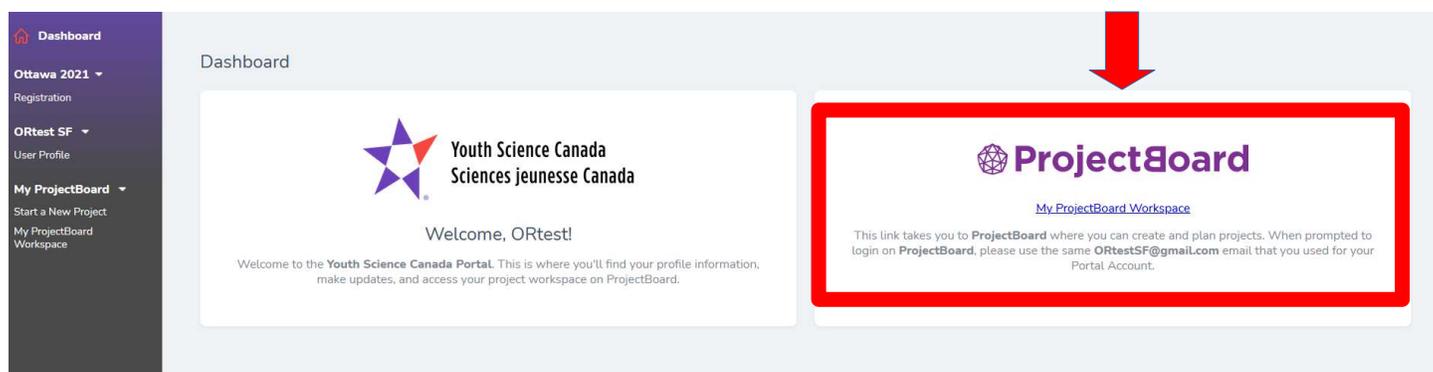


# Getting Started with ProjectBoard and Entering into the Fair

This guide describes the steps that you need to follow to set up your project on ProjectBoard. ProjectBoard is where you will create your project online for the virtual science fair. Please refer back to this guide periodically as it is a living document. It may be updated with new information about the portal as it develops. If you have questions or need help, please email [registration@orsf.ca](mailto:registration@orsf.ca)

## Step 1 – Log in to ProjectBoard for the first time

- Log into your account here: <https://youthscience.ca/orsf/>
- In the ProjectBoard square on the right, click on the link the says My ProjectBoard Workspace. This will take you to the Project Board website.



- Click on the red  box in the top right corner of the page.
- Enter your **same email address** you used to register at <https://youthscience.ca/orsf/>. This is IMPORTANT. You must use the same email address in order for youthscience.ca and ProjectBoard to link your accounts together; your Project will be recognized in your youthscience.ca registration.
- Click Next. You will receive an email from Youth Science Canada with a verification code. If you don't receive the email within a few minutes make sure you check your spam/junk folders. Once you receive the verification code, enter it into the box and click CONTINUE.



— by **engineering.com** —

Copy & paste the code below to log  
into your ProjectBoard account.

#####

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You're receiving this message because you signed up for ProjectBoard.

[Manage Notifications](#) | [Privacy Policy](#)

© 2021 ProjectBoard

## Step 2 – Set up your project in ProjectBoard

**\*\*Please note that if you are doing a Group Project, only ONE of you will set up the project in ProjectBoard, and then you will invite the other person to link their account to the project. After you do that, both teammates will be able to access the same ProjectBoard project. Specific instructions on how to do that are at the end of this step. \*\***

- You are now in your personal ProjectBoard space! This is where your online project will be created, developed, and displayed.
- To get started on your **START** project, click on in the top right corner.
- Choose the English or French template and click NEXT. Read through the safety and ethics check items and click OK.
- Next, the following screen will pop up, where you will choose the Challenge that best describes your project:

A screenshot of a web interface titled "Which of the following YSC challenges best describe your project?". It lists eight challenge categories, each with a colored circular icon and a small red information icon to its right. The categories are: AGRICULTURE, FISHERIES & FOOD (orange); CURIOSITY & INGENUITY (blue); DIGITAL TECHNOLOGY (pink); DISEASE & ILLNESS (teal); ENERGY (red); ENVIRONMENT & CLIMATE CHANGE (light blue); HEALTH & WELLNESS (purple); and NATURAL RESOURCES (green). At the bottom left is a "CLEAR ALL" link, and at the bottom right is a pink "APPLY" button.

Which of the following YSC challenges best describe your project?

- AGRICULTURE, FISHERIES & FOOD ⓘ
- CURIOSITY & INGENUITY ⓘ
- DIGITAL TECHNOLOGY ⓘ
- DISEASE & ILLNESS ⓘ
- ENERGY ⓘ
- ENVIRONMENT & CLIMATE CHANGE ⓘ
- HEALTH & WELLNESS ⓘ
- NATURAL RESOURCES ⓘ

CLEAR ALL **APPLY**

We don't use these Challenge categories for the ORSF, however this step is built into the ProjectBoard system. For now, choose the Challenge that best describes your project. If you hover over the red **i** beside each challenge it will give you a description. Choose Curiosity & Ingenuity if your project doesn't fit into any of the other Challenge categories. Click **Apply**.

You will identify the ORSF Challenge that you are registering for later in this process, in Step 3. The ORSF Challenge categories are:

- Discovery – Create new fundamental knowledge based on your curiosity by asking a question and using the techniques of scientific inquiry to develop an answer.
- Energy – Improve our use of current energy sources, enable the transition to alternative energy sources, or reduce our energy footprint.
- Environment – Reduce our impact on, improve our understanding of, and ensure the quality of water, air, soil, and the diversity of living things.
- Health – Increase our understanding of the human body, or apply science and technology to improve health, control disease, or support an aging population.
- Information – Enhance communication and our use of information using digital and networking technologies, or applications of new media.
- Innovation – Combine scientific principles with your creativity to develop a new material, structure, device, or system to solve a problem or improve an existing solution.
- Resources – Develop better ways to use our natural resources that provide sustainable sources of food, products, or prosperity.

After clicking **Apply** on the previous page, you are taken your project space. Here you can update your project title and description, and then work your way through filling out the questions in the template. When you click on one of the purple sections, there will be instructions and/or suggestions of how to use that section.

You can save your changes by clicking on the red **Save** button and come back later to continue working on your project.

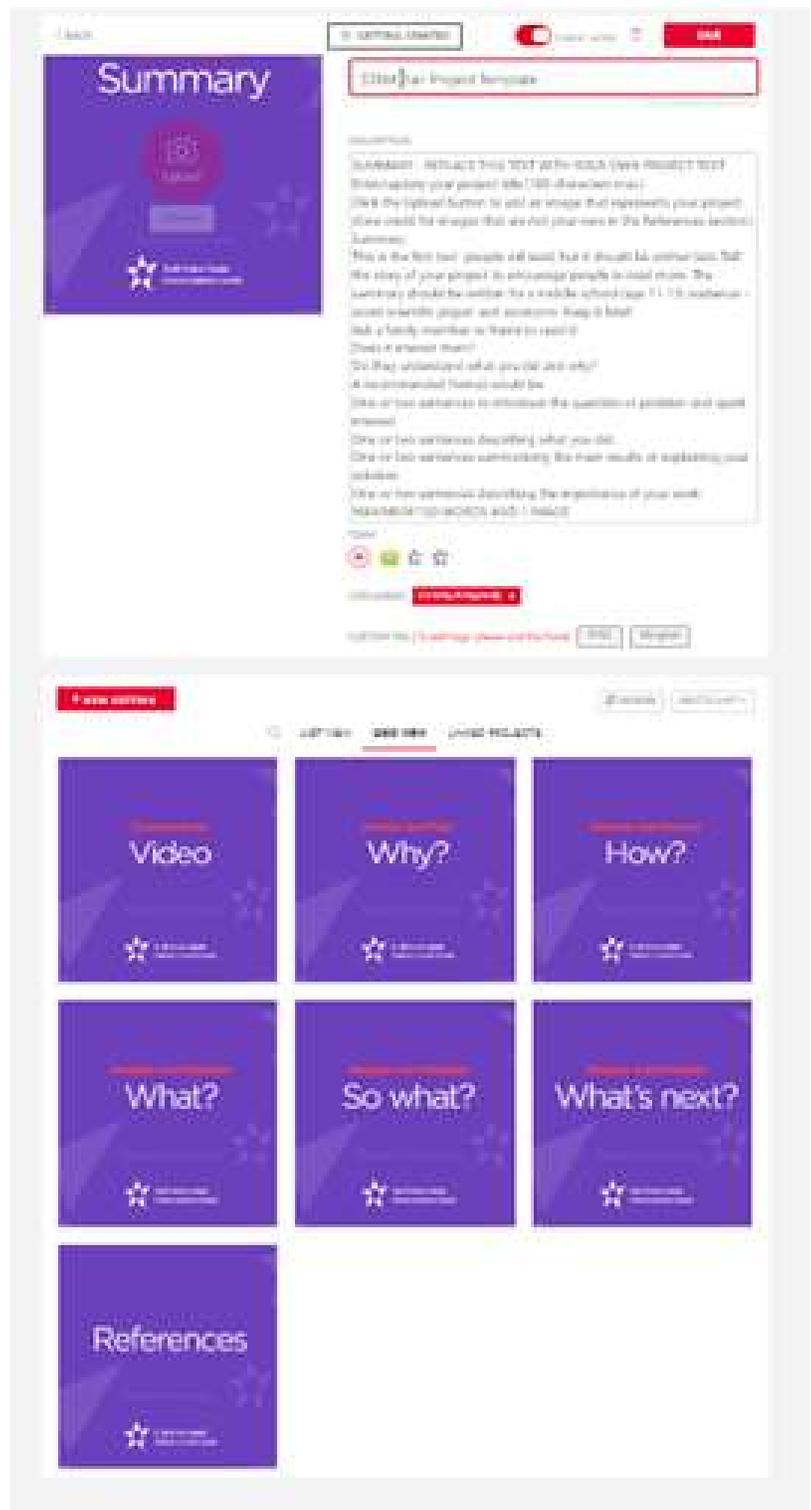
Now you can get working on your ProjectBoard project!

**IMPORTANT:** When working on your project, you can keep your project set to "Private", so that only you (and any invited co-owner, contributor or viewer) can see your project. When you're ready to register for ORSF, even if your project isn't fully complete, your project **MUST** be set to **'Public Mode'** using the toggle at the top of the page, next to the **SAVE** button.

If you have created a physical back board for your project you can take pictures and upload them into one of the template squares. For more information about how to edit a square, click on it. A set of instructions will pop up to help you. There is more information about how to complete each section on the ORSF website. Follow the link below:

<https://www.orsf.ca/wp-content/uploads/2021/02/Project-Entry-Guide-EN.pdf>

**ABOUT THE VIDEO:** In the template you will see it says a maximum of 1 minute. This 1 minute limit will be used for judging at the Canada-Wide Science Fair. In order to help prepare participants that will move on to that fair, the Ottawa Regional Science Fair is using the 1 minute limit as well. PLEASE ENSURE THAT YOUR VIDEO IS 1 MINUTE OR LESS.



**There is a document that has more instructions for helping you make your project on ProjectBoard. You can find it on the ORSF website, or in your MY DOCUMENTS section of the Youth Science Canada portal (registration website) The links are also here:**

**English: <https://www.orsf.ca/wp-content/uploads/2021/02/Project-Entry-Guide-EN.pdf>**

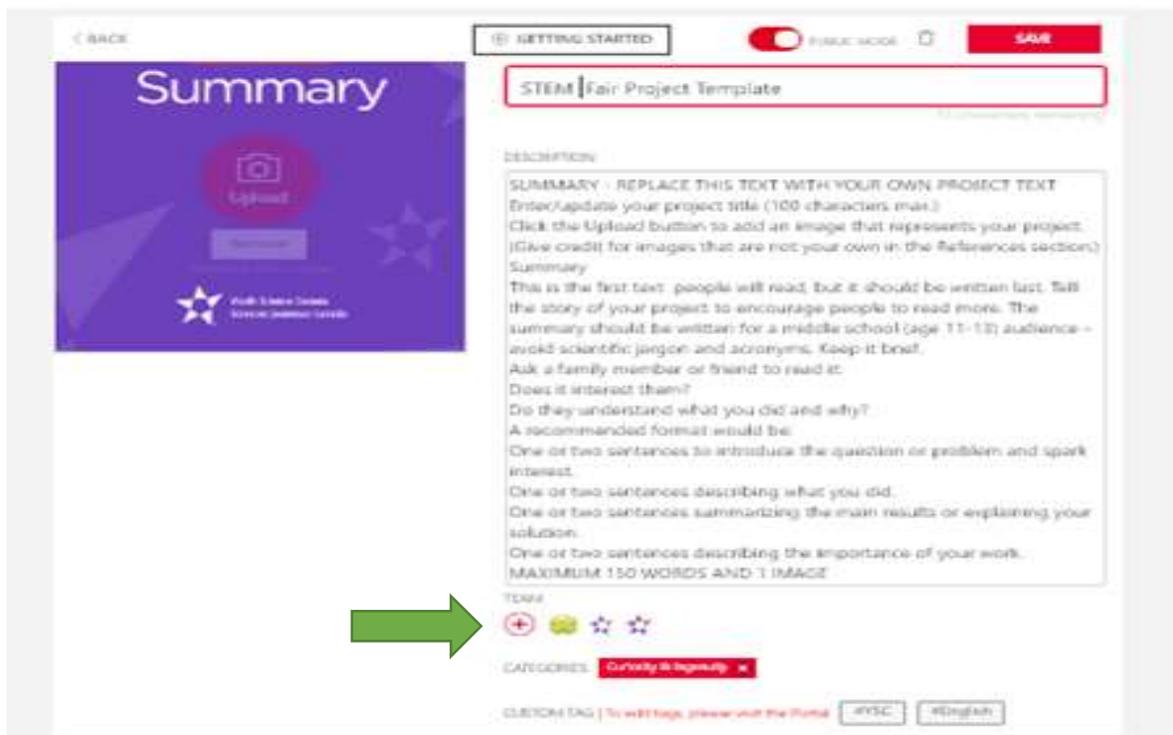
**Français: <https://www.orsf.ca/wp-content/uploads/2021/02/Project-Entry-Guide-FR.pdf>**

### For Group Projects only – Inviting your partner

- Both partners must have created their own individual youthscience.ca portal accounts first, each with different email addresses (Reminder, each partner will have to follow the youthscience.ca registration process. You will find instructions on the website: <https://youthscience.ca/orsf/>)
- Then one partner starts a project on ProjectBoard (see the steps above in this document).

Once you have a project started, click on the **+** under the section for TEAM as shown by the green arrow in the picture below.

- Click on 'Add another row'
- Type in the email address of your partner (that they used to sign up for the youthscience.ca Portal). From the down menu, **be sure to choose 'Co-Owner'**.
- Your partner will now be able to see and edit the project when they login to Project Board from their youthscience.ca portal.

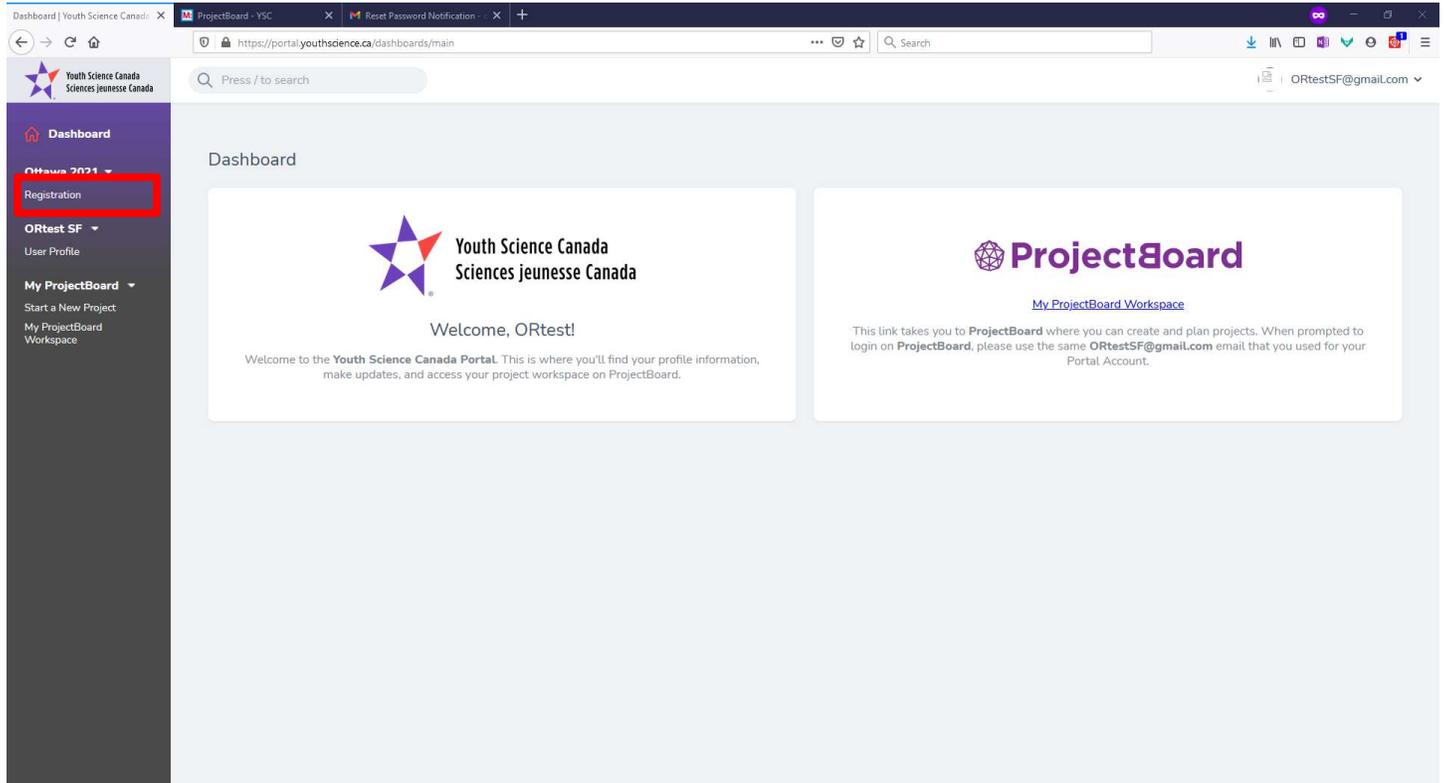


The screenshot shows the ProjectBoard interface for a project titled "STEM Fair Project Template". The interface includes a "Summary" section on the left with an "Upload" button and a "Description" section on the right. The "Description" section contains instructions for writing a summary, including a character limit of 100 characters for the title and 150 words for the summary. Below the description, there is a "TEAM" section with a "+" icon, a "CATEGORIES" section with "Curiosity & Inequality" selected, and a "CUSTOM TAG" section with "YFSC" and "English" tags. A green arrow points to the "+" icon in the "TEAM" section.

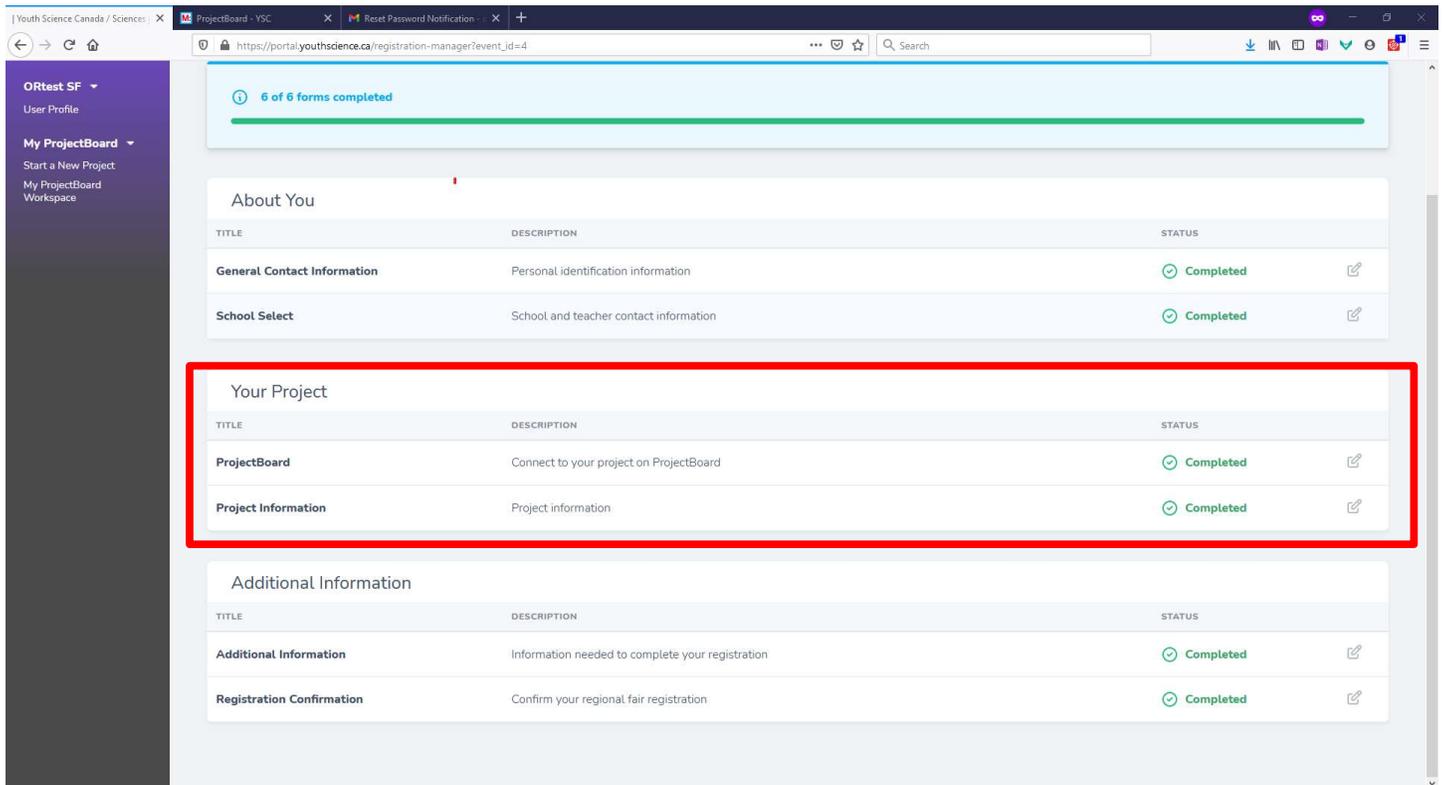
### Step 3 – Connect your Project to your registration in the virtual fair.

When you are ready to submit your project to the ORSF, you need to go back to your registration at <https://portal.youthscience.ca/>.

Log in, and you will see this web page again.



- Select **"Registration"**, as shown in the red box in the picture above. Note; the registration option will only appear if you have entered your registration for ORSF 2022.
- Complete the sections under the "Your Project" group (see picture below).



**ProjectBoard:** This is where you will select which of the projects you made on ProjectBoard that you want to register with ORSF. If you only made one project on ProjectBoard, then you will only see one project in the list here. If you made multiple projects, like if you made multiple drafts to try out different presentations, then you will need to make sure that you select the correct project here. Click **Submit** when you have selected your project.

**Project Information:** This is where you will confirm the details of your project.

- Title: the name of your projects
- Age category: Confirm the age category that you are entering your project into. It should match the category that you registered under when you originally made your youthscience.ca account.
- Project number: automatically generated by the website. It is for administration, and not something you need to worry about.
- Project members: You will see the list of project partners, and their email addresses here. If you have a partner, and you don't see both of your names, go back up to "[For Group Projects only – Inviting your partner](#)" in this document and add your partner on ProjectBoard.
- Project Language: English or French

- Project Type: This is used for the Canada-Wide Science Fair. Although it does not affect your entry in ORSF, choose the category that better represents your project:
  - Discovery: The purpose of your project is to understand the world in which we live, and how things work.
  - Innovation: You are trying to create something new, like an invention, or a process for doing something.
- Challenge: This is where you will specify which ORSF Challenge you are entering your project under. **This is an important step** because it will determine the awards you are eligible to receive.
- Project Summary: Enter a clear, concise description of your project using a minimum of 30 words and a maximum of 65 words.

Double check all of your entries. Then click **Submit** when you are done.

**Additional Information:** The last steps for registering

- Additional Information: Answer any questions that you have not already answered during your initial registration. Select **Submit** when you are done.
- Registration Confirmation: This is the last step to have your project entered into the fair. **Make sure you have everything done.**
  - You have filled out all of the sections for your ProjectBoard.
  - You have selected the age category, and Challenge category you are entering into.
  - You have selected the correct school.
  - Anything else you can think of?
- When you are sure you are ready, click the check box for "I confirm that I am completing my registration for the following regional fair: Ottawa Regional Science Fair.
- Click **Submit**.

**Your science project is now entered into the fair. You can continue to make edits to your project on ProjectBoard until it goes live. Good luck in the fair!**