

STS School Activation & Registration - Instructions

To register your school, go to the following website:

<https://stav.vic.edu.au/sts/login>

SCHOOL REGISTRATION & ACTIVATION

Science Talent Search School Portal
The Science Talent Search for **year** School Portal will OPEN **date**
Once you have activated your school, you can login below.

[Activate School Registration](#)

Email

Password

[Login](#)

[Forgot your password?](#)

You must **ACTIVATE** your school account **each year**.
Reset a new password.

START HERE to find your school and activate.

STAV
Science Teachers' Association of Victoria

STS Co-ordinator Registration

Step 1
To begin the registration process, please enter your school's name (or part of) in the field below.

School Name

[Search Schools](#)

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.

(3396) ZEEERUST PRIMARY SCHOOL - TALLYGAROPNA

Type your school name to bring up a list to choose from

This is your school code which you may recognise if you have previously entered STS

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

School Name

[Search Schools](#)

No results have been found, try searching again using a less specific search term. If you still cannot see your school then please contact the STAV.

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TIP:
If your school has Mount or Saint or an apostrophe in the name, keep your search word short to bring up more search results.

Too long, no results

SCHOOL REGISTRATION & ACTIVATION cont.

TIP:
Shorter or part of the name will bring up a longer list to choose from

If your school is still not here, contact the STS team sts@stav.vic.edu.au to check or add your school to the database

Select your school, ensuring you choose the correct campus

Please enter YOUR details carefully. Remember to select the correct title as it is 'Mr' by default.

If you need assistance, this is the number we will use to contact you. You can use the school number or a mobile no.

Note: The email address **MUST** be the one that you **REGULARLY** use. All STS correspondence, results, etc. will be forwarded through this email

If you are registering MULTIPLE campuses: Use the **SAME EMAIL** and **SAME PASSWORD** for each campus. Once you have logged in, you can choose the campus from a drop-down list.

Passwords must be at least 8 characters long. You can use any letter, number or symbol. Passwords are case sensitive.

SCHOOL REGISTRATION & ACTIVATION cont.

Principal Details

Title *
Mr

Principal's First Name

Principal's Surname

School Campus Population (A of students)

Please enter your Principal's details carefully. Remember to select the correct title as it is 'Mr' by default.

*This is not the number of students involved in the competition. It is the total number of students at the **CAMPUS**.* For a P-12 school, and you are registering the primary campus, only enter primary student enrolment number. This number is part of the calculation used for school award nomination.

Please select your school region/location *

Major Cities

Data can be found at www.myschool.edu.au

Please select your school Index of Community Socio-Educational Advantage (ICSEA) *

< 800

Data can be found at www.myschool.edu.au

Select your **school region** and **ICSEA value** as classified by the *My School* website.

School Accounts Details

Account Contact Name *

Account Contact Name

Account Phone *

Account Phone

Account Email *

Account Email

Please enter your account contact information. This can be yourself or a specific school account contact. Entry Fee Invoice will be emailed directly to this account contact.

School wide statistical survey

Please complete the following survey to assist with our funding requirements.

At your campus, estimate how many **students** complete self directed experimental research in general?

This translates to approximately how many **research projects**

At your campus, estimate how many **students** complete engineering/inventions projects in general?

This translates to approximately how many **inventions**

Submit Details

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This survey is optional, but it does assist us with funding for the competition. The number you enter here can be an *estimate*. We thank you for completing this survey.

SCHOOL REGISTRATION & ACTIVATION cont.

Step 3

The final step of the process is to validate your email address. An email has been sent to you containing a link, which once clicked on, will activate your STS Co-ordinator login. This email normally arrives almost instantly but can take up to half an hour based on inbox settings and other factors. Return to the STS home page.

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After you press 'Submit Details' you will see this screen.

STS Registration

Dear Janice,

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/sts/register/validate>

Thankyou for your time.

Science Talent Search Committee

If you entered your email correctly, this validation will be sent to you. Check your junk/spam folders.

In order to **ACTIVATE** your account, click on the individualised link in your email, or copy and paste into a web browser.

STS Co-ordinator Validation

You account has been authorised!

You may now login using your STS Coordinator email address and password here.

[Start Registration](#) [Login](#)

Success!

MANAGING YOUR SCHOOL REGISTRATION

Science Talent Search School Portal

The Science Talent Search for **year** School Portal will OPEN **date**

Once you have activated your school, you can login below.

[Activate School Registration](#)

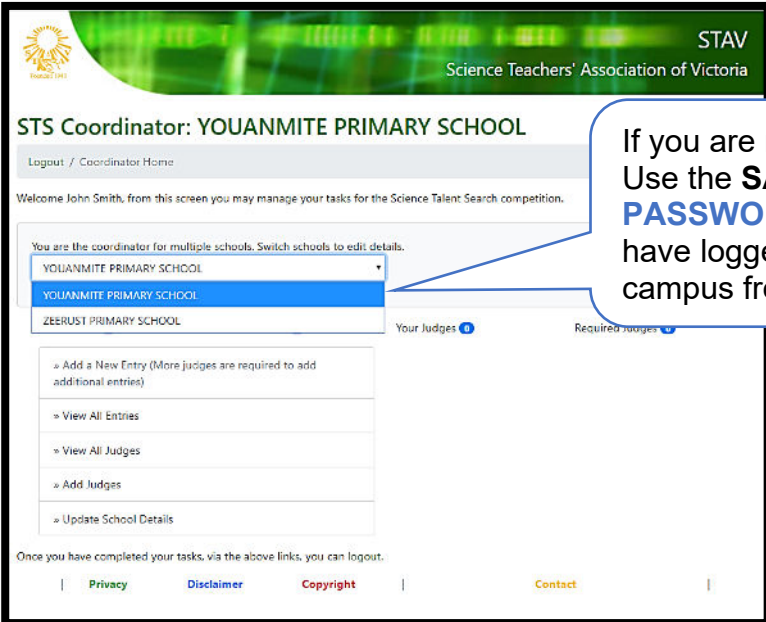
Email

Password

[Login](#)

[Forgot your password?](#)

Login with your email and password



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STS Coordinator: YOUANMITE PRIMARY SCHOOL

Logout / Coordinator Home

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

You are the coordinator for multiple schools. Switch schools to edit details.

- YOUANMITE PRIMARY SCHOOL
- YOUANMITE PRIMARY SCHOOL**
- ZEEBUST PRIMARY SCHOOL

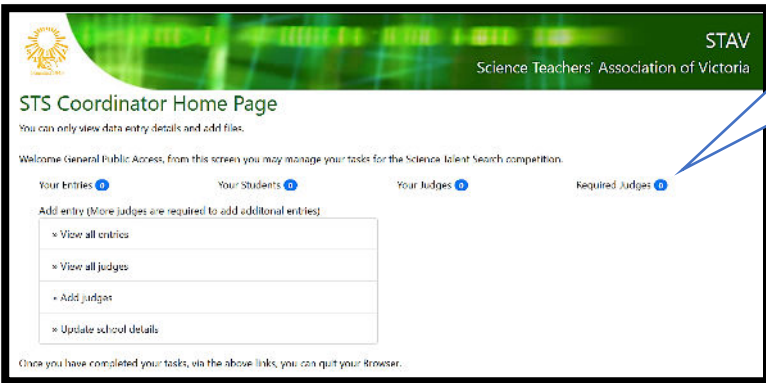
Your Judges 1 Required Judges 0

- » Add a New Entry (More judges are required to add additional entries)
- » View All Entries
- » View All Judges
- » Add Judges
- » Update School Details

Once you have completed your tasks, via the above links, you can logout.

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If you are registering MULTIPLE campuses: Use the **SAME EMAIL** and **SAME PASSWORD** for each campus. Once you have logged in, you can choose the campus from a drop-down list.



STAV
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STS Coordinator Home Page

You can only view data entry details and add files.

Welcome General Public Access, 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 (More judges are required to add additional entries):

- » View all entries
- » View all judges
- » Add judges
- » Update school details

Once you have completed your tasks, via the above links, you can quit your browser.

As you add/delete entry, student, judges these numbers will be updated

REGISTERING YOUR JUDGE(S)

» Add a New Entry (More judges are required to add additional entries)

Once you have registered your judge, this link will change to allow you to start registering student project entries.

» View All Entries

» Download Entry Summary

» View All Judges

» View Awards Time

You must register your first school judge to start registering your first 1-12 entries.

» Add Judges

» Update School Details

» STS Quote



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Add Judge: Zeerust Primary School

Coordinator Home / View Judges / Add Judge

Please enter the judge's details below.

It is important to have all of these details before you register your judge.

Title *

Mr

First Name *

First Name

Surname

Surname *

Email Address *

Email Address

Judge Phone Number *

Judge Phone Number

VIT Registration Number / Working with Children's Check card number *

VITNumber

Expiry Date *

dd/mm/yyyy

Judge's email and phone no. is **IMPORTANT**

- Judging information and correspondence
- Access to online judging portal

Victorian regulations – please ask judges to also complete a WWCC notification.

REGISTERING YOUR JUDGE(S) cont.

Section (1st Preference) *

Creative Writing

Section (2nd Preference) *

Creative Writing

Section (3rd Preference) *

Creative Writing

Optional: I would like to judge via online platform

If Yes, Please select one from below...

STS will prioritise country schools and those from Jewish schools for online judging.

Other reason for online platform

Other reason

Add Judge

Country/regional/Jewish school judges will be prioritised for online judging sections.

Metro school judges who wish to particularly judge an online judging section: Provide your reason in the space provided. Email sts@stav.vic.edu.au for any extenuating circumstances.

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Add Judge

The Judge has been added.

Add another

[Return to Coordinator Page](#)

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Once you have added a judge, you can return to your home page

ADDING STUDENT ENTRIES

The screenshot shows the STS Coordinator Home Page. At the top right, it says "STAV Science Teachers' Association of Victoria". The main heading is "STS Coordinator Home Page" with a sub-note: "You can only view data entry details and add files." Below this, a welcome message states: "Welcome General Public Access, from this screen you may manage your tasks for the Science Talent Search competition." There are four navigation tabs: "Your Entries 0", "Your Students 0", "Your Judges 1", and "Required Judges 0". A dropdown menu is open under "Your Entries", showing options: "» Add entry", "» View all entries", "» View all judges", "» Add judges", and "» Update school details". A callout box points to the "Add entry" option with the text: "You will now be able to register your student entries." At the bottom, there are links for "Privacy", "Disclaimer", "Copyright", and "Contact". A note at the bottom says: "Once you have completed your tasks, via the above links, you can quit your Browser."

The screenshot shows the "Add Entry" form. It starts with a "Return to Home" link and the instruction "Please enter the entry details below." A note says: "Group entries have a maximum of 2 students. Class entries can have between 3 and 35." The form has several sections: "Entry Details" with a "Project Title *" field containing "Deep Blue Oceans"; "Project Type" with radio buttons for "Individual", "Group", and "Class", where "Individual" is selected; "Division" with a dropdown menu showing "F - Year 2"; and "Section" with a dropdown menu showing "Creative Writing". A green "Add Entry" button is at the bottom. Three callout boxes provide instructions: 1. "Please enter the project title, do not leave this blank" points to the Project Title field. 2. "Individual entry = 1 student Group entry = 2 students ONLY" points to the Project Type radio buttons. 3. "Class entry = up to 35 students ONLY for Class Experimental Research Primary divisions only" points to the Class radio button. A fourth callout box at the bottom says: "Select the correct age division and section and press 'Add Entry'" pointing to the Division and Section dropdowns and the Add Entry button.

ADDING STUDENT ENTRIES cont.

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Add Students Entry

Coordinator Home / View Entries / Add Students

Entry ID: 2
Entry: STS Project 1
Entry Type: Individual
Division: F - Year 2
Section: Creative Writing

Add Students

At least one student must be added to this entry

You can add one student to this entry type

First Name *
First Name:

Surname *
Surname:

Gender
 Male
 Female
 Non-binary Gender

Add Student

Please enter student name and gender, press 'Add Student'

Add Students Entry

Return to Entries

Entry ID: 1
Entry: Deep Blue Oceans
Entry Type: Individual
Division: F - Year 2
Section: Creative Writing

Add Students

You have reached the maximum number of students to add to this entry (1)

Students Added

#	Name	Gender
Student 1:	Annabel Long	Gender: Female

Once a student has been registered, they will be listed below.

ADDING STUDENT GROUP ENTRIES

Please enter the entry details below.

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

New Entry Details

Project Title *

Test entry 3

Project Type
 Individual
 Group
 Class

If you select a group entry, you will be able to add 2 students in the next page.

Division

Year 5 - 6

Section

Experimental Research

Add Entry

Add Students Entry

Coordinator Home / View Entries / Add Students

Entry ID: 4

Entry: Test entry 3

Entry Type: Group

Division: Year 9 - 10

Section: Experimental Research

Add Students

You must add two students to this entry type

First Name *

Elizabeth

Once you have added the first student, type **OVER** the fields to add a **second** student

Surname *

Bennett

Gender

Male
 Female
 Non-binary Gender

Remember to select the correct gender as the default is 'Male' in the first option.

Add Student

Students Added

#	Name	Gender	Actions
Student 1 (Leader)	Emma Woodhouse	Gender: Female	Edit Remove

Now that you have typed the second student name, you **MUST** press 'Add Student' to register.

ADDING STUDENT GROUP ENTRIES cont.

Add Students Entry

Coordinator Home / View Entries / Add Students

Entry ID: 4
 Entry: Test entry 3
 Entry Type: Group
 Division: Year 9 - 10
 Section: Experimental Research

Add Students

You have reached the maximum number of students to add to this entry (2)

Students Added

#	Name	Gender	Actions
Student 1 (Leader)	Emma Woodhouse	Gender: Female	Edit Remove
Student 2	Elizabeth Bennett	Gender: Female	Edit Remove

If you have completed this step, you can now go to 'View Entries' or 'Coordinator Home' page.

Both students are now registered!

ADDING CLASS RESEARCH PROJECT ENTRIES

Please enter the entry details below.

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

New Entry Details

Project Title *

Test entry 4

Project Type

Individual
 Group
 Class

To select class, your Division must be 'Lower Primary', 'Middle Primary' or 'Upper Primary' and Section must be 'Class Project'

Division

Year 3 - 4

Section

Class Project

Add Entry

Class Experimental Research Project
 Primary divisions ONLY
 Class Project section ONLY

ADDING CLASS RESEARCH PROJECT ENTRIES cont.

Add Students Entry

Coordinator Home / View Entries / Add Students

Entry ID: 4
 Entry: Test entry 4
 Entry Type: Class
 Division: Year 3 - 4
 Section: Class Project

Add Students

At least one student must be added to this entry

You can add up to 35 students to this entry type

First Name *
 Hannah

Surname *
 Issacs

Gender
 Male
 Female
 Non-binary Gender

Add Student

Register ALL your class students. You will be able to ADD up to 35 students.

Add Students Entry

Coordinator Home / View Entries / Add Students

Entry ID: 4
 Entry: Test entry 4
 Entry Type: Class
 Division: Year 3 - 4
 Section: Class Project

Add Students

You can add up to 35 students to this entry type

First Name *
 Lachlan

Surname *
 McDonald

Gender
 Male
 Female
 Non-binary Gender

Add Student

Students Added

#	Name	Gender	Actions
Student 1 (Leader)	Hannah Issacs	Gender: Female	Edit Remove
Student 2	Jessica Kim	Gender: Female	Edit Remove

Step 1: Type student name
 Step 2: Select gender
 Step 3: Press 'Add Student'
Repeat Steps 1-3 for every student in the class

When you have entered all the students, click 'View Entries' or 'Coordinator Home' page.

EDITING AN ENTRY

Edit Entry: Test entry 3 (4)

Coordinator Home / View Entries / Edit Entry

Please enter the entry details below.

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

Edit Entry Details

Project Title *

Project Type

Individual

Group

Class

Division

Year 9 - 10

Section

Experimental Research

Update Entry

Edit Students

You have reached the maximum number of students to add to this entry (2)

Students Added

#	Name	Gender	Actions
Student 1 (Leader)	Emma Woodhouse	Gender: Female	Edit Remove
Student 2	Elizabeth Bennett	Gender: Female	Edit Remove

The number in brackets is the individual entry code.

You can change/update:

- Title
- Project type
- Age division
- Section

Remember to press the Update Entry when you have finished editing

Please **REMOVE** a student if you are changing:

GROUP → **INDIVIDUAL**

VIEWING ALL ENTRIES

View All Entries

Coordinator Home / View Entries

Zeerust Primary School

Download Entry Summary

My new invention	STS Entry	Test entry 3
<p>Type: Individual</p> <p>Division: Year 3 - 4</p> <p>Section: Inventions</p> <p>Student 1: John Smith</p> <p style="padding-left: 20px;">Gender: Male</p> <p style="text-align: right; font-size: x-small;">Edit Delete </p>	<p>Type: Group</p> <p>Division: Year 7 - 8</p> <p>Section: Creative Writing</p> <p>Student 1: Jane Smith</p> <p style="padding-left: 20px;">Gender: Female</p> <p>Student 2: Ann Smith</p> <p style="padding-left: 20px;">Gender: Female</p> <p style="text-align: right; font-size: x-small;">Edit Delete </p>	<p>Type: Group</p> <p>Division: Year 9 - 10</p> <p>Section: Experimental Research</p> <p>Student 1: Emma Woodhouse</p> <p style="padding-left: 20px;">Gender: Female</p> <p>Student 2: Elizabeth Bennett</p> <p style="padding-left: 20px;">Gender: Female</p> <p style="text-align: right; font-size: x-small;">Edit Delete </p>

A **summary list** of your entries can be downloaded. This will update as you edit any information.

You will now be able to edit or delete your entries up until project **Entry registration CLOSSES**.