

You are receiving this because your child’s teacher has recommended that your child’s invention continue onto the state California Invention Convention competition. This year, because of health concerns, the competition will be held virtually. The judges will review the video submitted by your student and we are planning to set up pre-arranged times on **Saturday, April 25, 2020** when a judge can call your student for a short interview. We will be sending out more information with times prior to April 25<sup>th</sup>.

In order for your child to be included in this competition, you will need to register your child – and there must be a video for each invention created according to the guidelines **Creating Your Video** (links to these guidelines are part of the registration process – and can also be found on our website:

<https://cainventionconvention.org/requirements-and-restrictions/>)

The cost of registration for this event is \$10 per student which helps to defray our expenses. **(There are some schools that are paying this registration fee for their students.** The registration systems tracks the schools that are covered and you should not be asked for any payment. If you are asked, select “My school is paying for my registration” with the pull-down menu when payment is requested at the end of this registration). If you have additional questions, feel free to address them to

[www.cainventionconvention.org/contact/](http://www.cainventionconvention.org/contact/)

**NOTE: VERY IMPORTANT – TEAM REGISTRATION - If the student is a member of a team, read this first:**

- **The 1<sup>st</sup> team member to register will receive an email with the team key and a link for the 2<sup>nd</sup> team member. Forward this email to the 2<sup>nd</sup> team member.**
- **The 2<sup>nd</sup> team member registers by clicking on the link in the email forwarded by the 1<sup>st</sup> team member. The system will propagate the invention information entered by the 1<sup>st</sup> team member into the 2<sup>nd</sup> team member’s registration. The 2<sup>nd</sup> team member adds his/her own personal information and can edit the project information. The invention information is share between the 1<sup>st</sup> and 2<sup>nd</sup> team members, so any changes the 2<sup>nd</sup> team member makes, will be reflected in the 1<sup>st</sup> team member’s registration. The link will bring you to Step 1 action 4 (entering name and email)/**
- **If the email is lost somehow, contact us at [awcawley@comcast.net](mailto:awcawley@comcast.net)**

## REGISTERING THE STUDENT

### STEP 1. CREATING STUDENT ACCOUNT:

1. Visit [www.ca.zfairs.com](http://www.ca.zfairs.com). Read the home page. If you lose these instructions, there is a link to these instructions on the home page of our website – [www.cainventionconvention.org](http://www.cainventionconvention.org).
2. Click on [Create Account] at the top of the page and then select [Student].
3. Read instructions.
4. Enter student's first and last name. (FirstnameLastname will be the username for the account - e.g. username for Judy Smith would be JudySmith). If the student has a hyphenated last name (for example: Harrison-Berg) you may enter it with the hyphen. **The box surrounding it will turn red, but don't worry, the system accepts it!**
5. **Please be sure you use a parent/guardian email in the first email field. This is the email for all future communication.**
6. Press [Next] when finished.

### STEP 2 – VERIFYING YOUR EMAIL ADDRESS

1. 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](mailto: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

The email will be from [noreply@zfairs.com](mailto:noreply@zfairs.com) Subject: Confirm Email Address.

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

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

Dear Juli,

We need to confirm your email address, please click go to the link below.

<https://ii.zfairs.com/Register.aspx?f=00e853ad-25f9-4bb9-9ac0-e2539e74024f&p=b0188ae5cb6f12f0f0924794a4d1f8facdee425234f3ee201b79476e80a6ffa33c84c9b512b8f9ea&email=juli@anytimedrama.com>

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

3. 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.

4. Close that page and return to the “Verify Email Address” page and select [Continue].

#### **STEP 3. REGISTRATION & PERSONAL INFORMATION.**

1. Profile Picture
  - a. If you have a digital picture of the student available on your computer, click on the box with the icon of a camera that says [Profile Picture]. A dialogue box will open. Click on [Choose file], choose the picture and click [open], then click [Upload]. We may be using these pictures at the event, so a smiling closeup would be nice.
  - b. If you don't have a picture ready for upload, just continue on with the registration. You can come back later to add the picture. Instructions for **Editing Your Registration** are at the end of these instructions. **Remember that a profile picture is required before the student is considered to be fully registered.**
2. Complete the personal information and enter your password. As a suggestion, keep the password short and simple. **Note – the phone number you enter will be the number the judge calls for the short interview on Saturday, April 25<sup>th</sup>.**
3. Before you continue, **write down the Username and password which you will need if you have to log in later!**
4. You are now ready to move on. Click [Save & Continue]

#### **STEP 4: REGISTRATION: SCHOOL & TEACHER**

1. Your school and teacher should already be registered and you only have to select them from the drop-down menus. **We want you to select the teacher who is teaching the Invention Program – who may not be your homeroom teacher.**
  - a. First click [Select a School], then scroll through the schools and when you see your school's name, click on it.
    - i. If your school is not listed, click [Not Listed] and you can add in your school.

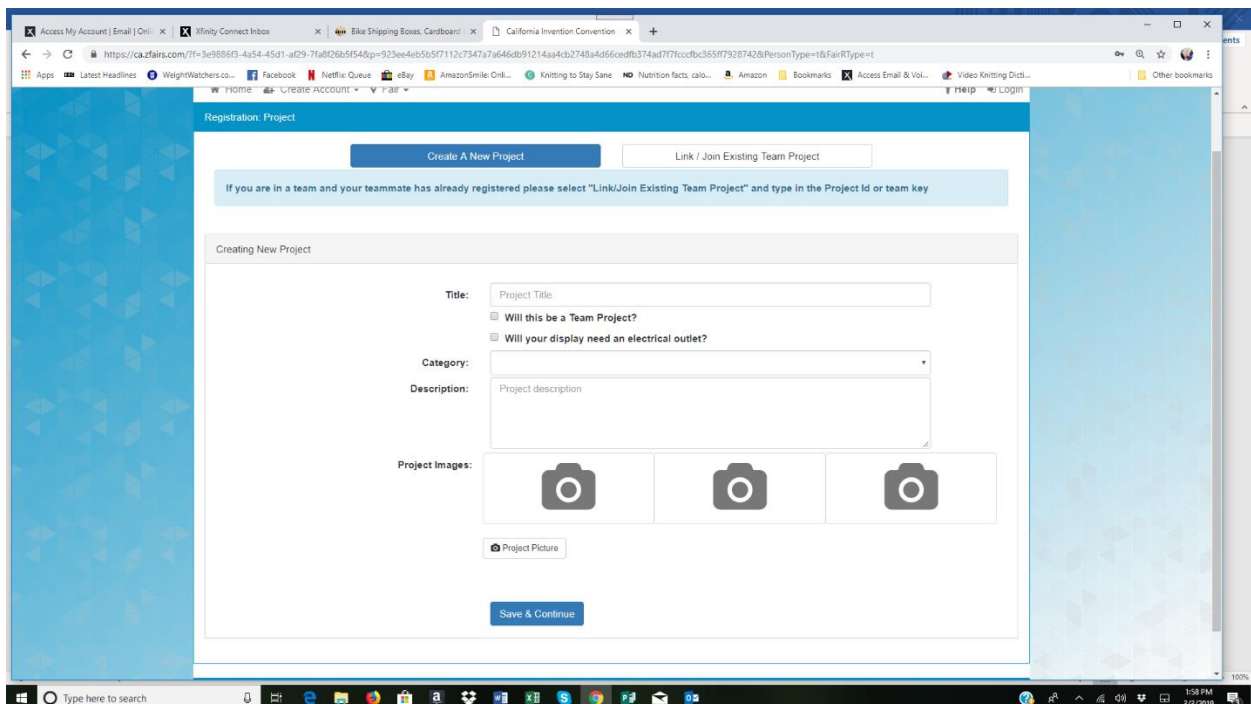
## Instructions for Registering an Inventor for the Virtual State California Invention Convention – April 25<sup>th</sup> 2020

- b. Then click [Select Teacher], scroll through the teachers (they are listed alphabetically by last name) and click on the name.
    - i. If your teacher is not listed, click [Not Listed] and add in your teacher's name.
  - c. If you are an Independent Inventor, select Independent Inventor for your school, and Inventor, Independent as your teacher.
2. Finally click [Select Grade] find your grade and click on it.
  3. Once you have selected your grade, Click [Save & Continue]

### STEP 5: STUDENT ADDITIONAL QUESTIONS / INVENTION (PROJECT) QUESTIONS

1. Answer all questions that apply to your invention.
2. Be sure to check the box that says: **I understand that my invention cannot be dangerous, combustible, hazardous, etc..** – these are not only requirements for the California Invention Convention, but also for the National Invention Convention.
3. In response to the “List Any Technologies” question, if none were used, then no answer is needed.
4. Click [Save and Continue]

### STEP 6.: REGISTRATION: PROJECT



The screenshot shows a web browser window displaying the "Registration: Project" page. The page has a blue header with the title "Registration: Project". Below the header, there are two buttons: "Create A New Project" (highlighted in blue) and "Link / Join Existing Team Project". A light blue box contains the text: "If you are in a team and your teammate has already registered please select 'Link/Join Existing Team Project' and type in the Project Id or team key".

The main content area is titled "Creating New Project" and contains the following fields and options:

- Title:** A text input field with the placeholder "Project Title".
- Will this be a Team Project?
- Will your display need an electrical outlet?
- Category:** A dropdown menu.
- Description:** A text area with the placeholder "Project description".
- Project Images:** Three camera icons for uploading images, with a "Project Picture" label below them.

At the bottom of the form is a blue "Save & Continue" button. The browser's address bar shows the URL: <https://ca.zfairs.com/?f=3e9886f3-4a54-45d1-a029-7f682665f546;p=923ee4eb5b57112c7347a7a6466b91214aa4cb2748a4d56cedfb374ad77fcccfb365ff79287428?PersonType=t&FairType=t>. The Windows taskbar at the bottom shows the date as 3/2/2019 and the time as 1:58 PM.

(If you are the **2<sup>nd</sup> member** of the team to register, click on **LINK /JOIN EXISTING TEAM**. All the project information entered earlier by the 1<sup>st</sup> member will show up here – as well as the teamkey generated by the system. You can add to the information, upload more photos etc. Since project information is shared across team members, any project information you enter will show up on each team member’s project registration.)

1. Type in title
2. **If you are a member of a team– make sure “Will this be a team project?” is checked. Do NOT check if you are not part of a team.**
3. Click on Category box. 13 different categories are displayed. Pick the one which most closely describes the invention. These are very general categories, so don’t worry if the category is not an exact fit. If you have further questions about which category may be correct for your child’s invention, go **<https://cainventionconvention.org/requirements-and-restrictions/>**for additional information.
4. Enter in a project description. This is a general description of the invention. There is a place further on in the registration that asks for more details.
5. You can upload up to 3 digital photos of the invention. **At least one is required.**
  - a. If you have a digital picture of the invention available on your computer, click on the box with the icon of a camera that says [Project Picture]. A dialogue box will open. Click on [Choose file], choose the picture and click [open], then click [Upload].
  - b. If you don’t have a picture ready for upload, just continue on with the registration. You can come back later to add the picture. Instructions for **Editing Your Registration** are at the end of these instructions. **Remember that at least one invention picture is required before the student is considered to be fully registered**

## Instructions for Registering an Inventor for the Virtual State California Invention Convention – April 25<sup>th</sup> 2020

The screenshot shows a registration form with the following fields and options:

- Title:** A text input field containing "test project" and a close button (X).
- Will this be a Team Project?
- Category:** A dropdown menu.
- Description:** A large text area containing "Project description".
- Project Images:** Three camera icons representing image upload slots.
- A "Project Picture" button below the image slots.
- A "Save & Continue" button at the bottom.

6. Press [Save & Continue] when finished adding information.

**IMPORTANT! IF YOU ARE THE FIRST TEAMMATE TO REGISTER, WHEN YOU RECEIVE YOUR EMAIL VERIFYING YOUR TEAM KEY AND REGISTRATION INFORMATION, EMAIL IT TO YOUR TEAMMATE SO THAT S/HE CAN LINK TO THE REGISTRATION USING THE LINK AT THE BOTTOM OF THE EMAIL.**

### STEP 7: ADDITIONAL ENTRY/PROJECT QUESTIONS

1. Fill out all the questions regarding the Problem you solved and Solution you invented. Be thorough in your descriptions as this information may be used by judges prior to the event to help them make an award determination.
2. Enter the link to your Invention Video. **This is REQUIRED.** Each invention must have a 4-6 minute video associated with it. Videos must be submitted not later than April 10<sup>th</sup> in order for the invention to be entered into the event.
  - a. If you haven't created or uploaded your video yet, click on **Creating Your Video** for the instructions. You can continue on with your registration and return later to enter the link to your video. Go to the section **Editing Your Registration** in these instructions when you are ready to enter the information.
3. Select [Save and Continue].

**STEP 8. REGISTRATION INFORMATION REVIEW**

1. Review your application details and select [My Information Is Correct] or [Edit].
2. **Note:** If you choose to edit you will be presented with each screen to review for edits. Make your edits and select [Continue] or [Save & Continue] until you are through all entered information Then select [My Information is Correct].

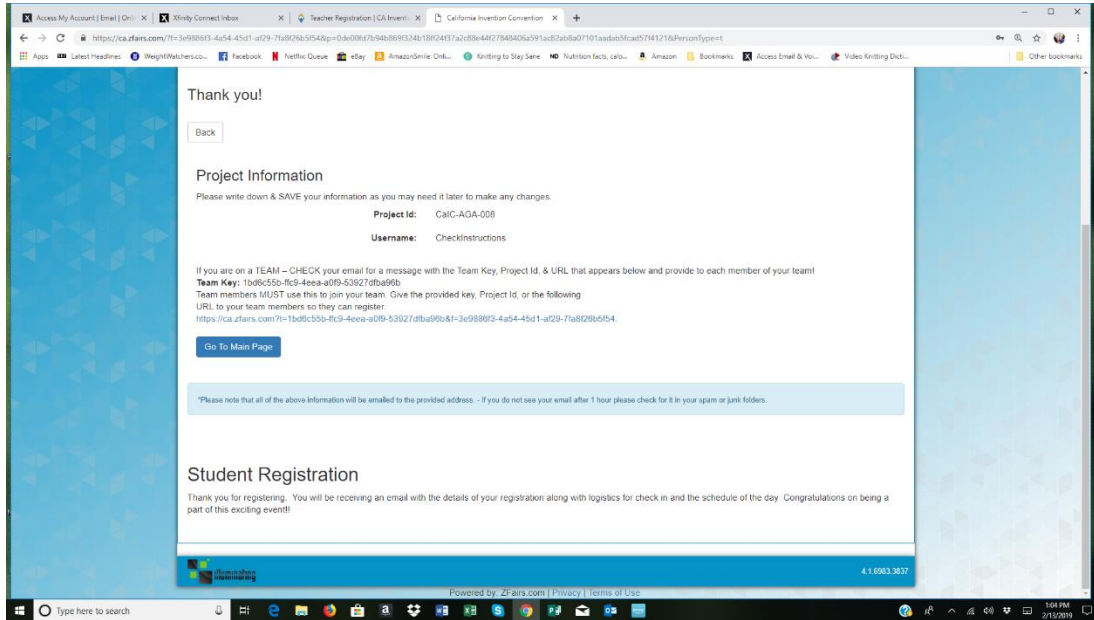
**STEP 9: PERMISSIONS AND WAIVERS**

1. Read and check all boxes.
2. Make sure you read the Media Release and Hold Harmless document before checking the third box.
3. If you are in a district or school that is paying for your registration, click [Continue] and you will be taken to **STEP 11. COMPLETION PAGE**. If the system doesn't take you there, then just continue following the instructions, and when you get to the payment page, click on My School is Paying Registration Fee.
4. If you are making the payment or the payment is a hardship, read statement about payment and select [Continue ]

**STEP 10: MAKING PAYMENT**

1. Select [Continue] on the "Merchandise" screen (there is currently no merchandise available).
2. Choose your method of payment on the dropdown menu Registration Fee Payment Method.
  - a. For all people paying with credit or debit card, select [Pay now – Credit or Debit Card]. Fill out all necessary credit card information including CVC # and Zip Code, and select [Pay Now].
  - b. If you have contacted us about a hardship situation, and it has been approved, select the "My School Is Paying Registration Fee" option. . If you have chosen that option, select the [ I Agree] box.
  - c. If you are at a school that is paying the registration fee, you should select the "My School is Paying Registration Fee" option. If you have chosen that option, select the [I Agree] box.
3. Finish payment by selecting [Checkout and Pay]
4. If you paid by credit or debit card you will receive an email receipt for payment.
5. You will be taken to **STEP 11. COMPLETION PAGE**.

## STEP 11. COMPLETION PAGE



Now that you have completed your registration, you will receive an email with the following information

**Congratulations you have completed your fair registration!**

**Welcome to our Virtual Competition.**

**Now that you are registered, we have your email address and we will contact you as our plans for the event develop!! Be sure to keep checking your emails for more information.**

**Saturday, April 25<sup>th</sup>: prior to April 25<sup>th</sup>, the judges will have reviewed your video. On April 25<sup>th</sup>, the judges will be calling you at a pre-arranged time on the phone number submitted with your registration for a short interview.**

**We will send the schedule of the interviews to each student once they are assigned.**

**The judges will be entering their scores online. Award winners will be notified by email and names will be posted on the [California Invention Convention](#) website.**

The email you receive after completing this registration links you back to the registration system. This email also contains project key information and registration link information for your teammate if you are part of a team. Be sure to forward this email to your teammate!!!!



### **EDITING YOUR REGISTRATION**

You can go back to correct your information or add in your profile and/or invention pictures, as well as enter in the link to your Invention Video at any time after you have completed the registration process. Note that NO editing can be done after April 17<sup>th</sup> (And videos MUST be submitted by April 10<sup>th</sup>). BE sure to get all your information in the system BEFORE this date.

1. Go to [ca.zfairs.com](http://ca.zfairs.com)
2. Click on Login – upper right hand corner of page
3. Sign in by entering the username and password that you created when you registered. Click [Login]
4. You are now on the Student Main Page. Click on your name in the upper right hand corner of the page and then select [My Profile]
5. From this page, you can navigate through your registration and make changes, and enter data. The tabs will help you get to the right place. Images will take you to Profile and Project Pictures; Project Questions will take you to entering the link on your video. Remember to always click the [Save] button at the bottom of any page you have updated.
6. When completed, click on your name in the upper right hand corner of the page and then select [Logout]

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