

INSTRUCTIONS FOR REGISTERING AS A JUDGE FOR THE STATE CALIFORNIA INVENTION CONVENTION – APRIL 14, 2018

You are receiving this because you have volunteered to be a Judge at the state California Invention Convention Competition that will be held on Saturday, April 14, 2018, at Maxim Integrated in San Jose California. Completing this registration will give us the necessary information to place you with a group of students for the judging event, and to send you any additional information you might need prior to the event.

If, after filling out this registration, you have additional questions feel free to contact us at www.cainventionconvention.org/contact/

Notes:

- All segments of this application must be completed on or before April 1, 2018 in order to be considered eligible for review and consideration.
- When your application is complete you will receive an email indicating you have successfully completed it.
- You **will not** be systematically prompted to return to your application to complete missing information. We may send periodic email reminders to applicants, however it is the applicant's responsibility to manage the completion of their own application. Applications still incomplete on April 11, 2018 will be considered ineligible for consideration.

1. CREATING YOUR ACCOUNT:

- Visit www.zfairs.com.
- Select [Find My Fair] located in the upper right hand corner, and [California Invention Convention].
- Select [Register] and [Judge].
- Complete all of the information.

Notes:

- Enter your name in proper case
- Enter your email address

- Press [Next] when finished.

You will receive the following message:

Verify Email Address

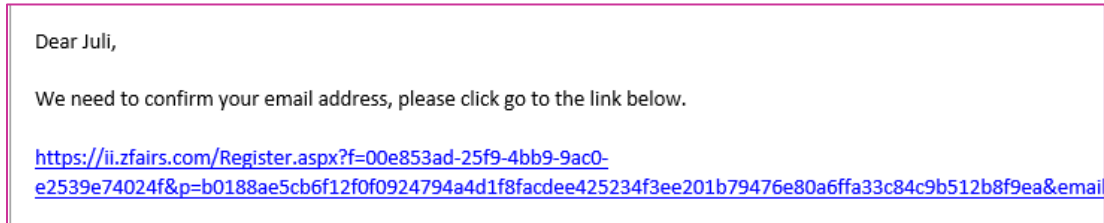
Hi Juli,

We need to verify that you can receive our emails. We have sent an email to juli@anytimedrama.com please check your email's inbox, junk, and spam folders for the email from us, and click the link to verify your email address. Once you have clicked the link click continue below.

Continue

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- f. Check your email for the following message and click on the link to verify your account:



- **Note:** If you don't find the email check your junk mail/spam.

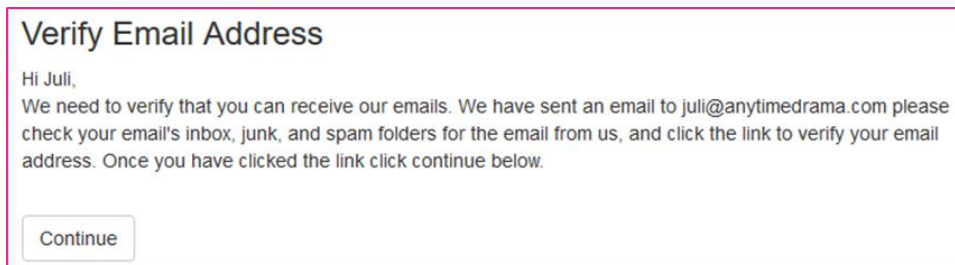
2. EMAIL VERIFICATION:

- a. You will receive the following message:

Email Verified!

Thank you for verifying your email address, you may now close this page and continue where you left off.

- b. Return to the "Verify Email Address" message and select [Continue].



You will now be on the "Judge's Personal Information" screen.

3. ENTERING ADDITIONAL INFORMATION

Complete the personal information and press [Save & Continue].

4. JUDGE'S PREFERENCES

- As we are only have 1 judging session, please select Session 1.
- The second section refers to whether you have been a judge for this fair before. This would refer to last year's fair which took place in Santa Cruz CA at Harbor High School. If you have further comments about that experience, enter them here.
- The next section asks about food preference.
- The final section on this page asks about Conflict of Interest regarding students you might be judging.
- When you have completed this page, select [Next].

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5. GUIDELINES AND PERMISSIONS

- a. You will need to check each of the boxes regarding guidelines on this page.
 - You will need to have access to a smart device to enter the scores of each project you are judging
 - You will need to check into the training between 7:45 AM - 8:00 AM to assure that you get through security procedures in time for the training.
 - Number 3 is referring to being able to meet with your judging team to discuss any questions regarding your student judging cohort.
 - Make sure to check the last box before selecting [Continue].

Thank you for Registering as a Judge. You will be making a positive impact!!

Questions? Contact us at www.cainventionconvention.org/contact/