

## Student Registration Directions

zFairs is the platform used for competition registration. This is the platform used by the Virginia State Fair and ISEF. When using zFairs for the regional fair, participants will experience a smoother transition as they move forward to the state and national competitions.

**High School: All students should register and upload their ISEF forms to zFairs before beginning the investigation. If working on a team project, they will link with their team members. Students will return to zFairs to upload their presentation components before registration closes in February.**

**Middle school students who win first or second place in their category should register for the PW-MRSEF immediately after their school fair and before the close of registration.**

### PWCS Students

**NOTE: PWCS School Science Fair Coordinators should not provide the link to zFairs to students.**

1. All PWCS participants must complete this [parent consent](#) prior to registering in zFairs.
2. After students complete the parent consent form, they will receive an email containing the link to register in zFairs. This process is to ensure that the parental consent is completed before registration.

### Team projects (both PWCS and non-PWCS students)

All members of the team must register in zFairs but will link with their team partners during registration. The first team member to register should indicate that they are part of a team project. That team member will receive a "Project Key" code to be shared with their teammates. The other teammates will use the "Project Key" code when they register to link their registration(s) as a team project.

### Non-PWCS Students

- The zFairs platform requires that student accounts be created. We recommend creating a parental consent form and/or having parents register their own children. High school participants must register and complete protocol forms before beginning their investigation. Middle school participants should **not** register until the completion of the school fair. Only the top two winners of each category from the school's Middle School Division that are advancing to PWMRESF will register in zFairs.
- Student registration site: <https://va-pwcs.zFairs.com/>
- In zFairs the term "teacher" refers to the Science Fair Coordinator. Only the Science Fair Coordinator should register in zFairs not the student's classroom science teacher.

### Registration Steps:

1. A PWCS [Parental Consent](#) must be completed before a PWCS student can register with zFairs. Upon completion of this form, a registration link for creation of a zFairs account will be e-mailed to the parent e-mail address submitted on the consent form. Please DO NOT provide PWCS students with a direct link to zFairs.

## Parental Consent for zFairs Student Account

Starting in the 2023-24 school year, the Prince William-Manassas Regional Science and Engineering Fair (PWMRSEF) is transitioning to use of zFairs as a platform for fair registration, hosting of virtual project components, and judging during the virtual phase of the fair.

Participation in the PWMRSEF requires the creation of a zFairs account. Additionally, schools may choose to use the zFairs platform for their local science fair, even before students advance to the regional fair.


Before students are permitted to make an account, parents must submit this form to grant permission.

Please note that in addition to project information, zFairs collects the following personal information from staff and/or students during the registration process:

- Student e-mail address
- Gender (optional, collected for organizations that provide gender-specific awards)
- Race/Ethnicity (optional, collected by ISEF app for high school projects only)
- School
- Science teacher name
- Grade level
- Mailing address

## 2. Create a Student Account


Parents will receive the URL <https://va-pwcs.zFairs.com/> to create a student account. Use an email address that is checked frequently in the “Sign-Up Now” fields. The email address entered will be used to send essential information and shared with organizational judges to award certificates and prizes.



# Prince William-Manassas Regional Science and Engineering Fair

Home Login

## Prince William-Manassas Regional Science and Engineering Fair



### Important dates and deadlines:

- October 15, 2023- Affiliate Agreement Submission (non-PWCS)
- October 16, 2023-School Coordinators Handbook Release
- January 15, 2023- Participant Handbook Release
- February 23, 2024- Registration/ Project Submission in zFairs
- March 7-13, 2024- Virtual Fair Judging
- March 14, 2024- Notification of Finalists
- March 15, 2024- Project Set Up at Kelly Leadership Center (KLC)
- March 16, 2024- In-Person Fair Judging at KLC and Awards Ceremonies
- March 21, 2024- Results Posted to Website

### Login

Username

Password


[help](#)

### Sign-Up Now

First Name

Last Name

Email

4.18663.22653

### 3. Select Role

In the “Register As” field select “Student.” Then click “Save and Continue.”

Register, tell us more.

Username*	<input type="text" value="Test2Student"/>
First Name*	<input type="text" value="Test2"/>
Last Name*	<input type="text" value="Student"/>
E-Mail*	<input type="text" value="katie.fielding@usmie.org"/>
Register As*	<div>Student ▼</div>
<div>Save And Continue</div>	

### 4. Verify Your Email Address

The next screen will say the following:

#### Verify Email Address

Hi Katie,

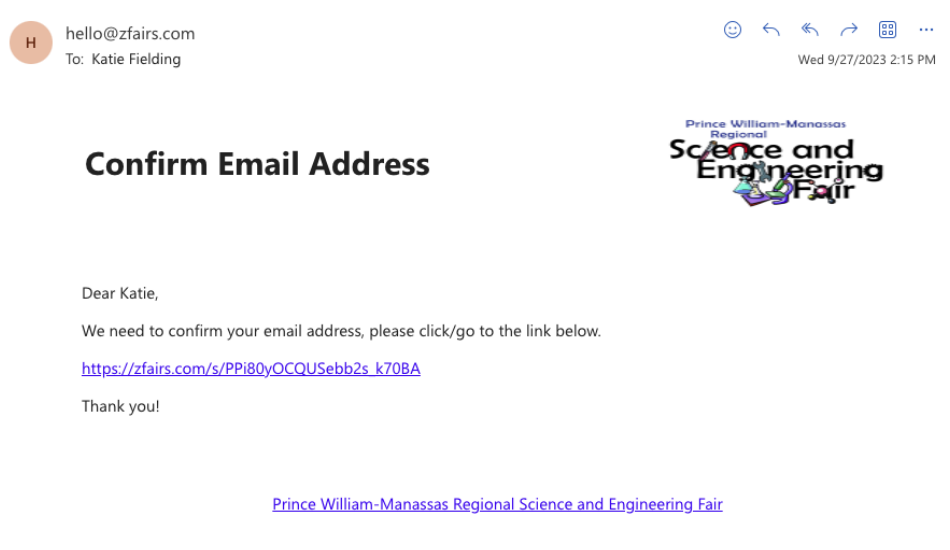
We need to verify that you can receive our emails. We have sent an email to katie.fielding@usmie.org. Check your email for a message from zFairs. If you don't see it, please check your spam folder.

Resend Email

Continue

resend email

It may take several minutes for the email to appear. **Check your Junk Mail/Spam folder** for an email from hello@zFairs if it does not appear in your in-box. Open the email and click the link to verify the email address. The email will look like this:



## 5. Enter Requested Participant Information

All questions marked with an asterisk must be answered. Use an email address that is checked frequently. Important information will be sent to this address.

### Profile

Username*	Test2Student
First Name*	Test2
Last Name*	Student
E-Mail*	katie.fielding@usmie.org
Cell Phone	Cell Phone
Gender*	select ▼

### Sign-in

Username*	Test2Student
Password*	Password
Confirm Password*	Password

### Parent / Guardian

Parent/Guardian's First Name*	Parent/Guardian's First Name
Parent/Guardian's Last Name*	Parent/Guardian's Last Name
Parent/Guardian's E-Mail*	Parent/Guardian's E-Mail
Parent/Guardian's Phone*	Parent/Guardian's Phone

### Address

Address*	Address		
Address 2	Address 2		
City State, Zip*	City	select ▼	Zip


 Save And Continue

## 6. Start Project Entry or Link to Another Existing Entry


- If you are doing a project without a partner, you will click “Start” from the “Start a New Entry” box.
- If you are the first team member to enter your project in zFairs, you will click “Start” from Start a New Entry box.
- If you are working on a team project that has already been entered, you will enter the “Project Key” provided by your teammate and then select “Link.”


### New Entry

To start or link to an entry click an option below.


 **Start a New Entry**

Choose this option if you are working alone or you are the first member of your team to register.

 Start

 **Link to Existing Entry**

Choose this option if you are working with a team and they have already registered.

 Link

## 7. School Information

- “Teacher” refers to the Science Fair Coordinator at your school, not the classroom science teacher.
- Enter the information about your school, grade level, and school’s Science Fair Coordinator's name.

School

School*	Bull Run Middle School
Teacher*	School Coordinator
<p>⚠ If your teacher is not listed, scroll to the bottom of the teacher list and select "Not Listed" to add your teacher.</p>	
Grade*	10th Grade
<input type="button" value="Save And Continue"/>	

## 8. Project Entry Tab

Add the information about your project.

- You must complete Title, Category, and Description during registration. You **will** be able to edit those entries later and add the other entry elements after doing your investigation like slides and the video link.
- Title: Please make sure this is spelled correctly as this is what will be used on the project listing, program, and awards postings after the fair.
- Category: Should be the same from your school fair
- For team projects check the box for “Will be a team project”
- Description: Make sure this is well written and grammar checked as it is seen by the judges.
- Entry Video URL: Option 1 for sharing your video.
  - i. You can upload your video to Youtube and share the public link. Make sure the link to your video is viewable (public link) by anyone on the internet. We recommend using a “Guest” or incognito chrome browser window to test your links.
- Project Abstract
  - i. Middle School: Write an abstract of 250 words or less. This abstract should include your purpose, procedure, data, results, and conclusion.
  - ii. High School: Use this [ISEF guide](#) to help prepare your abstract.
- Display Board File: a PDF of your Powerpoint Presentation you used in your video.
- Entry Video: Option 2 for sharing your video. Upload your video directly to zFairs here.
- Project Images: For High School only, this is where you should upload your Quad Chart as a PDF

Profile
Misc
School
Entry
Mentor
Paperwork

Entry Info
Middle School Project Entries

Project Id
SR-AN-01
Project Key
8a576c1e-e453-48de-81be-a646b8ca7f19
Title\*
Please make sure your title is spelled correctly
Category\*
Animal Science
Please use the same category as the one from your school fair
Will this be a Team Project
Description\*
Write a description of your project here. Use grammar and spell check to ensure it is well written.
Entry Video Url
If you upload your video to YouTube you can paste the link here.
Project Abstract
The abstract should be 250 words or less. It should highlight the purpose, procedure, data, and results as well as conclusion
Entry Video
Add File
You can upload your video here.
Digital Display Board
Add File
Upload your powerpoint slides here as a pdf
Project Images
Add File
Nothing to Upload here.
Save
0 of 6 files

Profile
Misc
School
Entry
Mentor
Paperwork

Entry Info
High School Project Entries

Project Id
SR-AN-01
Project Key
8a576c1e-e453-48de-81be-a646b8ca7f19
Title\*
Please make sure your title is spelled correctly.
Category\*
Animal Science
Please use the same category as the one from your school fair
Will this be a Team Project
Description\*
Write a description of your project here. Use grammar and spell check to ensure it is well written.
Entry Video Url
If you upload your video to YouTube paste the link here.
Project Abstract
Follow the ISEF "How to Write a Regeneron ISEF Abstract"
Entry Video
Add File
You can upload your video here.
Digital Display Board
Add File
Upload your powerpoint slides here as a pdf
Project Images
Add File
Upload your quad chart here.
Save
0 of 6 files

## 9. Mentor Tab

If you worked with a research mentor from a higher education institution, you should complete this section. If you did not work with a mentor, click "Save and Continue" to move forward.

## Mentor Information

First Name	<input type="text"/>
Last Name	<input type="text"/>
Email	<input type="text"/>
Phone Number	<input type="text"/>

[Save & Continue](#)

## 10. Paperwork

High School: This is where you will upload the required paperwork. Required items for all students are marked with a red “required” label. Other items are based on the nature of your investigation. Your paperwork does not have to be uploaded during the account creation process, but must be uploaded and approved before you begin your investigation. If your paperwork is not ready to be uploaded, select the “Save and Continue” button.

Middle School: Your school fair coordinator will upload your paperwork for you. Select the “Save and Continue” button.

## Paperwork Upload Wizard

Upload the required paperwork for your project. Click on the file you wish to upload to get started.  
Files with an \* at the beginning are required.

Files: 14

	<b>*ISEF Abstract Form</b> <small>required</small>	<a href="#">Upload File</a>
	<b>*ISEF Form 1-Checklist for Adult Sponsor/Safety Assessment Form</b> <small>required</small>	<a href="#">Upload File</a>
	<b>*ISEF Form 1B-Approval Form</b> <small>required</small>	<a href="#">Upload File</a>
	<b>*ISEF From 1A-Checklist/Research Plan</b> <small>required</small>	<a href="#">Upload File</a>
	ISEF Form 1C-Regulated Research Institutional/Industrial Setting Form	<a href="#">Upload File</a>
	ISEF Form 2-Qualified Scientist Form	<a href="#">Upload File</a>

## 11. Participant Agreement

You will sign and agree to the participant agreement.

☒ I affirm that I am eligible to participate in this contest and, if applicable, have permission to do so from my parent(s) or guardian(s).  
I affirm that the work I submit to this contest is my own and is free of plagiarism, forgery & fraud.  
I affirm that any work I have completed or will complete as part of or in connection with this contest, regardless of whether I actually submit the work or not, was created safely, ethically and in legal compliance with all local, state & federal laws and regulations.  
I promise to conduct myself ethically, with integrity, responsibly, respectfully and kindly throughout the duration of the contest and understand that failure to do so may result in immediate disqualification and removal from the contest, without refund, and potential civil repercussions depending on the severity of the action.

By typing your name you are providing your legal signature, and confirming you have read and understand all of the rules, requirements, and/or guidelines. If you are a minor a parent or legal guardian must sign.

Signature

type your signature

 Save And Continue

After agreeing you will be taken to this page. If you create a team project, you will be provided a project key which you will need to provide your teammates so they can create their account.

 Home  My Awards  Paperwork  Event Layout


## Account Created for: Katherine

Congratulations Katherine, your account has been created. Please read this page as additional items or tasks may be required.

### Account Information

**Name:** Katherine Fielding  
**Email:** katie.fielding@usmie.org  
**Username:** KatherineFielding  
**Title:** DRAFT TITLE HERE  
**Category:** Animal Science  
: HS-AN-004  
: 1681d2fd-028d-4fb3-b64d-85f30cc113e3

## Team Information

 Register Next Team Member

If you are on a TEAM – CHECK your email for a message with the Project Key & URL that appear below and provide them to each member of your team!

**Project Key:** 1681d2fd-028d-4fb3-b64d-85f30cc113e3

Team members MUST use this to join your team. Give the provided key, or the following URL to your team members so they can register.

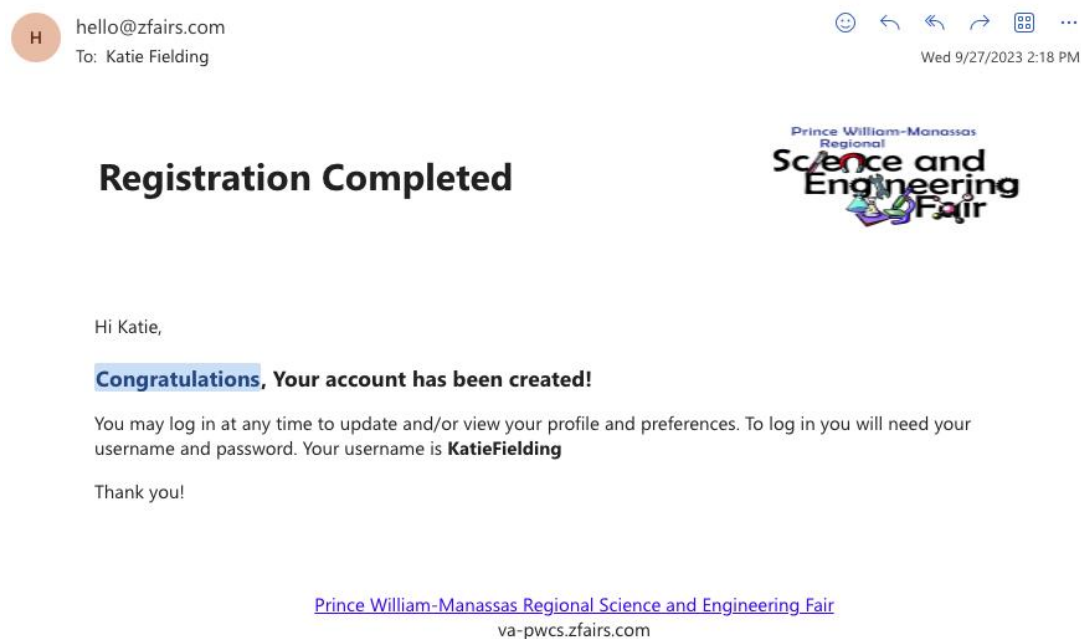
<https://va-pwcs.zfairs.com/app/user/new/Participant/?f=20df43cc-2223-450f-a125-8899d7d7752a&team=1681d2fd-028d-4fb3-b64d-85f30cc113e3>.

## 12. Receive Registration Complete Email

After completing the participant agreement, you will now receive an email confirming your registration. It will



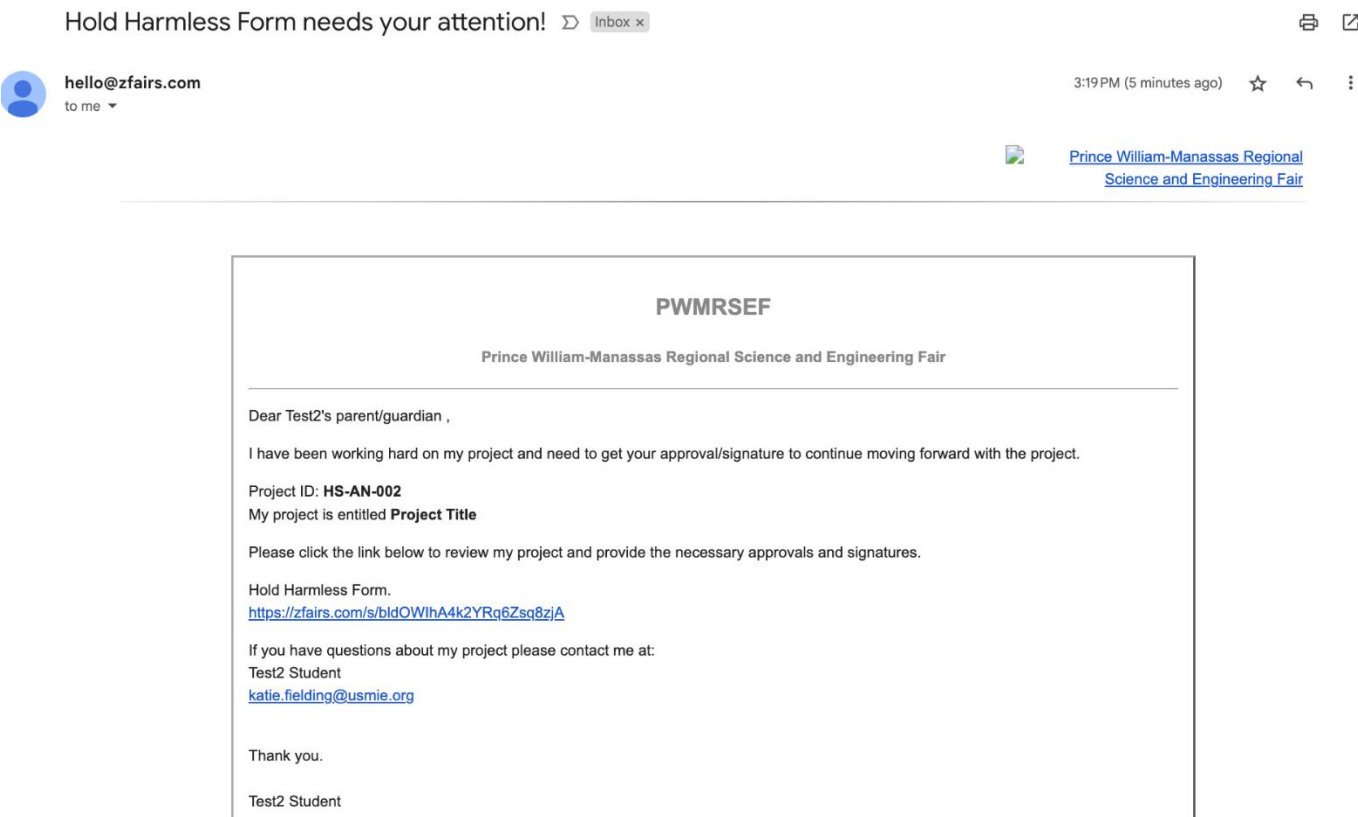
look like this:



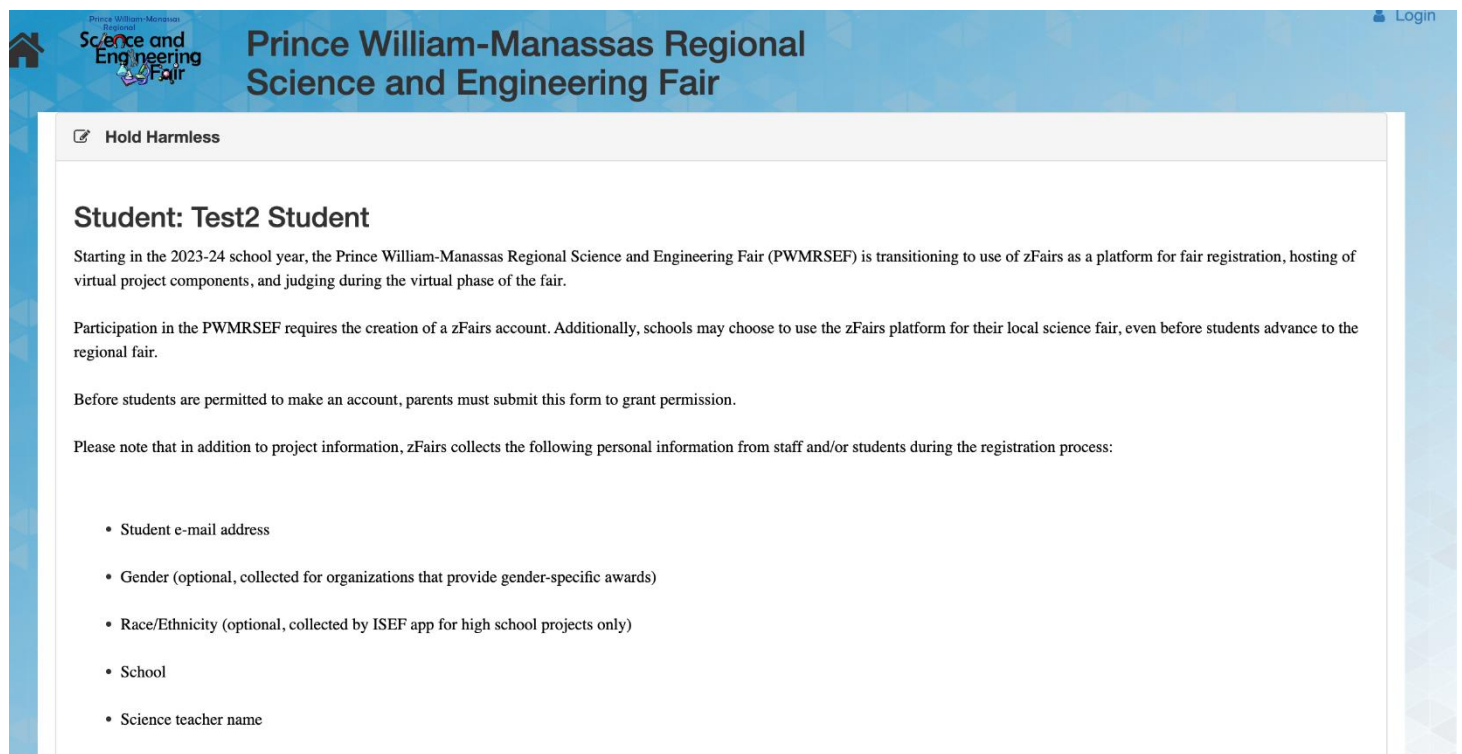
13. Your parents will receive two emails, and both forms must be completed to participate in the PW-MRSEF.

Email #1 Hold Harmless Form needs your attention! From [hello@zFairs.com](mailto:hello@zFairs.com)

This is what the email will look like:



When they click the link in the email, they will be taken to a page that looks like this:



**Student: Test2 Student**

Starting in the 2023-24 school year, the Prince William-Manassas Regional Science and Engineering Fair (PWRSEF) is transitioning to use of zFairs as a platform for fair registration, hosting of virtual project components, and judging during the virtual phase of the fair.

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Before students are permitted to make an account, parents must submit this form to grant permission.

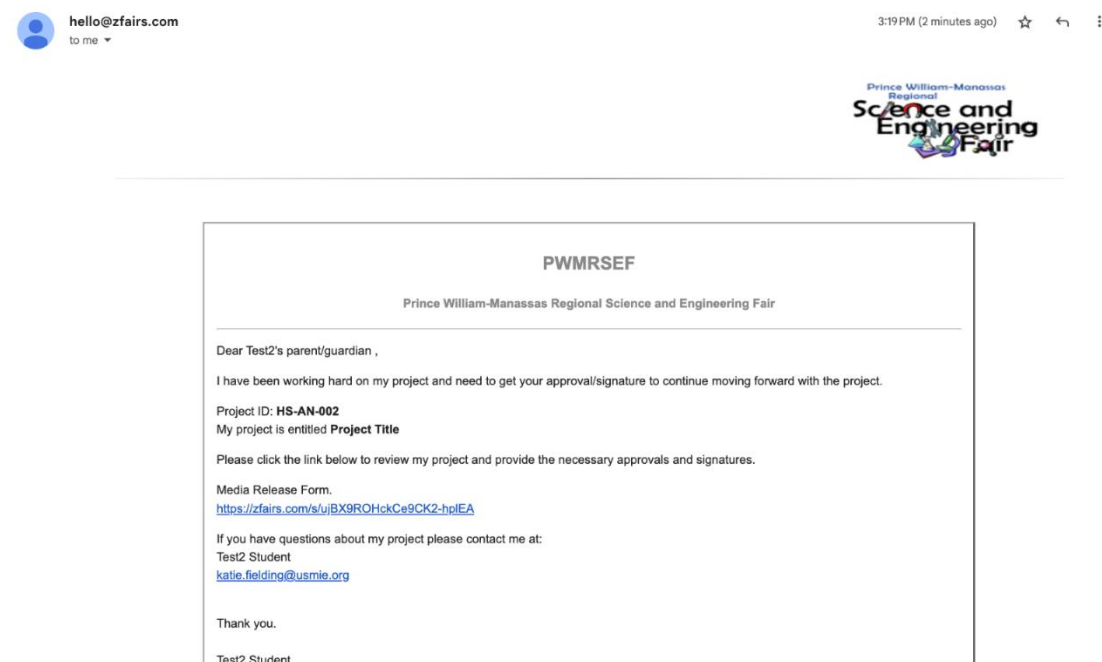
Please note that in addition to project information, zFairs collects the following personal information from staff and/or students during the registration process:

- Student e-mail address
- Gender (optional, collected for organizations that provide gender-specific awards)
- Race/Ethnicity (optional, collected by ISEF app for high school projects only)
- School
- Science teacher name

Parents must e-sign this document for you to participate.

## Email #2: Media Release Form needs your attention! From hello@zFairs.com

This is what the email will look like:



hello@zfairs.com  
to me

3:19 PM (2 minutes ago) ☆ ↶ ⋮

**Prince William-Manassas Regional Science and Engineering Fair**

**PWRSEF**

Prince William-Manassas Regional Science and Engineering Fair

Dear Test2's parent/guardian ,

I have been working hard on my project and need to get your approval/signature to continue moving forward with the project.

Project ID: **HS-AN-002**  
My project is entitled **Project Title**

Please click the link below to review my project and provide the necessary approvals and signatures.


Media Release Form.  
<https://zfairs.com/s/ujBX9ROHckCe9CK2-hplEA>

If you have questions about my project please contact me at:  
Test2 Student  
[katie.felding@usmie.org](mailto:katie.felding@usmie.org)

Thank you.

Test2 Student

When they click the link in the email, they will come to a page that looks like this.

 **Media Release**

## Media Release for Test2 Student

Organizations and sponsors may want to contact students to whom they have awarded prizes (monetary gifts, invitations to events, and announcements of winning projects in their professional publications). Prince William-Manassas Regional Science and Engineering Fair will release your contact information only with your permission.

Please read the following release. Complete and sign this form. Obtain your parent/guardian's signature. Then, submit the form to your school's science fair coordinator.

- I consent to the use of visual images (photos, videos, etc.) in press releases for this event.
- You have my permission to release the following personal information to the sponsors of prizes I may win at Prince William-Manassas Regional Science and Engineering Fair.

**Do you give permission for us to release photos, video footage, and comments relative to my child's participation?**

**Media Release:**

**Signature:** Type your signature as follows:

They will need to create an account and e-sign to complete the form.