

## **Instructions for Using the STS Web Interface for STS Entries.**

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STS Web Page is at:

**<http://www.sciencevictoria.com.au/sts/index.html>**

### **Overview of STS Web Registration:**

**Note: Each year you must re-register your school, email address and password.**

- 1. Registration Phase:**
  - a. Register as an STS School Coordinator using the School STS Coordinators e-mail address and a password**
  - b. Confirmation from STAV of your Registration via an e-mail message to you**
- 2. Entry Phase**
  - a. Entry of student names and entry details**
  - b. Entry of volunteer judges names and details**
- 3. Update School details**
- 4. Payment of fees**
  - a. Invoice sent out to schools from STAV**
  - b. Schools pay fees from Invoice**

## **Detailed Instructions:**

1. Using your Internet Browser, log on to: [www.sciencevictoria.com.au](http://www.sciencevictoria.com.au)
2. Navigate to “Registration information”, then click on “Register now”
3. You will be greeted by the following Screen:

### Science Talent Search Login

- STS users may login by entering their email (username) and password below.
- If you are an STS co-ordinator and have not created an account yet; you may [register here](#)

Email:

Password:

4. Unless you have already registered **in the CURRENT year**, you need to click on the “**register here**” link.
5. The following screen appears:

### STS Co-ordinator Registration

#### Step 1

To begin the registration process, please enter your school's name (or part of) in the field below.

Search for school:

6. Enter a word in the Search box, that's part of your school name. e.g. “Waverley”
7. Click on the Search button and a search will be made of the schools on the current database.
8. Click on the correct school link, taking careful note that it is the correct school and correct campus

### STS Co-ordinator Registration

#### Step 2

Please click your school in the list below. If your school is not listed, try searching again using a less specific search term. If you still cannot see your school then please contact the STAV.

- [Mount Waverley Secondary College - Senior, Mt Waverley](#)

Search for school:

9. If your school is NOT on the list, contact STAV ([projects@stav.vic.edu.au](mailto:projects@stav.vic.edu.au))
10. The program will then prompt you to enter your e-mail address and a password of your choosing. Please note that the e-mail address you enter **must** be the one that you REGULARLY use most. All STS correspondence, results etc. will be forwarded through this e-mail address.

### STS Co-ordinator Registration

#### Step 3

Please enter your details below.

If you are the coordinator of multiple schools then use the same email address and password below.

Title:

First Name:

Surname:

School Phone Number:

Email Address:

Choose a Password:

11. After you press “Submit” the program will immediately generate a return e-mail message, to your e-mail program. (Slow school servers may cause a short delay.)

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Dear Andrew,

You are one step away from being an authorised STS Co-ordinator.

Please click the following link to activate your account:

<http://www.stav.vic.edu.au/qui/sts/validate.php?schoolId=5698&authCode=49823>

Thankyou for your time.

Staff,

<http://sts.stav.vic.edu.au/>

12. From your e-mail program, and after you click on the enclosed link, your STS Registration is now COMPLETE. Note: **You MUST click on the link to activate the account, simply reading this e-mail is not enough!**
13. If this step is successful, you will see the following message

## STS Co-ordinator Registration

### Account Validation

**Account authorised!** You may now login using your STS Coordinator email address and password [here](#).

[PRIVACY](#) [DISCLAIMER](#) [COPYRIGHT](#) | |

[CONTACT](#)

14. Keep a record of the password you used in Step 10, as you will need this for your STS Entry process
15. You can now return to the STS Home Page, by clicking on the link “here”.
16. Now you can actually enter the Entries from your school. In your Web Browser, log on to <http://www.stav.vic.edu.au/home/studentactivities/sts> . You will then see the following screen:

### Science Talent Search Login

- STS users may login by entering their email (username) and password below.
- If you are an STS co-ordinator and have not created an account yet; you may [register here](#)

Email:

Password:

17. This time, as you have already registered your school, you enter your e-mail address and your STS password.
18. Now after you press “Login” you will see the following screen:

### STS Coordinator Home Page

#### Mount Waverley Secondary College - Senior

Welcome Andrew Moore, from this screen you may manage your tasks for the Science Talent Search competition.

Your entries: 0 Your students: 0 Your judges: 0 Required judges: 0

- [Add entry](#)
- [View all entries](#)
- [Add judge](#)
- [View all judges](#)
- [Update school details](#)

Once you have entered all of the data, via the above links, you can quit your Browser.

[Home Page](#) [Logout](#)

19. This is your STS Home page and from here you can add and remove entries, add and remove judges and update your school details.

### Adding Entries:

20. There are different Types of entries:
  - a. individual students
  - b. groups of students (maximum of 2 per group)
  - c. or in the case of Primary Class Entries (Lower Primary & Primary students ONLY) up to 35 students.

The screen will adjust according to the number of students required for that particular Type.

21. After clicking on the “Add entry” link, you will see the following screen:

### Add Entry

#### Mount Waverley Secondary College - Senior

Please enter the entry details below.

Group entries have a maximum of 2 students. Class entries can have between 3 and 35 entries.

Project Title:

Type:  Individual  Group  Class

Division:

Section:

#### Student 1

First Name:

Surname:

Gender:  Male  Female

You must click this button after entering each student name.

You must also click this button after completing each project entry.

[Home Page](#) [Logout](#)

22. Each entry MUST have a name. Enter the title or name of the entry and then choose the appropriate type. Then the students name and gender. **In the case of an individual entry the screen should appear like this:**

### Add Entry

#### Mount Waverley Secondary College - Senior

Please enter the entry details below.

Group entries have a maximum of 2 students. Class entries can have between 3 and 35 entries.

Project Title:

Type:  Individual  Group  Class

Division:

Section:

#### Student 1

First Name:

Surname:

Gender:  Male  Female

You must click this button after entering each student name.

You must also click this button after completing each project entry.

[Home Page](#) [Logout](#)

23. You must now press the “Add Student” icon to add this information to the database. Then a screen like this should appear:

### Add Entry

#### Mount Waverley Secondary College - Senior

Please enter the entry details below.

Group entries have a maximum of 2 students. Class entries can have between 3 and 35 entries.

Project Title:

Type:  Individual  Group  Class

Division:

Section:

#### Student 2

First Name:

Surname:

Gender:  Male  Female

You must click this button after entering each student name.

You can not have more than 1 students in this type of group

FirstName	Surname	Gender	
1	Fred	Smith	Male

You must also click this button after completing each project entry.

[Home Page](#) [Logout](#)

24. **Note:** A summary of what you just typed will appear on the page.

25. Now you **MUST also press** the “**Submit Entry**” button so that the Entry details are added to the STS database. You will then be returned to the Add Entry Page:

Add Entry  
Mount Waverley Secondary College - Senior

'Test entry' added!

- [+ Add another entry](#)
- [» View all your entries](#)
- [« Return to your home page](#)

[Home Page](#) [Logout](#)

26. **If you are adding a group entry the process is similar.** After entering the name of the entry, and selecting the “Group Entry” box, the following screen will appear:

Add Entry  
Mount Waverley Secondary College - Senior

Please enter the entry details below.

Group entries have a maximum of 2 students. Class entries can have between 3 and 35 entries.

Project Title:

Type:  Individual  Group  Class

Division:

Section:

Student 1

First Name:

Surname:

Gender:  Male  Female

You must click this button after entering each student name.

You must also click this button after completing each project entry.

[Home Page](#) [Logout](#)

27. Again, you **MUST** press the “Add Student” button, but this time you will be allowed to enter the name of the second student. After you add the name of the second student, you **MUST again** press “Add student” and **THEN** press “**Submit Entry**”. A screen like the following will appear:

Add Entry  
Mount Waverley Secondary College - Senior

Please enter the entry details below.

Group entries have a maximum of 2 students. Class entries can have between 3 and 35 entries.

Project Title:

Type:  Individual  Group  Class

Division:

Section:

Student 3

First Name:

Surname:

Gender:  Male  Female

You must click this button after entering each student name.

You can not have more than 2 students in this type of group

	FirstName	Surname	Gender
1	Sally	Smith	Female
2	Jane	Jones	Female

You must also click this button after completing each project entry.

[Home Page](#) [Logout](#)

28. **Note: In the summary of what you typed, appears at the bottom. There will now be TWO names.** (If both names don't appear then you have forgotten to follow one of the prompts and you need to **re-enter the missing data.**)
29. Adding the names of a Class Entry is similar to the process for a Group Entry. Don't forget to select the Type of entry as "Class"
30. You can view and edit your entries by choosing "Edit Entries" from the STS Coordinator Home Page.

### Entering your Judges:

31. After you have entered all of your Entries, the program will generate the correct number of Judges required from your School for the STS Competition.

#### STS Coordinator Home Page

Mount Waverley Secondary College - Senior

Welcome Andrew Moore, from this screen you may manage your tasks for the Science Talent Search competition.

Your entries: <sup>2</sup> Your students: <sup>3</sup> Your judges: <sup>0</sup> Required judges: <sup>1</sup>

- [Add entry](#)
- [View all entries](#)
- [Add judge](#)
- [View all judges](#)
- [Update school details](#)

Once you have entered all of the data, via the above links, you can quit your Browser.

[Home Page](#) [Logout](#)

32. To add a judge, click on the “Add Judge” link, complete all of the boxes and then click on the “Add Judge” button. You will see the following screen:

### Add Judge

#### Mount Waverley Secondary College - Senior

Please enter the judge's details below.

Title:	<input type="text" value="Mr"/>
First Name:	<input type="text" value="Peter"/>
Surname:	<input type="text" value="Craig"/>
Email:	<input type="text" value="pjrcraig@netspace.net.au"/>
Home Phone (or mobile):	<input type="text" value="12345678798"/>
Section (1st Preference):	<input type="text" value="Computers"/>
Section (2nd Preference):	<input type="text" value="Video"/>

33. Please include a home phone number or mobile number, as Judges may need to be contacted after normal school hours.
34. **To update or check your school details**, choose the “Update School Details” link. This includes your principal’s name and school population numbers. When these details are complete, click on the “Update Details” button.

**Please contact STAV if you have any questions at**  
**[projects@stav.vic.edu.au](mailto:projects@stav.vic.edu.au)**