



## Coach Registration Guide

10/7/2016

# NSB Registration

Before registering your team, begin by locating your regional information at the following link:

<http://science.energy.gov/wdts/nsb/>

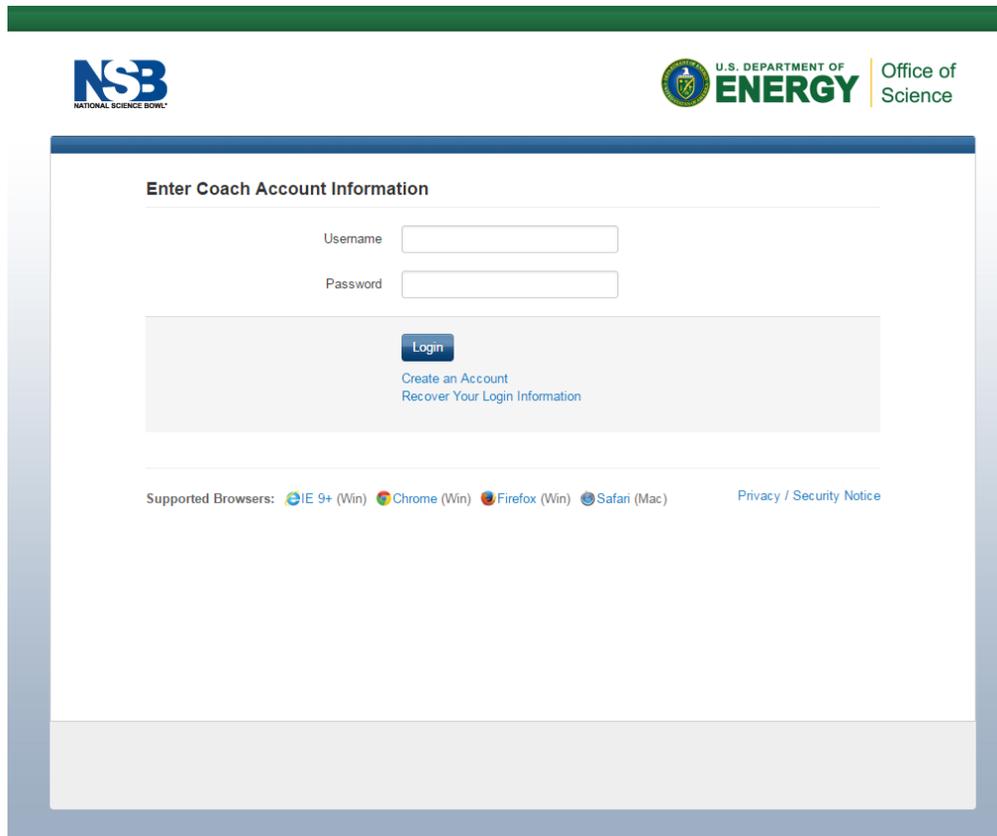
Coaches click on **Regional Competitions** and then on **High School Regionals** or **Middle School Regionals** to select your state and view the regional for your schools county.

## Creating an Account

Once viewed, select the register link at the top right of the regional information page. The link will lead you to:

<https://apps.ora.gov/nsb-coach/Account/Login>

### REGISTRATION SITE LOGIN PAGE



The screenshot shows the login page for the National Science Bowl (NSB) registration site. At the top, there is a green header bar. Below it, the NSB logo (National Science Bowl) is on the left, and the U.S. Department of Energy Office of Science logo is on the right. The main content area is titled "Enter Coach Account Information" and contains two input fields: "Username" and "Password". Below these fields is a "Login" button, and two links: "Create an Account" and "Recover Your Login Information". At the bottom of the page, there is a section for "Supported Browsers" listing IE 9+ (Win), Chrome (Win), Firefox (Win), and Safari (Mac), along with a link to "Privacy / Security Notice".

**NSB Website:**

<http://science.energy.gov/wdts/nsb/>

**Registration Link:**

<https://apps.ora.gov/nsb-coach/Account/Login>

At this site, you will generate your coach account. Select **'Create an Account'** to begin the process.

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### Enter Coach Account Information

Username

Password

[Login](#)

[Create an Account](#)

[Recover Your Login Information](#)

Supported Browsers: [IE 9+ \(Win\)](#) [Chrome \(Win\)](#) [Firefox \(Win\)](#) [Safari \(Mac\)](#) [Privacy / Security Notice](#)

You will see the following to begin creating your account. Once complete, select Register\*

Create a New Coach Account	Password Requirements
Username <input type="text"/>	✔ Password cannot be one of your previous five passwords
Email <input type="text"/>	✘ Contains at least seven non-blank characters
Confirm Email <input type="text"/>	✘ Contains at least three of the four following character sets: Lower-case letter, Upper-case letter, Number, Special Character
First Name <input type="text"/>	✔ Cannot contain angle brackets ('<' or '>')
Last Name <input type="text"/>	✔ Password and Password Confirmation fields match
Previous Last Name(s) <input type="text"/>	
Optional (separate multiple names with commas)	
Last 4 of SSN <input type="text"/>	
⚠ NOTE: This field is not editable after saving; please be sure to enter your correct last 4 digits of your SSN.	
Password <input type="password"/> <input type="button" value="Generate Password"/>	
Confirm Password <input type="password"/>	
<input type="button" value="Register"/>	

\*Be sure to utilize an email address you will have access to for several years. Preferably an address from a general email site like gmail.com or Hotmail.com for example.

## Account Recovery/Password Reset

If you forget your password, be sure to select 'Recover Your Login Information' at the login screen.

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### Enter Coach Account Information

Username

Password

[Login](#)

[Create an Account](#)

[Recover Your Login Information](#)

Supported Browsers: [IE 9+ \(Win\)](#) [Chrome \(Win\)](#) [Firefox \(Win\)](#) [Safari \(Mac\)](#) [Privacy / Security Notice](#)

To recover your login information, enter either an email address or mobile phone number associated with your account. Email may be the primary email address you provided when you created your account or the optional secondary email address you provided for account recovery.

Once you enter either your email address or mobile phone number, select either: **'I don't know my password'** to reset your password or **'I don't know my username'** to have your username sent to you. Once selected, select **'Continue'**.

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### Having trouble signing in?

To recover your login information, enter either an email address or mobile phone number associated with your account. Email may be the primary email address you provided when you created your account or the optional secondary email address you provided for account recovery.

Email Address

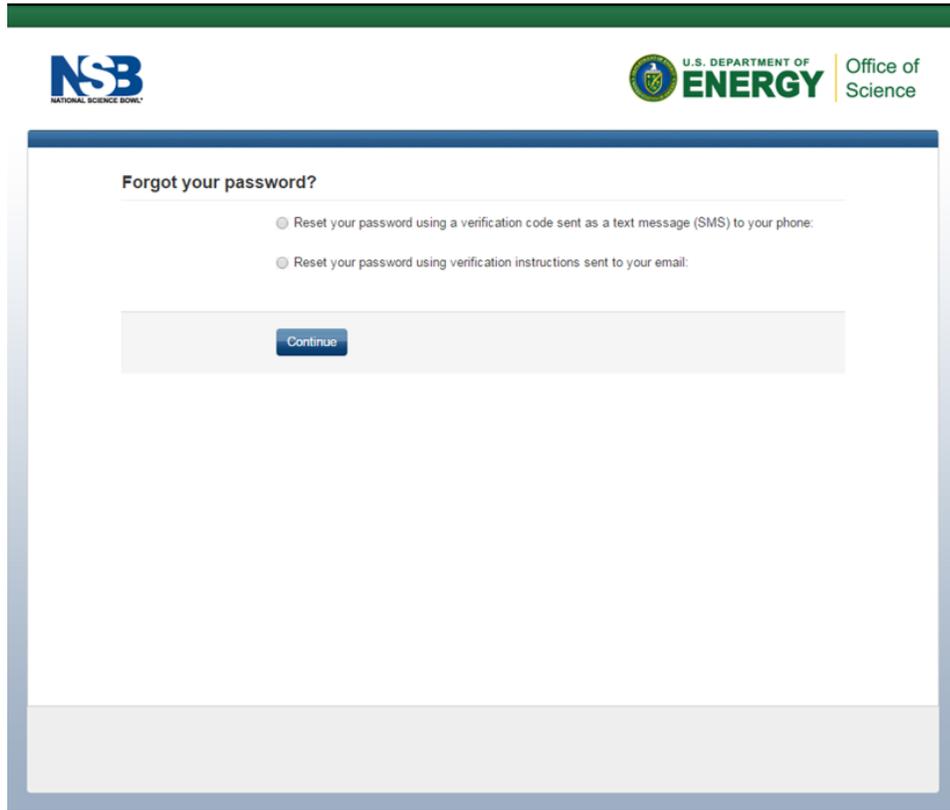
**OR**

Mobile Phone

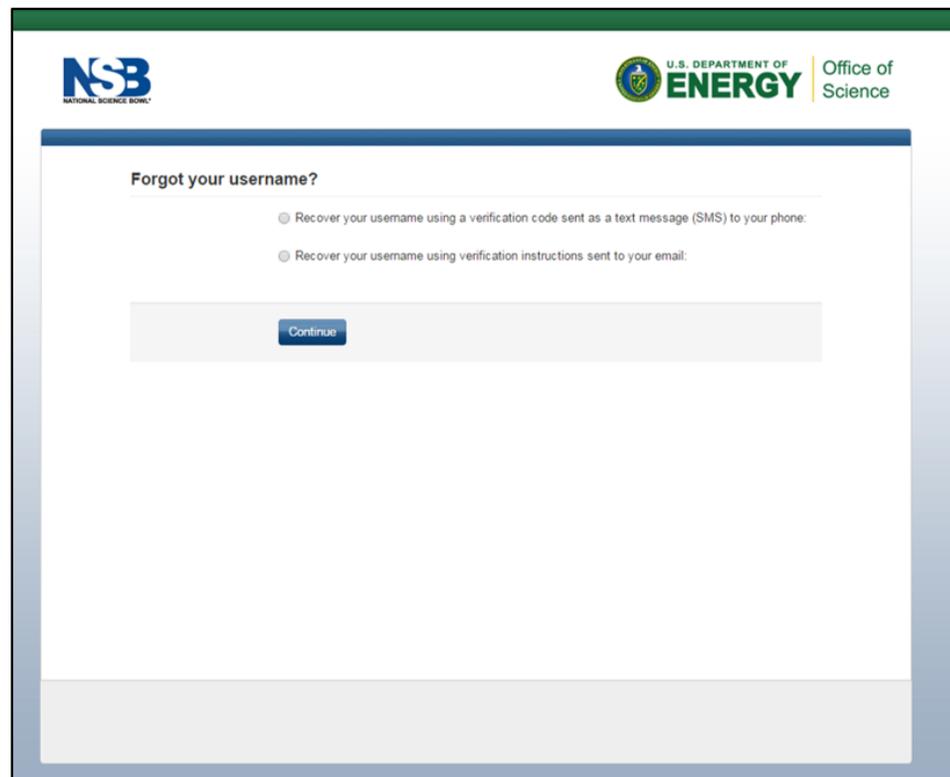
I don't know my password.

I don't know my username.

You will select the option of how you will receive your information



The screenshot shows the 'Forgot your password?' page. At the top left is the NSB logo (National Science Bowl). At the top right are the U.S. Department of Energy and Office of Science logos. The main heading is 'Forgot your password?'. Below it are two radio button options: 'Reset your password using a verification code sent as a text message (SMS) to your phone:' and 'Reset your password using verification instructions sent to your email:'. A 'Continue' button is located below the options.



The screenshot shows the 'Forgot your username?' page. At the top left is the NSB logo (National Science Bowl). At the top right are the U.S. Department of Energy and Office of Science logos. The main heading is 'Forgot your username?'. Below it are two radio button options: 'Recover your username using a verification code sent as a text message (SMS) to your phone:' and 'Recover your username using verification instructions sent to your email:'. A 'Continue' button is located below the options.

## Coach Information Form

Once you login into your account, you will see your coach information first. Be sure to complete the coach information before registering your team. If your contact information needs to be updated, you will change it here:

The image displays two screenshots of the NSB Regional Coach Information form. The top screenshot shows the form with the 'Yes' radio button selected for the question 'Are you an employee of the school being represented by the team?'. The bottom screenshot shows the same form with the 'No' radio button selected, and a red starburst icon pointing to the question.

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Coach Information Middle School Teams High School Teams

### Regional Coach Information

First Name

Middle Name  Optional

Last Name

Preferred First Name for Name Badge

Are you an employee of the school being represented by the team?  Yes  No  
**Note:** Coaches may be requested to show their school identification cards at the regional or national events.

Email Address

Confirm Email Address

Alternate Email   
Optional account recovery email

Confirm Alternate Email

Daytime Phone   
(xxx-xxx-xxxx)

Mobile Phone  Optional account recovery phone number  
(xxx-xxx-xxxx)

Logout

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Coach Information Middle School Teams High School Teams

### Regional Coach Information

First Name

Middle Name  Optional

Last Name

Preferred First Name for Name Badge

Are you an employee of the school being represented by the team?  Yes  No  
**Note:** Coaches may be requested to show their school identification cards at the regional or national events.

If no, please explain.

Email Address

Confirm Email Address

Alternate Email   
Optional account recovery email

Confirm Alternate Email

Daytime Phone   
(xxx-xxx-xxxx)

Confirm Alternate Email

Daytime Phone   
(xxx-xxx-xxxx)

Mobile Phone  Optional account recovery phone number  
(xxx-xxx-xxxx)

City

State

T-shirt Size (adult men's size)

Often, the local media requests to interview coaches prior to the regional events. May we release your name and email address if requested by the media?  Yes  No

Gender  Male  Female

Vegetarian Meal Requested  Yes  No

Are you a U.S. Citizen?  Yes  No

Would you like to add a co-coach?  Yes  No

**Note:** Adding a co-coach does not guarantee the co-coach will attend nationals.

 If you are a coach and you select “NO” for not being an employee of the school, you must provide the school principal’s email address for approval to be the coach of the team.

## Team Registration

To begin registering your team, begin by selecting either Middle School or High School from the top of the page.



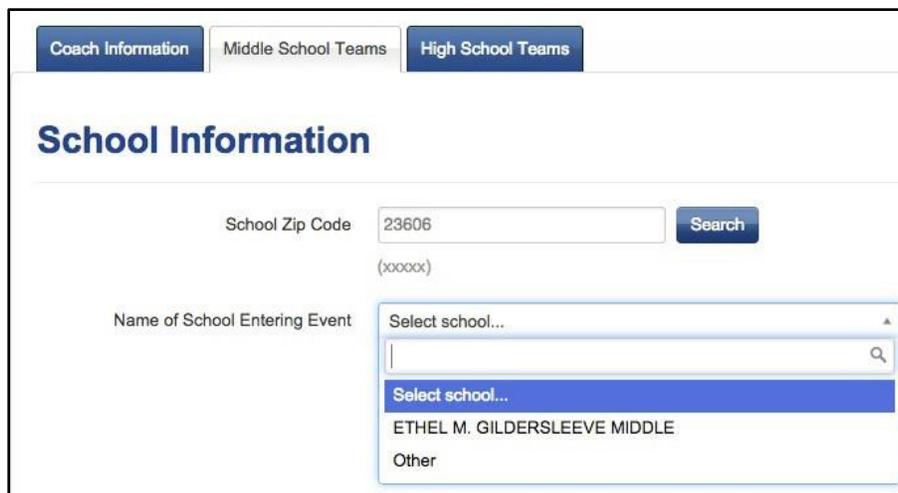
### Add School Information

Once you select either tab, you will search for your school by selecting **'Add School Information'**



Then you will enter your school's zip code beginning with the first 5 numbers.

If your school is not listed, you can select 'other' from the listing and enter the school information.





Coach Information

Middle School Teams

High School Teams

## School Information

### New School Search

Other School Address Line 1 

No Post Office boxes, please

Address Line 2  OptionalCity State School Zip Code 

(xxxx-xxxx)

School Phone 

(xxx-xxx-xxxx)

School Web Site  Optional
[Add Social Media Site](#)
Principal First Name Principal First Name Principal Last Name Principal Email Address Please select the option that best describes your school. 
**Middle School** Event for which you are registering 

 Special requests or notes regarding team members  
(Optional)

body p

Spell Check

Current Character Count [ 0 ] (max: 1500)

Save

Cancel

As you enter your school's information you will select the regional your team will attend once this page is complete, you will save to continue your registration.

## Adding Team

Here you will add the team information by selecting the button 'Add Middle School Team or Add High School Team'. You may also edit your school information by selecting 'Edit School Information'

[Logout](#)



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Coach InformationMiddle School TeamsHigh School Teams

### Middle School Teams

**School Information**

School Name: [Edit School Information](#)

Event Name:

**Middle School Teams**

Event: Virginia Regional Middle School Science Bowl [Add Middle School Team](#)

Team	Registration Status	Manage Registration	Delete Team	Approval Status
<p>🕒 Team Registrations can be edited until 4/8/2017.</p>				

**NSB Website:**  
<http://science.energy.gov/wdts/nsb/>

**Registration Link:**  
<https://apps.orau.gov/nsb-coach/Account/Login>

You will enter the student information for each team member.

You can monitor your progress from the left hand menu for Team Registration. Once each student is listed, the menu will list a check mark to show that it's complete.

Office of Science

Coach Information Middle School Teams High School Teams

Event: Virginia Regional Middle School Science Bowl Team: King George Middle - Team 1

## Student 1

TEAM REGISTRATION	
<input type="checkbox"/>	Student 1
<input type="checkbox"/>	Student 2
<input type="checkbox"/>	Student 3
<input type="checkbox"/>	Student 4
<input type="checkbox"/>	Student 5
<input type="checkbox"/>	<a href="#">Eligibility Requirements</a>
<input type="checkbox"/>	<a href="#">Submit Registration</a>

First Name

Confirm First Name  ✖

Last Name

Confirm Last Name  ✖

Preferred First Name for Name Badge

Home Zip Code

Grade Level

T-Shirt Size (adult men's size)

Gender  Male  Female  Do Not Wish To Provide

**Note:** Disclosure of gender will be required for students attending the National Finals.

Vegetarian Meal Requested  Yes  No

Ethnicity

Race  American Indian or Alaskan Native  
 Asian  
 Black or African American  
 Native Hawaiian or Other Pacific Islander  
 White  
 Do Not Wish To Provide  
(Select all that apply)

Are you a U.S. Citizen?  Yes  No  
(Optional)

**Note:** Disclosure of citizenship will be required for students attending the National Finals.

Birth Date

[Continue](#)

## Student 2

### TEAM REGISTRATION

- Student 1
- Student 2
- Student 3
- Student 4
- Student 5
- Eligibility Requirements
- Submit Registration

First Name

Last Name

Preferred First Name for Name Badge

Home Zip Code

Grade Level

T-Shirt Size (adult men's size)

Gender  Male  Female

Vegetarian  Yes  No

Ethnicity

Race  American Indian or Alaskan Native  
 Asian  
 Black or African American  
 Native Hawaiian or Other Pacific Islander  
 White  
 Do Not Wish To Provide  
(Select all that apply)

Once all the students are entered, you will need to review the eligibility requirements and select the check box to confirm that you have read the requirements.

### Eligibility Requirements

TEAM REGISTRATION
<input type="checkbox"/> Student 1
<input type="checkbox"/> Student 2
<input type="checkbox"/> Student 3
<input type="checkbox"/> Student 4
<input type="checkbox"/> Student 5
<input type="checkbox"/> Eligibility Requirements
<input type="checkbox"/> Submit Registration

1. Each competing team consists of 4 or 5 student members. (Only 4 will be playing at any time.) To be eligible to compete, a high school student must be enrolled for the current school year in grades 9, 10, 11, or 12 at the team's school, and be born on or after May 2, 1997. To be eligible to compete, a middle school student must be enrolled for the current school year in grades 6, 7, or 8 at the team's school, and be born on or after September 1, 2001 and on or before April 27, 2007. A student is limited to at most 3 years of middle school competition and at most 4 years of high school competition. A student may not compete in both the middle school and high school events in the same year.

The National Science Bowl® is a school-based competition. Teams of home-schooled students will be considered to belong to a school as long as each student can provide one of the following items:

- a) Dated copy of a letter of intent to homeschool from the parent to the state or county in which the student resides;
- b) Copy of the current membership ID to a homeschool association; or
- c) Dated proof of purchase of curriculum for the current academic school year.

All students on a home-schooled team must live within the geographic boundaries of the team's assigned regional event.

All team members must attend the same school. No club teams (community groups, non-school-based teams) will be approved.

I have read and certify that my team meets these requirements.

2. No school may compete in more than one regional competition. No student may compete on more than one team. Coaches must be approved by the schools their teams represent and must be at least 18 years old. No student or coach may compete in or attend more than one regional competition, except that high school students or coaches may attend middle school competitions and vice versa. Each regional coordinator will determine if more than one team from a middle or high school will be allowed to participate in that regional. No more than 3 teams from one middle or high school may compete in a regional event. If a student attends two schools, such as a neighborhood school and a specialty school, that are both participating in regional Science Bowl competitions, then the student must compete on the neighborhood school's team.

Each school is assigned to a unique regional competition. A school may only participate in its assigned regional event in order to advance to the National Finals. In other words, a school may request to compete in a different regional event; however, the team will **NOT** qualify for the National Finals should the team win the competition. The highest placing team assigned to the geographic area of the regional event would instead qualify for the National Finals.

I have read and certify that my team meets these requirements.

3. The winning team from each qualifying regional competition is eligible to be invited to the National Science Bowl® Finals held near Washington, DC, on April 27 – May 1, 2017. In the case that 1) the school of the winning team is not assigned to the geographic boundary of the regional competition as detailed on the NSB webpage (<http://science.energy.gov/wdts/nsb/regional-competitions/>) or 2) fewer than 4 players from the first-place team can attend and participate in all National Science Bowl® Finals activities, the invitation will be extended instead to the next highest place team from which at least 4 players can attend. To be eligible for the National Science Bowl® Finals, a student must have competed at the regional competition on the team that attends the National Science Bowl® Finals.

I have read and certify that my team meets these requirements.

4. Within 2 weeks after its regional competition or by **March 15, 2017** (whichever comes first), the winning team's coach is required to inform the National Science Bowl® Coordinator of its availability to participate at the National Science Bowl® Finals. During this time of the school year, students are participating in a variety of activities and academic events that may conflict with their participation in the National Science Bowl® Finals (including, but not limited to, state or national athletic or academic tournaments, proms, International Baccalaureate, Advanced Placement, the USAMO, and SAT exams). In the interest of safety, continuity, and maximizing the educational value of the complete National Science Bowl® Finals experience, the National Science Bowl® requires students and coaches to take part in ALL of its events and activities. **Therefore, no waivers will be granted or special arrangements made for students to participate in any conflicting activities or exams.** If team members are involved in these pursuits, the students will need to determine which activities or events are in their best interests and make their selections within 2 weeks after their regional competition or by **March 15, 2017** (whichever comes first). All teams must arrive and depart on the designated dates and participate in all events as scheduled throughout the duration of the National Finals. If fewer than 4 students from the invited regional team are able to participate in all activities at all scheduled times, another team from their regional will be invited to replace them. All team members (students and coach) must travel together to and from the National Finals.

I have read and certify that my team meets these requirements.

## Registration Submission

You will need to submit your registration for the team registration to be complete. Be sure to view the Submit Registration section and select Submit Registration.

### Submit Registration

TEAM REGISTRATION	
<input type="checkbox"/> Student 1	<p><b>Please review the items below before submitting this team's registration:</b></p> <ol style="list-style-type: none"><li>1. A team must have 4 students in order to participate in the National Science Bowl®. We <b>strongly encourage</b> all teams to have 5 students in case a student becomes ill or is unable to participate at the last minute.</li><li>2. If all team members do not meet the 2017 Eligibility Requirements, the entire team will be disqualified from the competition.</li><li>3. If you do not receive a confirmation email within 24 hours, please check your "junk" or "spam" mail. If you do not locate an email, please log back in to your account to confirm that the registration has been submitted.</li></ol>
<input type="checkbox"/> Student 2	
<input type="checkbox"/> Student 3	
<input type="checkbox"/> Student 4	
<input type="checkbox"/> Student 5	
<input checked="" type="checkbox"/> Eligibility Requirements	
<input type="checkbox"/> Submit Registration	

[Submit Registration](#)

Once submitted, you will see the confirmation page:

### Confirmation

Thank you for submitting your team's registration for a regional competition of the National Science Bowl®. Please visit <http://science.energy.gov/wdts/nsb/high-school/high-school-regionals/> for specific information (important dates, registration fees) on your regional event. You will also find the contact information for your National Science Bowl® Regional Coordinator at this link.

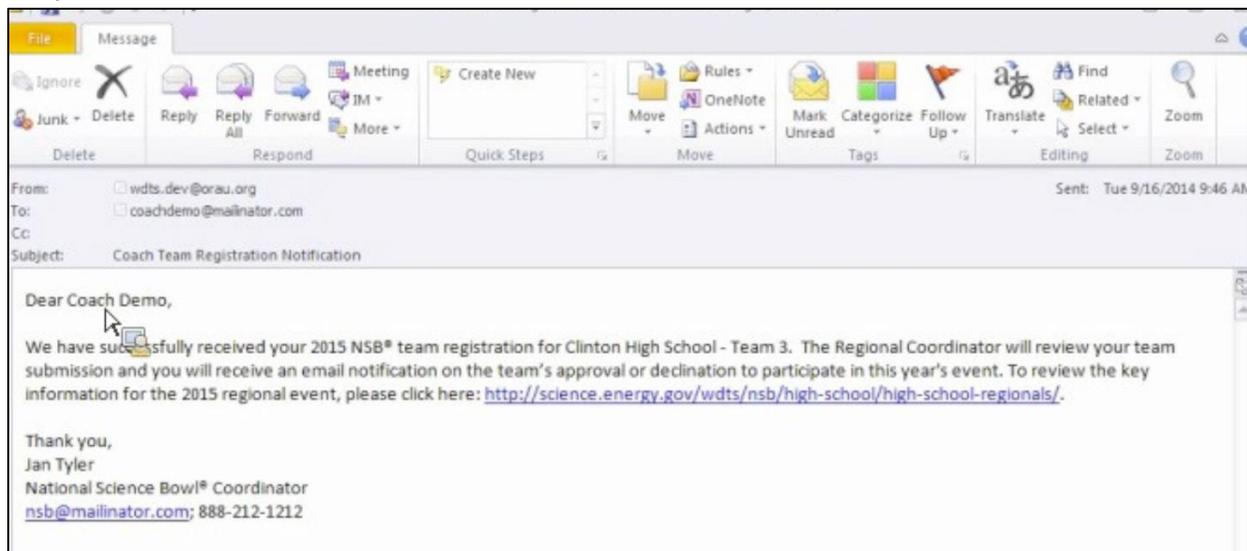
Best wishes to you and your 2015 NSB® team!

[View High School Teams](#)

To create another team, you will repeat the same process by selecting "Add Middle School Team" or "Add High School Team".

After your registration is sent, you will receive an email regarding your submission.

*Sample email:*



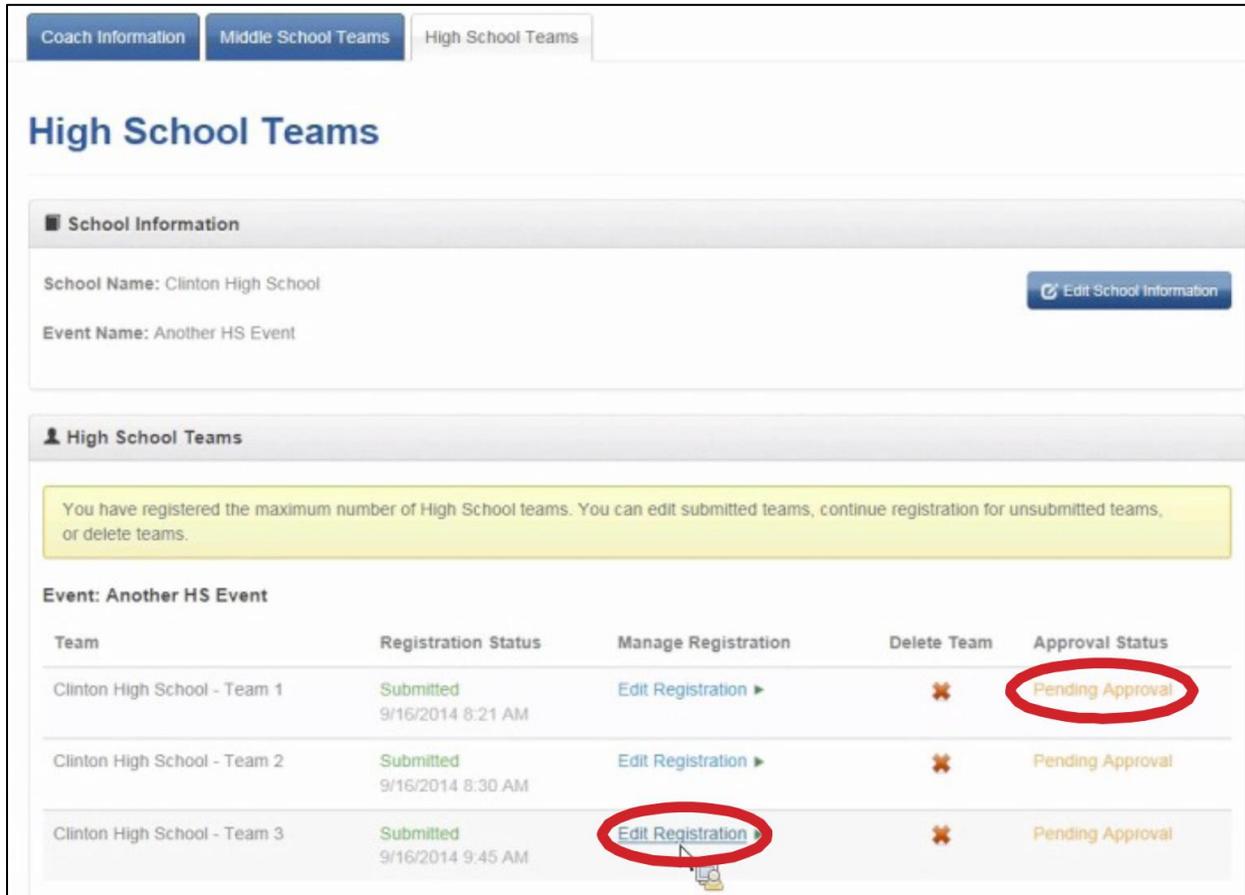
## Team Management

On your dashboard for either Middle School Teams or High School Teams, you will be able to manage your team information.

As a coach you can edit your team registration, delete a team, edit the school information, and check on your team registration status.

Depending on the regional, there are set date periods for coaches to edit their team information.

*Ex. High School Team Dashboard*



The screenshot shows a web dashboard for "High School Teams". At the top, there are three tabs: "Coach Information", "Middle School Teams", and "High School Teams". The "High School Teams" tab is selected. Below the tabs, the page title "High School Teams" is displayed. The main content area is divided into two sections: "School Information" and "High School Teams".

**School Information**

School Name: Clinton High School [Edit School Information](#)

Event Name: Another HS Event

**High School Teams**

You have registered the maximum number of High School teams. You can edit submitted teams, continue registration for unsubmitted teams, or delete teams.

**Event: Another HS Event**

Team	Registration Status	Manage Registration	Delete Team	Approval Status
Clinton High School - Team 1	Submitted 9/16/2014 8:21 AM	<a href="#">Edit Registration ▶</a>	✘	<b>Pending Approval</b>
Clinton High School - Team 2	Submitted 9/16/2014 8:30 AM	<a href="#">Edit Registration ▶</a>	✘	Pending Approval
Clinton High School - Team 3	Submitted 9/16/2014 9:45 AM	<a href="#">Edit Registration ▶</a>	✘	Pending Approval

## Deleting A Team

### High School Teams

**School Information**

School Name: Clinton High School Edit School Information

Event Name: Another HS Event

**High School Teams**

You have registered the maximum number of High School teams. You can edit submitted teams, continue registration for unsubmitted teams, or delete teams.

Event: Another HS Event

Team	Registration Status	Manage Registration	Delete Team	Approval Status
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Clinton High School - Team 2	Submitted 9/16/2014 8:30 AM	<a href="#">Edit Registration</a> ▶	✘	Pending Approval
Clinton High School - Team 3	Submitted 9/16/2014 9:45 AM	<a href="#">Edit Registration</a> ▶	✘	Pending Approval

A warning does alert you to ensure you want to delete the team.

**School Information**

School Name: Clinton High School Edit School Information

Event Name: Another HS Event

**High School Teams**

You have registered the maximum number of High School teams. You can edit submitted teams, continue registration for unsubmitted teams, or delete teams.

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Clinton High School - Team 2	Submitted 9/16/2014 8:30 AM	<a href="#">Edit Registration</a> ▶	✘	Pending Approval
Clinton High School - Team 3	Submitted 9/16/2014 9:45 AM	<a href="#">Edit Registration</a> ▶	✘	Pending Approval

Message from webpage: Are you sure you want to delete this team?

OK Cancel

## Helpful Notes while registering your team

- Selecting your regional: Be sure to be aware for which regional your school is listed. You can determine your school's regional by visiting the NSB website and review the regional locations.
- Searching for your school: Be sure to type in your school's zip code. If your school is not listed for the zip code, feel free to select "other" to add your school. The regional locations will appear for the zip code you entered.
- Team Entry: If you are unsure what students will be listed for your team, you may enter "Student 1", "Student 2" etc....to complete the form. Be sure to update your information before the set deadline for team edits. Your regional coordinator will have set deadlines within the system for team edits of registrations.
- Team Status: After your registration is fully submitted, check your status page to determine the team's registration status. The approval of your team is established by the regional coordinator. Be sure to contact the regional coordinator regarding your team's approval for the regional event.