

QUICK GUIDE for INDIVIDUALS (not as a team)

Synopsys ACSEF registration, uploading application forms, making changes to dashboard

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A. Online Registration: : **Deadline February 10th Midnight.**

***You must know this information before starting the online registration process:**

- a. your teacher's first/last name
- b. your parent and teacher email address before starting the registration.
- c. your parent credit card information for the registration fee OR if your school will be paying your registration or if it is a Title 1 school.

Students: follow steps 1-3 below.

1. Login into <https://acsef.zfairs.com>
2. **Students** open the "Student" menu bar
3. Click **REGISTER** in the menu bar and answer the prompts.
4. Copy your User Name and Password and SAVE it for later login's.
5. **CLICK: Create a New Project.**
6. Choose a category carefully! **READ of these choices** before selecting from the drop down menu online.

Here are the possible categories below:

1. **Animal/Human Biomedical Sciences** - Including - Animal genetics, ornithology, entomology, animal ecology, paleontology, cytology, histology, animal physiology, invertebrates. The study of disease and health of humans and animals, Dentistry, pharmacology, pathology, **Ophthalmology, nutrition, sanitation, dermatology, allergies, speech and hearing etc..**
2. **Biochemistry, Microbiology, Molecular Biology** - Including - Biology of microorganisms - bacteriology, virology, fungi, bacteria, yeast, etc. The study of Biochemistry including the chemical properties and processes of biological substances made by living organisms. The study of Molecular Biology including the organization and molecular basis of inheritance and protein synthesis (includes bioinformatics, DNA, RNA, proteins, etc.)
3. **Energy, Environmental and Earth Sciences** - Including - The study of energy and transportation. Aerodynamics, Alternative Fuels, fossil Fuel Energy, Vehicle Development, Renewable Energies, etc. The study of Geology, mineralogy, physiographic, oceanography, meteorology, seismology, geography and the study of pollution sources and their control Ecology, recycling, acid rain etc.
4. **Human and Animal Behavioral Science** - Including - The study of human & animal behavior and relationships. Psychology, sociology, anthropology, archaeology, linguistics, learning, perception, public opinion surveys, effects of stress, condition responses, etc.
5. **Mathematics and Computer Sciences -Including** – Including - Development and application of numerical computations, theories, principles and laws governing energy, calculus, geometry, abstract algebra, number theories, statistics, complex analysis and probability. Includes computer programming, computers in general etc.
6. **Mechanical Engineering and Instruments** - Including - Technology projects that directly apply scientific principles and/or practical uses. Civil, mechanical, manufacturing, aeronautical, chemical, electrical, sound, automotive, heating and refrigerating, transportation, environmental engineering, etc. Includes circuits, internet of things, microcontrollers, networking and data communication, optic sensors, signals, etc.

7. Physics and Astronomy – Including - studies dealing with matter and energy and the way they act on each other in heat, light, electricity, and sound. Includes solid state, optics, acoustics, superconductivity, fluid and gas dynamics, thermodynamics, magnetism, quantum mechanics, biophysics and states of matter.

8. Plant Sciences - Includes - The study of plant life. Agriculture, agronomy, horticulture, forestry, plant taxonomy, plant physiology, plant pathology, plant genetics, hydroponics, algae, etc.

9. Reaction and Solution Chemistry - Includes - The study of the composition of matter and laws governing it. Physical chemistry, organic chemistry, inorganic chemistry, materials, plastics, fuels, metallurgy, soil chemistry, etc.

10. Robotics and Intelligent Machines - Includes - Biomechanics, Cognitive Systems, Control theory, Robot Kinematics, Machine Learning etc.

7. Give a brief description of your project for example: “This project determines if bacteria are inhibited by dandelion extract” Keep it simple one – two sentences only.
8. Check the appropriate box(s) for what your project involves. *This will generate a unique application packet just for your type of project. For example if are testing human responses you would check Human subjects. **You MAY CHECK MORE THAN ONE BOX.**
9. Select your School from the drop down menu *if your school is not there then add it – but spell it correctly and **DO NOT abbreviate**
10. Select your grade from the drop down menu
11. Select your teacher from the drop down menu *if your teacher is not there then add him/her – but you **need to know the teacher’s First and Last Name** and **NO** prefixes such as Mr or Mrs.
12. Check the Fair Guidelines questions. Everyone must **mark ALL boxes to move on.**
13. Dropdown menu for Fair Payment Method. **YOU NEED your parent credit card information NOW!** * Options: if you don’t have credit/debit card info. Then mark Pay by check. You can log back in at a later time and change the option and input credit/debit card information when you have it.
- 14. That concludes the Registration FOR INDIVIDUAL PROJECTS.**

B. Online registration approval

1. If you have logged out - Log in with your User Name and Password.
2. Open the menu bar for **DASHBOARD**
3. On the right side of the Dashboard are the application forms you need to complete.
4. On the left side of the Dashboard is the list forms ACSEF requires.
5. Working on the right side of the Dashboard
 - a. Open the General Information form. Check that all items are correct and click **SAVE**. If you need to make changes (Title, Category, check boxes, link to a team etc.) then do so and click **SAVE** at the end of that form.
 - b. Open the Student Information form. Check that all items are correct and click **SAVE**. If you need to make changes then do so and click **SAVE** at the end of that form.
 - c. Open EACH of the forms on the Dashboard. Input the correct information. Check that you’ve entered **CORRECT** name and email address for each person indicated. **Click SAVE** after inputting information on each of the forms in the dashboard.

- d. At the end of all the list of forms is this STATEMENT which **you must click I approve** for otherwise your subsequent application won't be accepted by Synopsys ACSEF:

*** Actions**

Student Approvals each person will need to login and click approve.

I approve this project for submittal. By clicking this button you are signing your application/entry forms.

I Approve

C. Completing and Uploading Application Forms, surveys and IACUC/IRB/IBC verification forms

1. Complete in **BLACK or BLUE INK** each form required for your type of project.
2. Obtain signatures/dates on forms.
3. Type up a Materials List and Project Research Plan following the Guidelines provided. Save as a PDF for uploading.
4. If your project involves surveys, or other documents, then also save each as a pdf before uploading.
5. **Scan and Save the forms as ONE DOCUMENT in a PDF format.** *documents not saved as pdf will not be readable by the fair committee and your application will be denied.
6. When all forms and research plan are saved Log in to <https://acsef.zfairs.com>.
7. Open your dashboard.
8. Scroll down the left side of the page to **Upload Supporting Documents**. Click and read the drop down menu. Select ALL ISEF FORMS. If that is not available Select Research Plan.
9. Upload your saved pdf forms.
10. **Log out.**
11. **Send an email to alamedacountysef@gmail.com** Type this message in the **subject line** "Application ready for review"
In the body of the message type & provide the information:
My name is:
My project ID is:
I am ready for my application to be reviewed.
12. After the committee reviews your application you will receive a message stating the status of the application: Project Application Approved **or** Project application incomplete. There will be specific directions in the body of the email for you to follow for next steps either way.

D. How to make changes to your project registration, application forms, team status or request for electricity at the display.

1. **Deadline to request changes is midnight February 15th.**
2. If you are changing your title, team or individual status, etc. You may make those changes without permission from the fair director.

3. Changes to your procedure **including changes to any survey or tests asked of human subjects, or materials** requires an email request to the **fair director**.
4. Provide your **project ID** and **details of the changes you are requesting**. The director will evaluate the request(s) and reply via email.
5. If permission to make changes is granted follow these directions.
6. Log in.
7. To make changes to registration, project title etc. Click on your name to the right of the EDIT section. A drop down menu will appear.
8. Click **My Profile Manager**. Here you can make changes to your registration, title, individual or team status etc. **SAVE the changes!**
9. To make changes to the materials or procedure (surveys etc.) re-upload the pdf document BUT TITLE IT "Revised Procedure" or whatever the document may be.

If you have questions please email fair director **Patti Carothers** at alamedacountysef@gmail.com and be specific as to your issues/needs. We will do our best to accommodate your request.

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