



## Students

# How to use the on-line system

The on-line system is easy to use but to make things as easy as possible we have created a guide for completing your entry. Please ensure you have read the terms and conditions (Rules) on entry as you will need to sign up to these as part of the on-line process.

## Set up an account

### 1 Register your e-mail address

<http://apply.btyoungscientist.ie/registration/student.aspx>

In order to enter your project you first need to register an account. Only the lead student in the project needs to register. If it's a group project you can enter the details for the other team members under project details by changing the type from an individual to group and make sure that you have all their relevant details like email address before you start.

**Remember** You will need your supervising teachers e-mail address in order to complete registration.

### 2 Activation of account

Once you have completed the registration you will automatically be sent an activation e-mail with a link. If you do not see the activation e-mail in your inbox immediately then check your spam folder as it may send all automatic e-mails there.

### 3 Log into the system

Logging in will bring you to your home page. You have a "To Do" list here which will update with a green tick once you have filled in all the details in that section.

### Already registered?

**LOG IN**

If you have registered an account in a previous year then there is no need to do so again. Simply go straight to the log in page. If you cannot remember your password click the link at the bottom of the page.

### 4 Complete your project entry

Along the right side you have each of the pages in your account. "My Details" and "My School Details" allow you to edit what you've inputted when registering. Have a look over these to make sure everything is correct.

In "Project Details" you will input the bulk of information on your project. It has 4 tabs along the top, **Summary**, **Information**, **Details** and **Proposal**.

**Summary:**  
a summary of your saved details

**Information:**  
the type of project, complete this first

**Details:**  
your project and the work you have done so far

**Proposal:**  
the most important part of your project, max. 500 words

Make sure to click on "save changes" often as you fill in all the information.

Once you're happy that everything has been inputted you can go to "Submit Project".

**YOUR ONE PAGE PROPOSAL, + COMPLETED ENTRY FORMS + FEES, MUST BE SUBMITTED ON-LINE BY**

**28 SEPT. 2016**

