Registration Instructions for Junior Academy of Science
& Alamo Regional Science & Engineering Fair

Note: There are two steps to register for participation in ARASE's competition events:
(1) School Registration Form and (2) Student On-line Registration

---

1. SCHOOL REGISTRATION FORM (2 pp.)

    A. Schools are to download the School Registration form for either Middle or High School from the Teacher/School Link.

    B. Provide the Contact Person Information, School Information, and Sponsor Information being asked for on the first page.

    C. Be sure that the blanks for the Academy and Fair Information Section along with the Registration Fees section blanks are filled out correctly. (1st page)

        Note: Middle Schools can enter **20 Students** in the Junior Academy of Science and **20 Projects** in the Alamo Regional Science & Engineering Fair.

        High Schools can enter **25 Students** in the Junior Academy of Science and **25 Projects** in the Alamo Regional Science & Engineering Fair.

        Teams: The Junior Academy of Science **does not** have team presentations.
        Schools are allowed **only 3 teams** in the Regional Science & Engineering Fair.
        (one team per Fair)

        Academy I / Fair I
        Physical Sciences: Chemistry, Earth & Space, Engineering, Math & Computers, Physics

        Academy II / Fair II
        Health Sciences: Biochemistry, Medicine & Health, Microbiology

        Academy III / Fair III
        Biological Sciences: Behavioral & Social Sciences, Botany, Environmental, Zoology

    D. List the students' names who are participating in the Junior Academy of Science and / or the Alamo Regional Science & Engineering Fair on the second page.

    E. Check the appropriate box for the event(s) the students are participating.

    F. Check the Electricity box for the fair if the students need electricity for the regional science fair. The electricity fee for Team projects is also $10 per project.

    G. Total the fees due and compare to the Grand Total at the bottom of the first page under Registration Fees. Note: **Fees are final**. **No refunds after January**.

    H. Send in School Registration Form and Fees to:

        ARASE

        Dr. Donna D. Thompson, Treasurer

        P.O. Box 701175

        San Antonio, Texas 78270

2.   ONE-LINE STUDENT REGISTRATION

Note: Student registration is to be completed by a teacher. Sharing the username/password could compromise your data.

A. Obtain username and password from the Fair Director.

B. Go to the ARASE website (http://arase.org)

C. Click on "Registration" under the "Links" heading on the left-hand side of the page.

D. Review for addition / new information.

E. When ready, click on the "Click Here" button.

F. You are now at the Login Page.
   i) Enter your username / password obtained from the Fair Director.

   ii) Click "Submit"

G. You are now on the "Menu" page. There are several choices (more after a record is entered): (**a**) Log out, (**b**) "Add New" (use this link to add a record) and (**c**) "More…", which allows you to search, print or export data.

H. You have entered the registration section.
   i) Enter a student's project and hit **"<u>save</u>".**

   ii) You will be presented with a blank form to enter another student..

   iii) When finished, hit the **"<u>Back To List</u>" button** to return to the **"<u>Main</u>"** page. The entered students can be listed in a table.

   iv) A new button appears, **"<u>With selected…</u>"** It allows you to **Print, Delete or Export** selected record(s)**.** To select a record, click the checkbox in the record. **OR** to elect **ALL** records, click the checkbox in the header line.

I. As you add records, you will see them in a table on the **"<u>Main</u>"** page from where you can **"<u>Edit</u>", "<u>View</u>",** or **"<u>Select</u>"** records (See Step G. and Step H. iv above).

   I.) You can see your school code on the "**<u>Main</u>**" page.
   ii.) **<u>Log Out</u>** – Logs you out from registration. Returns you to the **Login** Page.
   iii.) **ARASE** Home—Located on Login page. Returns you to the home page for the site.
   iv.) Export results—You can save the registration data in Excel, Word, CSV (Comma separated values) or XML format.
   v.) Print—Allows for printing directly from the site.
   vi.) Add new—Enter new record.

J. On the **Add new record page**, enter student/project information. Click on "**Save**". The "Back to List" returns you to "**Main**" page. If you do not click "**Save**" and try to leave the page, it will ask if you really wanted to leave the page.

Note: If a student is entering the Junior Academy of Science with a project different from one   for the fair, then enter the student's name twice. Indicate the title and category of each project.