

Coordinator System Instructions

Coordinator Login:

To access your coordinator account, please do the following:

1. Visit either one of the following:
 - a. Middle School Login:
<https://applicationlink.labworks.org/nmsb.nsf/coordinators?openform>
 - b. High School Login:
<https://applicationlink.labworks.org/sciencebowl.nsf/coordinators?openform>
2. **Enter your preset username and password. [If you do not recall your login, please contact Yolanda White at: Yolanda.White@science.doe.gov.**

Once you login, you will be directed to your welcome page. On your welcome page you will see several links available for selection. The links will allow you to do one of the following tasks:

1. Reviewing Regional Team Information
2. Reviewing Approved Regional Team Information
3. Close or Reopen Your Regional Event
4. Review your Coordinator Nationals Status
5. Access your Coordinator Resources

1. Reviewing Regional Team Information

- To review your regional team information, you will select either one of the following links: [Regional Team Information - All](#) from the middle of the welcome page, or [Regional Team Information](#) from the top of the page. Either link will display the coach registrations for your regional.

Once selected, you will see the following;

- List of registrations available for approval
- Links to download contact information and team registration information
- [Approving a Team](#):

To approve a team for your regionals, you will click **Approve/Disapprove** or **Update** link in the "Approved for Regionals" column.

- Create a Coach Account:

To assist a coach that may be having difficulty establishing an account, you as the coordinator can initiate the account for the coach. *This does not generate a team registration.*

To create an account for a coach, please be sure you have logged out of your coordinator account.

Visit the either one of the following links:

High School Account Creation:

<https://applicationlink.labworks.org/sciencebowl.nsf/new+coach+registration?openform>

Middle School Account Creation:

<https://applicationlink.labworks.org/nmsb.nsf/new+coach+registration?openform>

- At the link, you will create the account for the coach and generate a login for the coach. Once created, you can inform the coach of their login for them to access their account and start their team registration.

2. Reviewing Approved Regional Team Information

Under the Regional Team Information View, you will be able to do the following:

- Review coach registration and profile
 - Review and Edit Team Registration
 - Approve/Disapprove Teams for Regionals
 - Select the regional winner
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- Review coach registration and profile

Under the “Regional Team Information”, you can review a coach registration and profile by selecting the coaches highlighted name within the list of registered coaches/teams. Once selected, the “Coaches/Team Profile” will be viewable. Here you can verify their contact information and registration submission (date/time and data).

- Review and Edit Team Registration

Under the “Regional Team Information”, you can review and edit team registrations by selecting the team name within the list of registered coaches/teams. Once selected, you will be lead to the team information. On the team information page, select either “View” or “Edit”. When “View” is selected, you can view the full registration. When “Edit” is selected, you can edit the registration form. In the edit view, once information has been edited you

will scroll to the bottom of the page to select “Save”. If you do not want to save, just select “Cancel”.

- Approve/Disapprove Teams for Regionals

Under the Regional Team Information, you can “Approve/Disapprove” a team by selecting “Approve/Disapprove” under the Approved for Regionals column. Once selected, you will be led to a new page to finalize the selection and add comments to be sent to the coach. Once ready, you can select “Save & Send Email”.

If the approval needs to be changed, you can select update to change the Approve/Disapprove. Once changed, a message will be sent once you select “Save & Send Email”.

- Select the regional winner

To select the regional winner, navigate to “Regional Team Information”. Under “Regional Team Information” you will select the team’s name in the list of registrations. Once selected, you will view the team’s information. At the bottom of the page you will see a check box that states “Select this team as the regional winner.” Check the box and then select “Update”. Once complete, you will be able to navigate to the “Coordinator Status – Nationals” page. The page will display the status of the teams national form submissions.

3. Close or Reopen Your Regional Event

You can set your regional as closed or open for registration. To do so, select from the welcome page [“Close/Re-open Regional Event for New Registrations \(Event Currently Open\)”](#). You will be led to a page to update your event.

To change the status of your event to “close”, select the radio button for “Yes”. Once selected, select the “Update Info” button. Once selected your event will be displayed as “Closed” and will not be available for teams to register.

To change the status of your event back to “open”, you will select the radio button for “No”. Once selected, select the “Update Info” button. Once selected your event will be displayed as “Open” and will be available for teams register.

4. Review your Coordinator Nationals Status

Once a regional team has been selected as the regional winner, their information will be viewable on the “Coordinator Status – Nationals” View. The page will display their submitted registration form and the status of all national event forms for each participating team member.

5. Access your Coordinator Resources

From your welcome page, you can access your coordinator resources by selecting the link [Coordinator Resources](#). This will lead you to the coordinator resource page on the National Science Bowl Website.

The page will provide additional information that will assist you for your regional.