

# 2018 Directions for: Completing & Uploading the Application packet

**Note: \*\*** You must register and create a project dashboard before an application can be uploaded.

**Note: \*\***An **application packet contains required forms** and information to participate at ACSEF. These are also required by the international science fair rules, to move on to the state, national and international science fairs and by our insurance company.

**Note: \*\***An application packet must be uploaded within 30 days of your registration or the dashboard will be frozen or deleted.

## Steps to Completing the application packet

1. Print the entire application packet. **DO NOT** print on both sides of the paper!! **ONE application packet per project** - not per person (teams share an application packet).

**TEAMS:** Print additional copies of:

- (**page 2**) Hold Harmless/Confidentiality/Harassment/Media Release Agreement - one per team member
- (**page 6**) Approval Form 1B - one per team member

2. **\*Complete ALL forms with 2 possible exceptions.**

- [*One exception is **Form 1C** - complete only if your project is performed at a college or other professional lab*]
- [*The Second exception is **Form 7** - complete only if your project is a continuation of previous year(s) experiment*].

**All completed forms MUST be:**

- legible (**typed or neatly printed in blue or black ink pen**) □ complete including information, signatures and dates.
- Incomplete or illegible applications **will halt the acceptance** of your application to participate.

3. Once all the application forms are completed

a. Print your **TYPED Science or Engineering project research plan/materials list**

The [science project research plan format http://science-fair.org/pdfs/Science-Project-Plan.pdf](http://science-fair.org/pdfs/Science-Project-Plan.pdf) ) or

The [Engineering project research plan format https://science-fair.org/studentsparents/winning-engineering-projects/](https://science-fair.org/studentsparents/winning-engineering-projects/)

b. Put all completed forms together **in the order they came out of the printer – page number**

**\*If on a Team only: Insert** after the cover page 1 your additional team member's copies of Hold Harmless/Confidentiality/Harassment/Media Release (**page 2 of the packet**)

- c. **Insert the** Typed Research Plan/Materials **AFTER The research plan instructions** (page 5)
- d. **\*If on a Team only: Insert** your team member's copies of their completed Form 1B **after your typed research plan**
- e. Follow with the other completed forms in numerical order but **\*Omitting** if not needed for your project only these 2 forms:  
**Form 1C** *project is performed at a college or other professional lab]* and/or **Form 7** *project is a continuation of previous year(s) experiment]*.

### **Preparing to upload the application packet instructions:**

4. BEFORE uploading your application to your dashboard - Be sure your application packet is **P E R F E C T** please. Otherwise your acceptance to compete at the fair will be delayed.
5. Place the entire application packet into a scanner document feeder.  
**Scan the entire packet as ONE file and save in PDF format.** (We won't accept JPEG, PNG or any picture files). We only accept scanned PDF files.  
**We will not accept scanned and individually uploaded single individual pages of the application.**
6. Log into your dashboard <https://acsef.zfairs.com> . **If you are on a TEAM - only one person of the team needs to upload the scanned application packet.**
7. Look for the **UPLOAD documents button** on the left side of the screen.
8. Click and then browse your computer files & upload your pdf application file. TEAMS upload ONE application only.

The system has a lag time of 40-60 seconds so don't expect to see the upload immediately on the screen. Once you see upload was successful on the screen you can safely click the X and log out.

9. Lastly...**Email** [alamedacountysef@gmail.com](mailto:alamedacountysef@gmail.com) **when you have uploaded with this information:**  
Your Registration ID, Project Title and your First and Last name \*Teams - only the Captain needs to do this.

### **Confirmation of Application Acceptance**

-If you follow step 9 above – then and only then we will generally confirm within 72 hours or less if the uploaded file is complete with all of the correct forms and approved for competition.

-**If everything is complete** - you will receive an email from [ScienceFairNoReply@zfairs.com](mailto:ScienceFairNoReply@zfairs.com) titled "**Golden Ticket**" with an attachment titled **Next**

**Steps.** This email will have lots of information to help you prepare for competition and the fair.

-The email will come through the zfacts email system [ScienceFairNoReply@zfacts.com](mailto:ScienceFairNoReply@zfacts.com). It may go to your SPAM folder so look there for it.

OR

-If there are errors in your application we will let you know and give you 3 days in which to fix the errors.