

## INSTRUCTIONS FOR REGISTERING AS A JUDGE FOR THE STATE CALIFORNIA INVENTION CONVENTION – APRIL 13, 2019

**VERY IMPORTANT!!! IF YOU HAVE ALREADY REGISTERED AS EITHER A VOLUNTEER OR A TEACHER, YOU HAVE TO MAKE A SMALL ADJUSTMENT WHEN REGISTERING AS A JUDGE. WHEN YOU ENTER YOUR NAME AND EMAIL, IT HAS TO BE DIFFERENT THAN YOUR FIRST REGISTRATION. So if you initially registered as Judy Smith [jsmith@myschool.com](mailto:jsmith@myschool.com) – you could register with a different email account, or change your first name to Judith or even add a digit such as Judy1 Smith. The system goes into a loop if you try to register with the same name and email.**

If, after filling out this registration, you have additional questions feel free to contact us at [www.cainventionconvention.org/contact/](http://www.cainventionconvention.org/contact/)

### Notes:

- All segments of this registration must be completed on or before April 4, 2019 in order for you to be a judge.
- When your registration is complete you will receive an email indicating you have successfully completed it and it will have details of your schedule for the day.
- You **will not** be systematically prompted to return to your registration to complete any missing information. We may send periodic email reminders to judges however it is your responsibility to manage the completion of your own registration. Incomplete registrations on April 9, 2019 will be considered ineligible.

### 1. CREATING YOUR ACCOUNT:

- a. Visit [ca.zfairs.com](http://ca.zfairs.com).
- b. Select [Create Account] tap located in the upper left hand corner, then Select [Judge].
- c. Enter your name and email address. This will be the email we will use if we need to contact you. Your first and last name become your username.

### 2. ENTERING ADDITIONAL INFORMATION

- a. Complete the personal information and press [Save & Continue].
- b. Note down your username and password

### 3. JUDGE'S PREFERENCES

- a. This question refers to the California Invention Conventions of 2017 and 2018. Check If you were a judge at either of these. If you have further comments about that experience, enter them here.
- b. The next section asks about food preference for the continental breakfast.
- c. The final section on this page asks about Conflict of Interest regarding students you might be judging.
- d. When you have completed this page, select [Next].

### 4. 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 7:30 AM - 8:00 AM to assure that you get through security procedures in time for the training. **NOTE:** Even if you have attended training at earlier conventions, you are still required to attend this training. We continue to modify the judging process and rubrics based on judge feedback.

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- Number 3 is referring to being able to meet with your judging team to discuss any questions regarding your student judging cohort.
- Read the Media Release & Hold Harmless document, You must agree by checking the box in order to participate as a judge.
- Make sure to check the last box before selecting [Continue].

Once you have completed the registration, you will receive an email that has all the details for the day – including address and schedule. We will be contacting all the judges just prior to the event to ensure that everything is clear!!

### **EDITING YOUR REGISTRATION**

If for any reason, you need to go back to your registration and edit any information

- Go to [ca.zfairs.com](http://ca.zfairs.com)
- Select [Login] on the upper right hand corner and enter your username and password.
- Click on [My Profile]

**Thank you for Registering as a Judge. You will be making a positive impact!! And if you have a friend or colleague who might be interested In judging or being a volunteer, please send them to our website! [www.cainventionconvention.org](http://www.cainventionconvention.org)**

**Questions?** Contact us at [www.cainventionconvention.org/contact/](http://www.cainventionconvention.org/contact/)