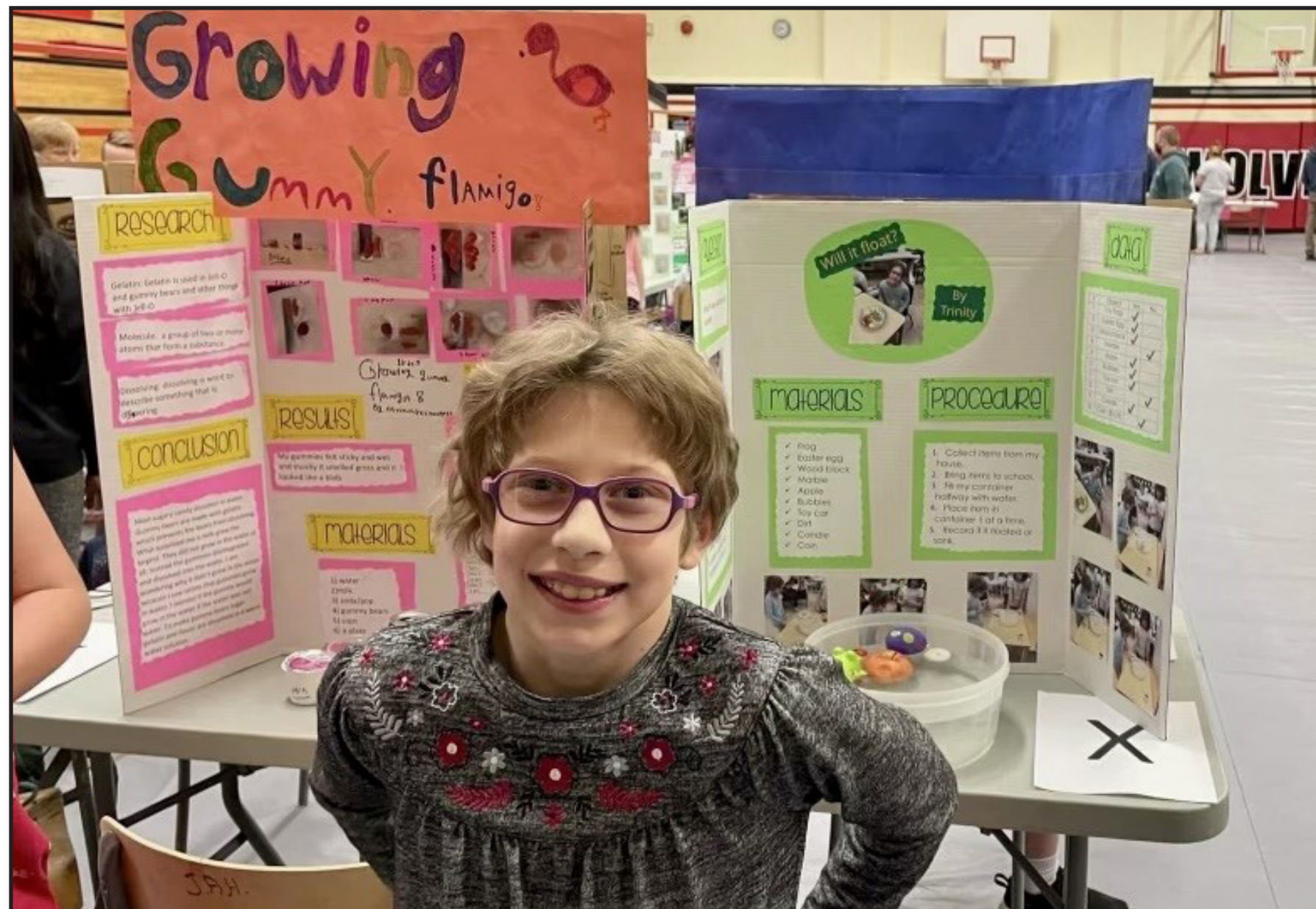




WHAT IS THE PURPOSE OF STUDENT & JUDGE REGISTRATION?

- To know how many students will be attending your fair. This helps when organizing project placement in the venue
- To know how many judges will be attending your fair. This helps when assigning judges to projects
- So students and judges will know where they are to set up and how many students are in each category
- To get an idea of project topics and judge expertise, so you can match judges and projects of similar topics. This will give both judges and students a better judging experience
- To gather contact information for better communication with students and judges
- To gather participant demographic information for reporting to your sponsors



WHAT INFORMATION DO I NEED TO COLLECT?

- Student/judge contact information (full name, email address, phone number)
 - for contacting the student/judge before or after the fair
- Parent/guardian/emergency contact information (full name, relationships to student, email address, phone number)
 - if the student isn't responding to emails/phone calls, and for safety reasons at the fair
- Project details (topic/category, brief descriptions, ethics/safety concerns)
 - to better match judges with appropriate projects
- Student demographics information (age, gender)
 - for reporting to funders after the fair
- Waiver/disclaimer
 - legal protection for your organization and rights to use photos/video to promote the fair



WHAT PRIVACY LAWS SHOULD I BE AWARE OF FOR REGISTRATION?

- According to British Columbia's *Personal Information Protection Act*, an organization must:
 - only use an individual's personal information for the stated purpose (to facilitate participation in the fair)
 - not disclose, transfer or sell an individual's personal information to a third party without prior consent
 - make reasonable effort to accurately maintain and protect personal information against unauthorized access, collection, use or similar risks
- Include a disclaimer for parents to sign just to be safe



HOW EARLY SHOULD I OPEN REGISTRATION?

- District fairs: two weeks in advance with a hard push one week in advance, leaving a few extra spots available for last-minute arrivals
- Regional fairs: at least 3 weeks in advance

WHEN SHOULD I CLOSE REGISTRATION?

- District fairs: the night before set-up begins, allowing for last-minute sign-ups
- Regional fairs: one week in advance to allow for additional planning and set-up

WHAT SHOULD I USE FOR REGISTRATION?

- MS Forms or Google Forms
 - collects all data in a spreadsheet for easy sorting, filtering and tracking
 - data is kept behind password-protected user accounts for privacy
 - can also connect to other services to allow for online payments and digitally signing waivers/disclaimers
 - easily identify and clean duplicate data
- ProjectBoard
 - students register through a widget on your website
 - student and project data is housed on ProjectBoard servers, making it easier to register students for CWSF
 - customizable registration questions?
 - less freedom to manipulate/access data?

