



How to Register Your School

<http://www.cicregistration.org>

Teacher Workspace

A screenshot of the Connecticut Invention Convention Teacher Workspace registration portal. The header features the logo, a banner with photos of children, and social media icons. The main content area is divided into two columns. The left column contains a welcome message, a 'Please note' section, and a list of instructions for registration. The right column contains a 'Login' form with fields for 'Email Address' and 'Password', and buttons for 'Login', 'Forgot Password?', and 'Create New Account'.

Welcome to our Awesome CIC Teachers!

This is the CIC Registration Portal where you register your school for the CIC program and later, the students selected to attend a CIC Regional Event. The portal is only available to CIC Teachers, not parents.

Please note: If you are a school employee who is not teaching the CIC program, but is registering your school or more than one school, on behalf of the CIC program teacher(s), you should give us the teachers names and email addresses during registration so they get all the information that is important to the success of their program, **including the link to the CIC Curriculum**. If you are the person registering the school, you will also be the person to register ALL the students for that school(s)'s Regional Event.

Use this registration portal to:

- Register your school for the CIC Program by December 31, 2017*
- Between February 15 and March 11, 2018, register** your students who have been selected to move on to a CIC Regional Event
- Manage your account profile information

Tutorial "How to Use CIC's School and Inventor Registration Systems" - **Coming Soon!**

Photo permission form must be completed and presented with the student inventor at their Regional Event check-in. **Coming Soon!**

CIC Regional Events - check this [chart](#) to see which regional location your students attend.

Important Reminders:

* Payments for school registrations are due in full by January 31, 2018.

** Student Registration Fees for the Regional Event and Annual CIC State Finals Event are due in full prior to the date of each event.

CIC accepts payment from schools by credit card or checks on invoice. Parents are required to pay credit card.

[CIC's Policy](#) in support of Public Act No. 16-189: Student Data Privacy

- Left side – info for reference
- Right Side – link to the registration system
- Create an account or login using your account from last year.



Creating a New Account

- If you have not ever used the CIC registration system, you must create an account before you can log in.
- Select CREATE NEW ACCOUNT under Login information and provided the required information.
- Now you are ready to register your school!

Welcome to our Awesome CIC Teachers!

This is the CIC Registration Portal where you register your school for the CIC program and later, the students selected to attend a CIC Regional Event. The portal is only available to CIC Teachers, not parents.

Please note: If you are a school employee who is not teaching the CIC program, but is registering your school or more than one school, on behalf of the CIC program teacher(s), you should give us the teachers names and email addresses during registration so they get all the information that is important to the success of their program, **including the link to the CIC Curriculum**. If you are the person registering the school, you will also be the person to register ALL the students for that school(s)'s Regional Event.

Use this registration portal to:

- Register your school for the CIC Program by December 31, 2018
- Between February 15 and March 11, 2018, register your students who have been selected to move on to a CIC Regional Event
- Manage your account profile information

Tutorial "How to Use CIC's School and Inventor Registration Systems" - **Coming Soon!**

Photo permission form must be completed and presented with the student inventor at their Regional Event check-in. **Coming Soon!**

CIC Regional Events - check this [chart](#) to see which regional location your students attend.

Important Reminders:

- * Payments for school registrations are due in full by January 31, 2018.
- ** Student Registration Fees for the Regional Event and Annual CIC State Finals Event are due in full prior to the date of each event.

CIC accepts payment from schools by credit card or checks on invoice. Parents are required to pay credit card.

[CIC's Policy](#) in support of Public Act No. 16-189: Student Data Privacy

Login

Email Address

Password

[Login](#)

[Forgot Password?](#)

[Create New Account](#)

Deadline to register school(s): December 31



Registering Your School(s)

- Log in
- Select MANAGE SCHOOLS
- Click on the REGISTER NEW SCHOOL button
- Choose Your District (for Public Schools), or Town (for (Private, Charter or Non-School Programs)
- Select your school/program
- Enter program and teacher Information
 - This is critical for CIC program communication purposes. Please provide us with school email addresses and alternate emails, in case your district blocks our emails.
- SAVE your entry
- If necessary, register another school
- Logout

Deadline to register school(s): December 31



School Registration Fees



- “First Time”
School or
Program

- Returning Schools or
Programs
- We do offer a discount
for multiple school
registration



District/Group Discount Schedule


# of Schools in CIC in a Group	Total Registration Fee for Group	Ave Cost per School	Total \$ Saved
1	\$150	\$150	\$0
2	\$300	\$150	\$0
3	\$350	\$117	\$100
4	\$425	\$106	\$175
5	\$500	\$100	\$250
6	\$575	\$96	\$325
7	\$625	\$89	\$425
8	\$675	\$84	\$525
9	\$725	\$80	\$625
10	\$775	\$77	\$725
11	\$825	\$75	\$825
12	\$875	\$73	\$925
13	\$925	\$71	\$1,025
14	\$975	\$69	\$1,125
15	\$1025	\$68	\$1,225

District/Group Discount Option ends November 30, 2017



What Happens Next?

- Emails from the CIC with the curriculum link, event dates, registration information, registration deadlines, and media opportunities
- Attend professional development
- CIC Support to get you off to a great start!



" A Mentor empowers a person to see a possible future, and fosters a belief that it can be obtained."

Shawn Hitchcock

WWW.MANYMENTORS.ORG