

Page 1 of 9 **Instructions for Registering an Inventor for the Virtual State
Massachusetts Invention Convention**

You are receiving this because your child's teacher has recommended that your child's invention continue onto the state Massachusetts Invention Convention competition. This year, because of health concerns, the competition will be held virtually. The judges will review the video, virtual display board, and invention log submitted by your student.

In order for your child to be included in this competition, you will need to register your child – and there must be a video for each invention created according to the guidelines **Creating Your Video** (links to these guidelines are part of the registration process)

To defray expenses the Massachusetts Invention Convention is asking for a suggested donation of \$25. This means you get to decide how much you give and there are no barriers for any students for entering. If you are able and willing please consider donating a bit more to cover the costs of young inventors who benefit from this sliding scale.

VERY IMPORTANT – TEAM REGISTRATION - If the student is a member of a team, read this first:

- **The 1st team member to register will receive an email with the team key and a link for the 2nd team member. Forward this email to the 2nd team member.**
- **The 2nd team member registers by clicking on the link in the email forwarded by the 1st team member. The system will propagate the invention information entered by the 1st team member into the 2nd team member's registration. The 2nd team member adds his/her own personal information and can edit the project information. The invention information is shared between the 1st and 2nd team members, so any changes the 2nd team member makes, will be reflected in the 1st team member's registration. The link will bring you to Step 1 action 4 (entering name and email)/**
- **If the email is lost somehow, contact us at massinventionconvention@mit.edu**

REGISTERING THE STUDENT

STEP 1. CREATING STUDENT ACCOUNT:

1. Visit ma.inventionconvention.org. Read the home page. If you lose these instructions, there is a link to these instructions on the home page of our website – ma.inventionconvention.org

2. Click on [Create Account] at the top of the page and then select [Student].
3. Read instructions.
4. Enter student’s first and last name. (FirstnameLastname will be the username for the account - e.g. username for Judy Smith would be JudySmith). If the student has a hyphenated last name (for example: Harrison-Berg) you may enter it with the hyphen. **The box surrounding it will turn red, but don’t worry, the system accepts it!**
5. **Please be sure you use a parent/guardian email in the first email field. This is the email for all future communication.**
6. Press [Next] when finished.

STEP 2 – VERIFYING YOUR EMAIL ADDRESS

1. You will receive the following message:

Verify Email Address

Hi Juli,

We need to verify that you can receive our emails. We have sent an email to juli@anytimedrama.com please check your email's inbox, junk, and spam folders for the email from us, and click the link to verify your email address. Once you have clicked the link click continue below.

Continue

The email will be from noreply@zfairs.com Subject: Confirm Email Address.

Note: If you don’t find the email in your inbox, check your junk mail/spam.

2. Check your email for the following message and click on the link to verify your account:

Dear Juli,

We need to confirm your email address, please click go to the link below.

<https://ii.zfairs.com/Register.aspx?f=00e853ad-25f9-4bb9-9ac0-e2539e74024f&p=b0188ae5cb6f12f0f0924794a4d1f8facdee425234f3ee201b79476e80a6ffa33c84c9b512b8f9ea&email=juli@anytimedrama.com>

Note: If you don’t find the email, check your junk mail/spam.

3. You will receive the following message:

Email Verified!

Thank you for verifying your email address, you may now close this page and continue where you left off.

4. Close that page and return to the “Verify Email Address” page and select [Continue].

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STEP 3. REGISTRATION & PERSONAL INFORMATION.

1. Profile Picture
 - a. If you have a digital picture of the student available on your computer, click on the box with the icon of a camera that says [Profile Picture]. A dialogue box will open. Click on [Choose file], choose the picture and click [open], then click [Upload]. We may be using these pictures at the event, so a smiling closeup would be nice.
 - b. If you don't have a picture ready for upload, just continue on with the registration. You can come back later to add the picture. Instructions for **Editing Your Registration** are at the end of these instructions. **Remember that a profile picture is required before the student is considered to be fully registered.**
2. Complete the personal information and enter your password. As a suggestion, keep the password short and simple. **Note – the phone number and email address you provide will be the contact information we use if you are one of the winners and we want to include you in the awards ceremony on Saturday, April 24th, 2021.**
3. Before you continue, **write down the Username and password which you will need if you have to log in later!**
4. You are now ready to move on. Click [Save & Continue]

STEP 4: REGISTRATION: SCHOOL & TEACHER

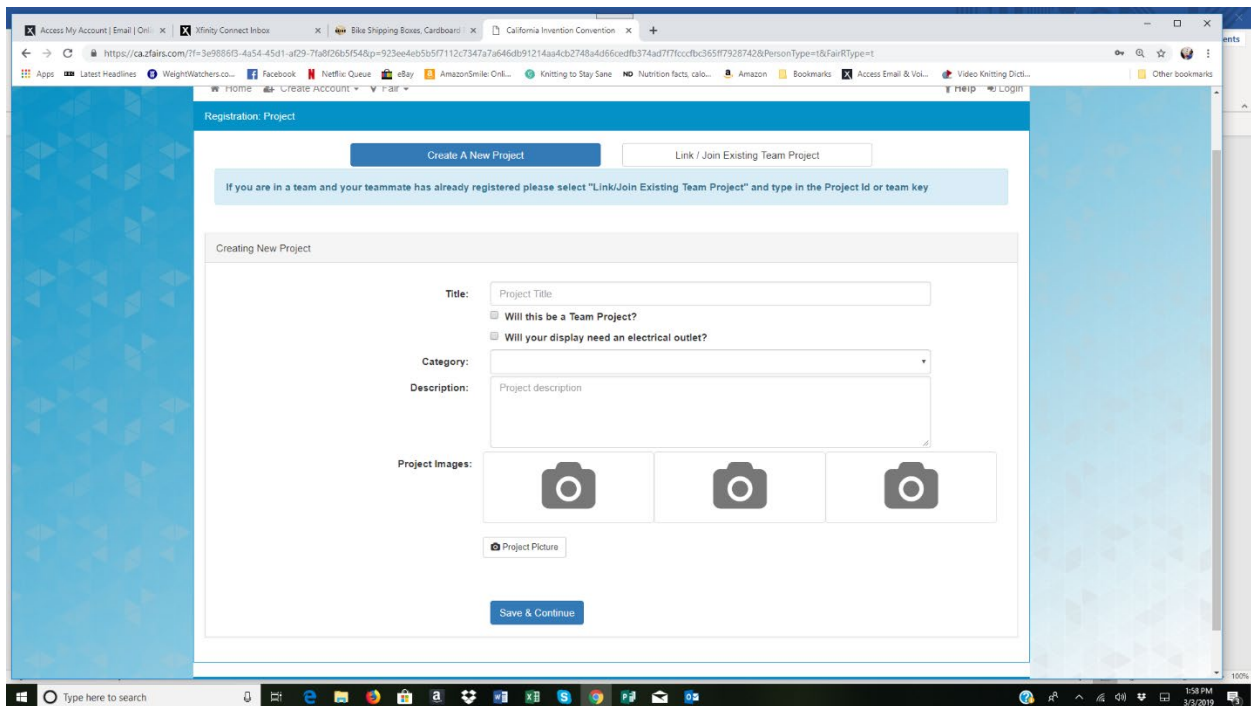
1. Your school and teacher should already be registered and you only have to select them from the drop-down menus. **We want you to select the teacher who is teaching the Invention Program – who may not be your homeroom teacher.**
 - a. First click [Select a School], then scroll through the schools and when you see your school's name, click on it.
 - i. If your school is not listed, click [Not Listed] and you can add in your school.
 - b. Then click [Select Teacher], scroll through the teachers (they are listed alphabetically by last name) and click on the name.
 - i. If your teacher is not listed, click [Not Listed] and add in your teacher's name.
 - c. If you are an Independent Inventor, please add your school/teacher to the dropdown menus.

2. Finally click [Select Grade] find your grade and click on it.
3. Once you have selected your grade, Click [Save & Continue]

STEP 5: STUDENT ADDITIONAL QUESTIONS / INVENTION (PROJECT) QUESTIONS

1. Answer all questions that apply to your invention.
2. Be sure to check the box that says: **I understand that my invention cannot be dangerous, combustible, hazardous, etc..** – these are not only requirements for the Massachusetts Invention Convention, but also for the National Invention Convention.
3. In response to the “List Any Technologies” question, if none were used, then no answer is needed.
4. Click [Save and Continue]

STEP 6.: REGISTRATION: PROJECT



(If you are the **2nd member** of the team to register, click on **LINK /JOIN EXISTING TEAM**. All the project information entered earlier by the **1st member** will show up here – as well as the team key generated by the system. You can add to the information, upload more photos etc. Since project information is

shared across team members, any project information you enter will show up on each team member's project registration.)

1. Type in title
2. **If you are a member of a team– make sure “Will this be a team project?” is checked. Do NOT check if you are not part of a team.**
3. Click on Category box. 13 different categories are displayed. Pick the one which most closely describes the invention. These are very general categories, so don't worry if the category is not an exact fit just pick the one that seems to fit the best among all of the options.
4. Enter in a project description. This is a general description of the invention. There is a place further on in the registration that asks for more details.
5. You can upload up to 3 digital photos of the invention. **At least one is required.**
 - a. If you have a digital picture of the invention available on your computer, click on the box with the icon of a camera that says [Project Picture]. A dialogue box will open. Click on [Choose file], choose the picture and click [open], then click [Upload].
 - b. If you don't have a picture ready for upload, just continue on with the registration. You can come back later to add the picture. Instructions for **Editing Your Registration** are at the end of these instructions. **Remember that at least one invention picture is required before the student is considered to be fully registered**

Title: ×

Will this be a Team Project?

Category:

Description:

Project Images:

6. Press [Save & Continue] when finished adding information.

IMPORTANT! IF YOU ARE THE FIRST TEAMMATE TO REGISTER, WHEN YOU RECEIVE YOUR EMAIL VERIFYING YOUR TEAM KEY AND REGISTRATION INFORMATION, EMAIL IT TO YOUR TEAMMATE SO THAT S/HE CAN LINK TO THE REGISTRATION USING THE LINK AT THE BOTTOM OF THE EMAIL.

STEP 7: ADDITIONAL ENTRY/PROJECT QUESTIONS

1. Fill out all the questions regarding the Problem you solved and Solution you invented. Be thorough in your descriptions as this information may be used by judges prior to the event to help them make an award determination.
2. Enter the link to your Invention Video. **This is REQUIRED.** Each invention must have a 4-6 minute continuous unedited video associated with it. Videos must be submitted no later than March 29th in order for the invention to be entered into the event.
 - a. If you haven't created or uploaded your video yet, click on **Creating Your Video** for the instructions. You can continue on with your registration and return later to enter the link to your video. Go to the section **Editing Your Registration** in these instructions when you are ready to enter the information.
3. Select [Save and Continue].

STEP 8. REGISTRATION INFORMATION REVIEW

1. Review your application details and select [My Information Is Correct] or [Edit].
2. **Note:** If you choose to edit you will be presented with each screen to review for edits. Make your edits and select [Continue] or [Save & Continue] until you are through all entered information Then select [My Information is Correct].

STEP 9: PERMISSIONS AND WAIVERS

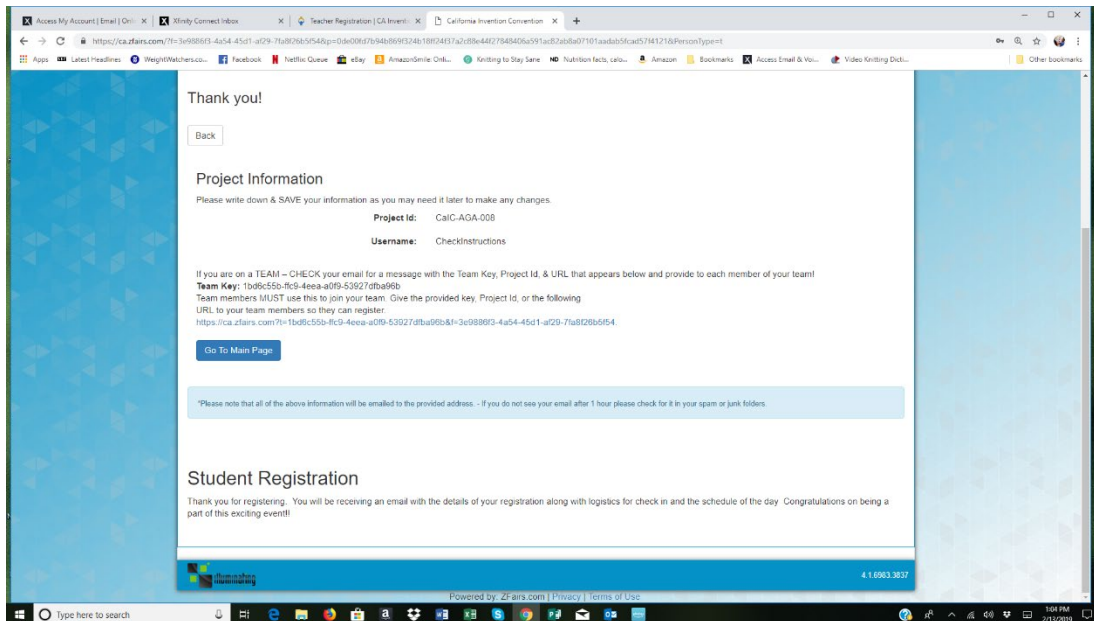
1. Click the link to [DocuSign](#).
2. Enter the required information and hit “Begin Signing”
3. Follow on-screen prompts and fill out required fields.
4. Once you have finished signing, you will receive an email with your completed waiver attached.
5. Download the completed waiver to your computer.
6. Upload the completed waiver to your child’s application on ma.inventionconvention.org under the **Paperwork tab**.

STEP 10: MAKING YOUR SUGGESTED DONATION

1. Thank you for contributing to cover the cost of the 2021 Invention Convention. Please visit <https://giving.mit.edu/form/#/> to make a donation to the Lemelson-MIT Program.
2. Once on the Giving to MIT page, click on “+ Add A Gift”.
3. Enter “Lemelson” in the “Search for a fund” box.
4. Choose “Lemelson-MIT Operating Fund” from the dropdown.
5. Enter in your donation amount and click continue to finish processing your donation. The suggested donation is \$25 per Invention Convention participant. We offer a sliding scale to eliminate any financial barriers for young inventors to enter the Invention Convention. If you are able, please consider donating any amount above the suggested \$25 to help us provide this opportunity for all students.
6. Thank you for supporting Invention Education for the K-12 students of Massachusetts!

STEP 11. COMPLETION PAGE

Instructions for Registering an Inventor for the Virtual State Massachusetts Invention Convention



Now that you have completed your registration, you will receive an email with the following information
Congratulations you have completed your fair registration!

Welcome to our Virtual Competition.

Now that you are registered, we have your email address and we will contact you as our plans for the event develop!! Be sure to keep checking your emails for more information.

Saturday, April 24th: prior to April 24th, the judges will have reviewed your entry. **On April 24th we will host the awards ceremony online together with the Cambridge Science Festival.**

We will send the schedule of the interviews to each student once they are assigned.

The judges will be entering their scores online. Award winners will be notified by email and names will be posted on the massinventionconvention.org website.

The email you receive after completing this registration links you back to the registration system. This email also contains project key information and registration link information for your teammate if you are part of a team. Be sure to forward this email to your teammate!!!!

EDITING YOUR REGISTRATION

You can go back to correct your information or add in your profile and/or invention pictures, as well as enter in the link to your Invention Video at any time after you have completed the registration process. Note that NO editing can be done after March 29th (And videos MUST be submitted by March 29th). BE sure to get all your information in the system BEFORE this date.

1. Go to ma.inventionconvention.org
2. Click on Login – upper right hand corner of page
3. Sign in by entering the username and password that you created when you registered. Click [Login]
4. You are now on the Student Main Page. Click on your name in the upper right hand corner of the page and then select [My Profile]
5. From this page, you can navigate through your registration and make changes, and enter data. The tabs will help you get to the right place. Images will take you to Profile and Project Pictures; Project Questions will take you to entering the link on your video. Remember to always click the [Save] button at the bottom of any page you have updated.
6. When completed, click on your name in the upper right hand corner of the page and then select [Logout]

Questions? Contact us at massinventionconvention@mit.edu