



Registering Your Students for a CIC Regional Step by Step Guide

Questions? Concerns?

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What % Can Go to Regionals?

- Based on statewide numbers and venue capacity, we determined *15% of students* from each school may be registered for our Regional events!
- *You may choose to send less than 15%, but not more.*



Prior to Registering your Inventor...

You must know the following required information about every Regional inventor:

- Name
- Name as it should appear on the CIC certificate
- Home address
- Grade
- Party responsible for registration fees – school or parents
- *Gender and ethnicity are optional*
- Invention name
- Invention purpose
- How the invention works
- Parent name
- Parent email address
- Emergency contact phone number



Log into your workspace www.cicregistration.org

- When you log into your workspace, select **Manage Regional Registrations**.

(If you've already entered the names of every inventor in your program, *please move to the next slide* to register the students who will be moving forward to the Regionals.)

- **You will register up to 15% of your inventors.**
 - *You will see that we entered placeholder records for you to edit with your students' information.*
 - *The number of placeholder students you see, is the maximum number of inventors you can move forward to Regionals.*
 - *If you are a district-wide program, and choose a total of 15% from the district, regardless of school, please contact us if you need more placeholders in certain schools.*



Registering your Inventors

Steps:

1. Placeholder students' statuses are "Pending."
2. Select the "gear" icon to the right of one of the placeholder students.
3. Complete the required registration info for each student.
Indicate if **school** or **parent** is paying for the Regional fee (\$20) and if selected to move on to the Finals, the Finals fee (\$30).
4. Save the form. Student's status changes to "Complete."
5. **Check the box to the left of their name to add them to the REGIONAL list. – THIS STEP IS CRITICAL TO FINISHING THE PROCESS! (Do this for each inventor's record)**
6. **Make sure every Regional inventors' record is checked!**
7. **Click "SAVE Selected Inventors for Regional Competition" at the bottom.**

Confirmation emails to parents and school

- A registration confirmation email is sent out to the parent and the school.
 - If the school is paying, the confirmation email will include the invoice and a PayPal link. Please contact Susan if another form of payment is necessary. susan@ctinventionconvention.org
 - If the parent is paying they will also see a link to pay by credit card.
 - The email also contains the CIC Photo Permission Slip, necessary for entrance into the event.

For our Visual Learners:



Welcome to the Teacher Workspace

- [Manage Profile](#)
- [Manage Schools](#)
- [Manage Regional Registrations](#)



Payment invoices will go out on December 1st.

Step by Step:

Register 15% or less of your roster.



The placeholder records in your roster represent the number of students you may move ahead to a Regional.

- 1: Select the gear icon next to each student, fill in the info, save.
- 2: Then click the box to the left of each student who will attend the Regional
- 3: click "Save Selected Inventors for Regional Competition."

Manage Regional Registrations

Here is a list of student inventors that are in the rosters for your schools.

Please select the gear icon on the right under Action for those students who are continuing on to the Regional Competition. Fill in the registration information and save. Then select the box to the left of the student's name and click save at the bottom of the screen.

- A status of **"Pending"** indicates that you need to complete the rest of the student inventor information before they can be selected to move on
- A status of **"Complete"** indicates that you have already updated the student inventor information and they can be selected to move on



2.

	Last Name	First Name	Status	Action
<input type="checkbox"/>	Administrator	Added by	Complete	
<input type="checkbox"/>	Boop	Betty	Pending	
<input type="checkbox"/>	Emulator	Added through	Complete	
<input type="checkbox"/>	Hulk	The	Pending	
<input type="checkbox"/>	Joe	G.I.	Pending	
<input type="checkbox"/>	MostowyTest	SusanTest	Complete	
<input checked="" type="checkbox"/>	Queue	Suzy	Complete	
<input checked="" type="checkbox"/>	Smith	Suzy	Complete	
<input type="checkbox"/>	Student	New	Pending	
<input type="checkbox"/>	Test	Test	Pending	
<input type="checkbox"/>	Veteran	Johnny	Complete	

Save Selected Inventors for Regional Competition



3.

You're Done!

1. Depending on how you answered the question of who is paying for the registration fee, a confirmation email will go to you with detailed payment instructions (if school is paying) or the parent (if they are paying.)
2. Schools may pay their invoice by check or credit card. Parents can only pay by credit card.
3. **VERY IMPORTANT!** All Regional inventors must have their CIC Photo Permission Form to enter the Regional event.
Parents should complete and sign the **CIC Photo Permission Form before** they arrive at their Regional. Students without this form will not be permitted to enter the venue – it's their entrance ticket.
4. **Link to the CIC Photo Permission form:**
<https://tinyurl.com/PhotoPermissionForm>

Example of the Confirmation email for school who is paying for their students' regional registrations

Congratulations! You have selected 2 inventor(s) to attend the upcoming CIC [your regional name] Regional Competition.

Their name(s) are:

Suzy Queue

Suzy Smith

Your inventor(s) place(s) at this regional location is confirmed for [date of your regional] at [location of your regional]. We know they will have an exciting day filled with opportunities to meet student inventors from other schools in your region as well as presenting to judges who are from industry, academia and the professional ranks. Students selected to move on to the CIC Final Invention Convention at UCONN in Storrs, CT will be announced by the end of the day.

To insure your student inventor(s) can participate in their Regional, please

- 1) pay the total registration fee due in full prior to the regional, and
- 2) insure their parents/guardians bring the signed Permission form to the regional, as this is the inventor's entrance ticket.

The regional registration fee for each student selected to attend is \$20.00 per student. Your total cost is \$40.00.

Please click the PayPal link below to pay your invoice.

<http://stage.cicregistration.org/paypal.cfm?type=schoolInventors&event=R&id=617BF1CEAEEA01813D5DF7EAE223A9AB>

Please forward the link below or download the Permission form and send it to the inventor's parents. They must fill it out, sign it and bring it to the check-in desk at the regional. This Permission Form is the inventor's entrance ticket to the regional. Without it, they cannot enter the regional venue.

Thank you!

Don't Struggle! Email/Call for Help

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