



Teachers

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 student(s) 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

For security and verification purposes you will need to use a unique e-mail address that should not have been used on the system previously. Each teacher must register with a different e-mail address and can't all use the school address.

***Your student(s) will need this e-mail address when they are registering.**

2 Register your account

Once you have a current e-mail address to use, you need to complete your registration at <http://apply.btyoungscientist.ie/registration/teacher.aspx>
Check all details carefully then select 'register'

3 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.

4 Log into the system

As soon as you have activated your account (step 3 above) you will be able to see each of your student's projects that have registered.

If you need help with registering, get in touch with us at youngscientist@bt.com or call ROI 1800 924 362 / NI 0800 917 1297.

5 Teacher assessment

You can review your student(s) projects with "view" and complete the teacher assessment by clicking "assess" making sure to click "save changes" as you go. Once it is complete hit "submit assessment", then all that's left is payment which can be made from yours or your student's account to complete the entry.

One final check – is your school eligible for the accommodation grant?

If so please make sure you have opted in for this as no retrospective grant will be made.



The **one page proposal + completed entry forms + fees**, must be submitted on-line by
5pm on Wednesday 27th September 2017