges

Projects

My Account

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**School**

xyz middle school

**Project Title**

limited to 250 characters

**Project Description**

limited to 150 words

**Number of Students**

Submit

Cancel

# Adding Students to the Project



Home » New MS Student

Logged in as:  [Logo](#)

Additional Registration

LISEF Liaison ▾

MS Liaison ▴

Edit Registration

Judges

Projects

My Account

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**Project**

xyzxyz

**First Name**

**Middle Name**

**Last Name**

**We Provide a Continental Breakfast and Buffet Salad/Sandwich Lunch. If you need a Kosher Bag or Vegetarian Lunch, Please Specify Which**

Select a lunch option

**We Provide a Continental Breakfast and Buffet Salad/Sandwich Lunch. If you need a Kosher Bag or Vegetarian Lunch, Please Specify Which**

Select a lunch option

**Gender**

Select Gender...

**Grade Level**

Select a grade level

**Parent/Guardian First Name**

**Parent/Guardian Last Name**

**Parent/Guardian Email**

# Adding additional students to a team project



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[MS Liaison](#) ▴

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[My Account](#)

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[+ Add MS Project](#)

Search:

Project Title	Project Code	School	Actions
xyzxyz		xyz middle school	<a href="#">View Students</a> <a href="#">Edit</a> <a href="#">Delete</a>
Project Title	Project Code	School	Actions

25 records per page

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# Adding additional students to a team project

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## List MS Students

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LISEF Liaison ▲

[View Registration](#)

[Student/Project  
Manager](#)

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Search:

First Name	Last Name	Project Title	School	Actions
Veronica	Ade	xyzxyz	xyz middle school	<a href="#">Edit</a> <a href="#">Delete</a>
First Name	Last Name	Project Title	School	Actions

25 records per page

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# View/Edit Projects



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Search:

Project Title	Project Code	School	Actions
xyzxyz		xyz middle school	<a href="#">View Students</a> <a href="#">Edit</a> <a href="#">Delete</a>
Project Title	Project Code	School	Actions

25 records per page

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# Add More Projects



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[+ Add MS Project](#)

Search:

Project Title	Project Code	School	Actions
xyzxyz		xyz middle school	<a href="#">View Students</a> <a href="#">Edit</a> <a href="#">Delete</a>
Project Title	Project Code	School	Actions

25 records per page

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