



Registering Your Students for the CIC Finals Event

Step by Step Guide

Questions? Concerns?

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What % Can Go to Finals?

Percentage Info – how it's calculated

- Based on the estimates of students participating in CIC programs statewide and the number of circles available at UCONN, we arrive at the percentage of students that can be selected to attend the CIC Finals.
- *10% of students* from each school's roster may be registered for the 2019 final event.
- See the next slide for info about the "roster".

Roster System is Closed?



- The roster permitted teachers to jump start their list of participating students by entering first and last names, as well as grade for each student.
- Once the Registration system opens, no more names can be entered into the roster.
- If you already entered ALL your students in the roster earlier this year, choose 10% of those to register for the CIC Finals Event.
- If you did not enter your student's names in your school's roster system, we entered the number of placeholder records corresponding to 10% of the estimated number of students participating in your school(s) CIC program.
- In **EITHER case**, you must edit each student's record with complete registration information and SAVE to successfully register each student **attending** CIC Finals.
- Questions? Email SUSAN@ctinventionconvention.org

Register Your Students for CIC Finals Event

www.cicregistration.org

Steps:

1. Log in to your teacher workspace at www.cicregistration.org.
2. Under Manage Schools, you'll see either one school or all the schools you registered earlier this year.
3. Click on "Student Roster" to show either all the students you entered in the roster earlier this year, or the placeholder records we entered for you.
4. Select the "gear" icon under the column labelled "Action"
5. Complete the required registration info for each student. Indicate if school or parent is paying for the registration fee (\$45).
6. Click Save Inventor. Move on to the next student until you've registered 10% of your students listed (or all the placeholder records) with the required information about them and their invention.
7. A registration confirmation email is sent out to the parent and/or school.
8. If the parent is paying they will also see a link to pay by credit card.
9. If the school is paying, the confirmation email will include the invoice for all students.
10. In **both cases**, the email will contain the URL to download the Photo/Video/Social Media Permission Form, a completed and signed copy needs to be presented with the inventor at the CIC Finals Event.

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

Congratulations! The following student(s) has/have been selected to participate in the CIC Finals Competition on Saturday, May 4, 2019 at UCONN, Storrs. A total of 1 inventors have been selected.

Their name(s) are:

Mark Mostowy

We know they will have an exciting day filled with opportunities to meet student inventors from other schools across the state and to present to judges from industry, academia and the professional ranks.

A completed and signed CIC Photo/Video/Social Media Permission Form must accompany the student at inventor check-in or they will not be able to enter the venue.

Link to download the form:

<http://www.ctinventionconvention.org/images/Documents/2018Curriculum/General/CICPhotoVideoPermission-2018.pdf>

Some students will be invited from the CIC Finals Competition to compete at the National Invention Convention and Entrepreneurship Expo (NICEE). You will be notified by email if your student is selected to attend NICEE. For more information about NICEE, visit www.STEMIE.org.

To ensure your student inventor can participate in the CIC Finals Competition, please pay the registration fee of \$45.00 per student, due in full prior to the day of the event.

Please click the PayPal link below to pay your invoice.

<http://www.cicregistration.org/paypal.cfm?type=schoolInventors&event=S&id=CE901CAF1829E965FD5C4A90B4A4117A>

Thank you!

Example of the Confirmation email when the parent is paying for their student's registration

Congratulations! Your inventor, Mark, has been selected to participate in the upcoming CIC Finals Competition on Saturday, May 4, 2019 at UCONN, Storrs, CT. We know they will have an exciting day filled with opportunities to meet student inventors from other schools across the state and to present to judges from industry, academia and the professional ranks.

A completed and signed CIC Photo/Video/Social Media Permission Form must accompany the student at inventor check-in or they will not be able to enter the venue.

Link to download the form:

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To ensure your student inventor can participate in the CIC Finals Competition, please pay the registration fee of \$45.00, due in full prior to the day of the event.

Please click the PayPal link below to pay your invoice.

<http://www.cicregistration.org/paypal.cfm?type=inventor&event=S&id=923BB28277091F1C13F24213CE507905>

Thank you!

Don't Struggle! Email/Call for Help

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