

## DEMO – Instructions

For questions or comments please contact:

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### Scienteer Fair Director Steps (Applies to all fairs who are not schools)

You should receive an e-mail containing your login information to setup your fair and a link. If you do not receive this within a couple of hours, please contact [russell.cowen@austinenergy.com](mailto:russell.cowen@austinenergy.com)

[demo.scienteer.com](http://demo.scienteer.com) follow the directions in the e-mail or navigate to [demo.scienteer.com](http://demo.scienteer.com).

In the top right corner of the page click “Login” and enter your username and password

If you are not taken directly to your “Profile Page” where you enter your personal information, click the upper right hand corner icon by your name

SCIENTEER

demo.scienteer.com/dashboard/fairadmin/20

Scienteer is currently in DEMO MODE. Expect random data wipes, feature updates, and bugs.

My Big Regional Fair Fair Administrator Dashboard

**Step 1** Fair Setup

**Step 2** Create/Edit Categories

**Step 3** Set Up SRC & IRB

**Step 4** Open Registration

**Step 5** Select Winners

**Tools** Fair Management

Fair Management

Your fair's registration link:  
<http://demo.scienteer.com/register/mybigregionalfair>

Group	Total
Subfairs	0
Students	0
Projects	0
SRC Members	0
IRB Members	0
Judges	0

**Edit Profile**

Russell's Timeline

26 Aug 2015

New Fair!

You have been assigned as the fair administrator for My Big Regional Fair! From your dashboard, check the "Role Chooser" on the left. If you click the "Fair Administrator" link, you will find your new fair.

24 Aug 2015

Welcome!

Welcome to your dashboard! This is where you can access all of the tools necessary to set up your project and prepare for the science fair. Please take some time to look around and get familiar with the tools available to you.

This will take you to your Profile Page where you will update your personal information, change your username, password etc. Eventually this is where you will create your signature (not available in demo).

After you are finished click “Submit” then navigate back to your “Dashboard” by clicking “Current Dashboard” on the Left hand side menu. “Current Dashboard” will always take you back to your last visited Dashboard page.

The screenshot shows the Scienteer user profile page for Russell Cowen. The page is titled "Russell Cowen Edit Profile" and contains two main sections: "Account Information" and "Personal Information". The "Account Information" section includes fields for First Name (Russell), Last Name (Cowen), Username (russellcowen), Email address (russell.cowen@austinenergy.com), Current Password, New Password, and Verify New Password. The "Personal Information" section includes fields for Gender (Male), Date of Birth, Phone Number (512-284-4810), Address 1, Address 2, City, and Zip Code. A red arrow points from the "Current Dashboard" menu item in the left sidebar to the "Current Dashboard" text in the red overlay. The red overlay text reads "To return to your Dashboard".

**To return to your Dashboard**

## General Navigation Tutorial

### Navigating through your Roles & Dashboards

The left menu side is how you will navigate through your different Roles, each role will take you to the appropriate Dashboard for that role. Right now you should only have one, under Fair Administrator. If you click "Fair Administrator" you should see your fair. If you are the fair director for multiple fairs or schools, they will be added to this tree and will appear here under "Fair Administrator". If you click on a fair, it takes you to that fair's dashboard.

### Managing your sub-fairs: District Fairs, School Fairs, Students etc.

This quick menu is located on the far right side of the screen in a table format. This is where you will see and manage stuff that is registered under your fair. This is where you will add your sub-fairs (or district fairs) to the database. Many of the functions are hidden or disabled in this Demo so don't panic. New abilities and tools may come on and off line at random. This demo is to get you used to the navigation and general process.

At the top of this table is a link. This is the registration link for schools & students to use to register with your fair. This will be your School & Student registration link that you will post to your website (not now, this is a demo and you don't want to post the demo url). Schools and Students alike will use the same link to affiliate with your fair through your website.

The screenshot shows the SCIENTEER dashboard for a user named Russell Cowen. The dashboard is titled "My Big Regional Fair" and is in "DEMO MODE". It features a navigation sidebar on the left with options like "Role Chooser" and "Fair Administrator". The main content area displays five steps for fair setup: Step 1 (Fair Setup), Step 2 (Create/Edit Categories), Step 3 (Set Up SRC & IRB), Step 4 (Open Registration), and Step 5 (Select Winners). A "Tools" section for "Fair Management" is also visible. A red arrow points from the "Tools" section to a "Fair Management" table on the right. Below the steps, there is a red text box that reads: "Your Registration Link for schools & students to register through your website". At the bottom, there is a "Russell's Timeline" section with two entries: "New Fair!" and "Welcome!".

Fair Management	
Your fair's registration link <a href="http://demo.scienteer.com/register/mybigregionalfair">http://demo.scienteer.com/register/mybigregionalfair</a>	
Group	Total
Subfairs	0
Students	0
Projects	0
SRC Members	0
IRB Members	0
Judges	0

Remember a school must be added to the database if it does not exist already. A school that is not in the database will not be able to affiliate on the registration page. For those of you who used the system last year, your schools should already be there. You will only need to add the new schools as they come on board.

If your schools participate through a District Fair first, the District Fair must be added by the Regional Director, the District Fair will receive an e-mail with login information (just like you did). And have to setup the fair, just like you did before any schools under them can register.

A District Fair has the exact same Dashboard layout as a Regional Fair. All steps are the same as well.

**To add a sample district fair** click “Subfairs” in this right hand menu. This eventually will be a tree list of all active fairs in your region (including school fairs). At the Top Click “Register Sub-Fair” and fill out the information. This will send an e-mail to the District Fair with login instructions/information. E-mail is working in the demo so you can test it, but don’t send an e-mail to someone who is not expecting it. They need to know this is a demo, all data will be wiped before we start for real. If you use an e-mail address of someone including yourself that is already a registered user, that person will also receive an internal notification in their mailbox. After you submit, click “Current Dashboard” on the left hand side to return to your last dashboard. The dashboard you are currently on is indicated just above “Step 1” on your screen.

**To add a new school** directly under your Regional Fair click on your big blue TOOLS button.

To add a new school under a District Fair, first you must create the district fair, navigate to that fair (using your sub-fair manager) and add the school from there.

To check your internal messages click the small envelope at the top right of the screen. You can send and receive internal messages here. If you have new messages there will be red alert on your envelope with the number of new messages. More functionality will be added to the message system as time progresses.

### **Timeline & Alerts**

At the bottom of your dashboard is a section that says Timeline. Anytime something cool happens or a change occurs, it will be logged here with a time stamp. As you play around you will see stuff appearing here.

Play around with the navigation for a while, you can’t ruin anything and get used to how it works. When you are ready you can start your steps. We need your feedback so e-mail [russell.cowen@austinenergy.com](mailto:russell.cowen@austinenergy.com) with suggestions, comments or something you think is a bug.

Remember, this demo is not full featured, there will be things missing. You will not be able to create student projects in the demo. You will not be able to do SRC review in the demo.

## Fair Director Steps Tutorial:

1. Fair Setup (not available in demo)
  - a. Set Maximum number of projects allowed per lower fair
  - b. Setup Finalists Instructions
    - i. When a student is selected to advance to your fair, they will be presented with a confirmation button/message to confirm their attendance to your fair. You can configure this button to do different things:
      1. It can display a simple message with instructions
      2. It can be configured to send project data directly to your server
      3. It can be configured to navigate them to your main fair website (for example: to make payment etc.).
      4. Or a combination of any of the above.
  - c. Configure your Media Release Forms
    - i. Type in specific data you want included on the Media Release.
  - d. Setup your Fair Dates and Deadlines. These will be visible to your lower fairs.
2. Create/Edit Categories
3. SRC & IRB setup (under heavy construction things in red are disabled at the moment).

Some of the other functions are not enabled yet. Be careful because e-mail could be working in the demo.

  - a. Choose your members
  - b. Assign them roles
  - c. Force your lower fairs to use your SRC (if needed)
  - d. Force ALL projects to be prior-approved by your SRC (if needed)
  - e. Each member will receive username and password to an account
  - f. Members are expected to login daily and check their requests/notifications
  - g. Setup your POST FAIR review options.
    - i. Some fairs may want to review all of their winners once more before they advance to the next higher fair.
4. Open/Close your fair registration
  - a. If closed, no schools or sub-fairs can register.

## **Tutorial Test a School Registration**

5. Navigate to your Regional Fair Dashboard (if not there already)
6. On the right hand side is your “Fair Management” panel. At the top of that panel is a link that says “Your fairs registration link”
7. Copy that link to your clipboard or to a text document on your desktop
8. Log out of Scienteer by clicking your Profile Icon, in the top right hand corner of the screen and selecting “Sign out”. Close your browser window.
9. Open a new browser window and paste or type your link into the browser
10. It will take you to a registration page, to affiliate the school.