



## Austin Energy Regional Science Festival 2018

### JUNIOR DIVISION TEACHER CHECKLIST

1. Attend one of the Teacher Orientation sessions held in September (see schedule for details).
2. If you are absolutely unable to attend an orientation session, or are in need of extra help, please let us know as soon as possible via e-mail: [russell.cowen@austinenergy.com](mailto:russell.cowen@austinenergy.com).  
We will do our best (schedule allowing) to visit your campus.
3. Registration will be handled by Scienceteer. If you had an account last year, simply log in. If your school did not participate last year, you must e-mail: [russell.cowen@austinenergy.com](mailto:russell.cowen@austinenergy.com) to request an account.
4. After you have setup your school account you must log in and complete the required steps and add Teachers/Adult Sponsors. All users should log in daily to check for messages or signature requests.
5. Teachers will provide NEW students with a special link to register. If the students used Scienceteer last year, they don't need the link, they just need to login.
6. There is no limit to the number of students that can create accounts and work on their projects. In the end the school will select only the projects that will advance online. Each school is allowed to send up to 60 projects.
7. Projects must have completed all of their steps before the school can select them to advance.
8. Follow the online steps, select your winners and finalize and pay for your school before the deadline of **Thursday February 1, 2018**.
9. All projects and registrations will be done online and paperless (including the media release forms, signatures, etc). There will be no more paper to turn in.
10. An invoice will be sent with payment instructions after the fair is over.