U.S. Department of Energy
Office of Science

NATIONAL SCIENCE BOWL®
a competition like no other . . .

Coach Registration Guide
NSB Registration

Before registering your team, begin by locating your regional information at the following link: https://science.osti.gov/wdts/nsb/Regional-Competitions

Click on Regional Competitions and Deadlines and then on High School Regionals or Middle School Regionals to select your state and view the regional for your school’s county.

Create an Account

Once you know your assigned regional event, select the register link at the top right of the regional information page. The link will lead you to: https://apps.orau.gov/nsb-coach/Account/Login
At this site, you will 1) log in using login information previously created, 2) Click to recover forgotten login information, or 3) generate your coach account (select ‘Create an Account’ to begin the process.)
You will see the following to begin creating your account. Once complete, select Register*

*Be sure to use an email address you will have access to for several years. Preferably an address from a general email site like gmail.com or mail.com for example.
Account Recovery/Password Reset

If you forget your password, be sure to select ‘Recover Your Login Information’ at the login screen.
To recover your login information, enter either an email address or mobile phone number associated with your account. Email may be the primary email address you provided when you created your account or the optional secondary email address you provided for account recovery.

Once you enter either your email address or mobile phone number, select either: ‘I don’t know my password’ to reset your password or ‘I don’t know my username’ to have your username sent to you. Once selected, select ‘Continue’.

School Preregistration – After you set up your account, the next step is to PREREGISTER your school. At this time, you only need contact information for you and your co-coach, if you choose to have one, and information about your school (address and principal’s name and email).
Coach Information

Please provide the following information about yourself:

- **First Name**: [ ]
- **Middle Name**: [ ] Optional
- **Last Name**: [ ]
- **Preferred First Name for Name Badge**: [ ]

Are you an employee of the school being represented by the team?  
Yes ☐ ☐ No ☐

**Note:** Coaches may be requested to show their school identification cards at the regional or national events.

- **Email Address**: [ ]
- **Confirm Email Address**: [ ]
- **Alternate Email**: [ ] Optional account recovery email
- **Confirm Alternate Email**: [ ]
- **Daytime Phone**: [ ] (xxx-xxx-xxxx)
- **Mobile Phone**: [ ] (xxx-xxx-xxxx) Optional account recovery phone number
- **City**: [ ]
- **State**: [ ]
- **T-shirt Size (adult men's size)**: [ ]

Often, the local media requests to interview coaches prior to the regional events. May we release your name and email address if requested by the media?  
Yes ☐ ☐ No ☐

- **Gender**: ☐ Male ☐ Female
- **Vegetarian Meal Requested**: ☐ Yes ☐ No
- **Are you a U.S. Citizen?**: ☐ Yes ☐ No

**Save** **Cancel**
Preregistration – Co-coach

If you choose to have a co-coach, please note that the co-coach will have access to all of the information you place in the registration system. The system will generate an email to your co-coach to set up their account.

Co-Coach Information

Would you like to add a Co-Coach for your schools and teams?

- Yes  No

Please note that you and the co-coach will both have the same access to student data, have the same privileges to edit team members and assign delegates, and will both receive the same emails from the registration system. However, if your team advances to the National Finals, expenses will only be paid for one coach.

First Name
Middle Name (Optional)
Last Name
Preferred First Name for Name Badge

Is the co-coach an employee of the school being represented by the team?

- Yes  No

Note: Co-Coaches may be requested to show their school identification cards at the regional or national events.

Email Address
Confirm Email Address

Note: When you save this page, the co-coach will receive an email invitation to create their own account and provide additional information.

Save  Cancel
Preregistration – School Information
After the coach and co-coach information has been completed, you can now begin preregistering your school(s).
Preregistration – Eligibility Requirements
The next step of the preregistration is to read and agree to follow each section of the eligibility requirements. A sample from previous years is below and continued on the next page.
Preregistration – Consent and Release Form
In addition to agreeing to the eligibility requirements, the coaches will also provide consent to participate and for the NSB to use your photos/recordings for publications.

Preregistration Submission
You MUST submit your school preregistration before you can begin entering any of your student team members.

NSB Website:
https://science.osti.gov/wdts/nlb

Registration Link:
https://apps.orau.gov/nsb-coach/Account/Login
Team Registration

After the Regional Coordinator has approved your school’s preregistration (on or after October 2, 2023), coaches may begin entering student team members’ information. See the Page 14 for descriptions of each numbered section.
1. To see your team(s) or to add a team, click on either “Middle School Teams” or “High School Teams”

2. Click here in case you need to edit the school’s information – particularly if the name/email of the principal changes.

3. Click “Add Middle School Team” to create a new team.

4. This is where you can edit an existing team, move team members from one team to another (see Page 19), edit or submit team members’ biographies (if required), and also delete teams.

5. This section is used for form completion: you must provide a parent/guardian’s name and email address for each student. The parent/guardian will then be sent an electronic (web-based) consent and/or medical form to complete and sign online. This is such an EASY way to complete the students’ forms – try it!!!

6. Clicking on the “Actions” link will allow you to edit a parent/guardian’s name and email address and will also provide a link to resend the form to a parent/guardian in case they can’t find the first (or second or third) email you sent them. This is also where a coach can upload their medical forms here (if required). USE THIS ONLY AS A LAST RESORT FOR STUDENT FORMS!

7. This section will show you the status of each of the forms required.

8. Coaches upload their medical forms here (if required).

9. After everything is complete, meaning all coaches have been verified, if necessary, and all forms have been submitted and approved, you must SUBMIT the team. You have to click the “Submit Team” button to submit. Just because you have completed everything, doesn’t mean that the team has been submitted.
If medical forms are NOT required, the coach dashboard may look like this instead of the picture on page 13:

**High School Teams**

**School Name:** Central High School

**Event Name:** Tennessee Science Bowl

**Manage Delegates (Guardians)**

Please identify parents or legal guardians of students on your team who can complete the following digital forms. Once you have added delegates (guardians) for each student by entering their email, the delegates will be invited to fill out the required student forms digitally. These digital forms must be reviewed and approved by the coach before you can submit your team.

**Adult (Coach) Forms**

<table>
<thead>
<tr>
<th>Form</th>
<th>Coach</th>
<th>Student 1</th>
<th>Student 2</th>
<th>Student 3</th>
<th>Student 4</th>
<th>Student 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parental Consent &amp; Media Release Form</td>
<td>Test1 Student</td>
<td>Test2 Student</td>
<td>Test3 Student</td>
<td>Test4 Student</td>
<td>Test5 Student</td>
<td></td>
</tr>
</tbody>
</table>

9
Managing Delegates – We ask that each coach collect email addresses of each student’s parents and/or guardians. The parents/guardians will then become responsible complete and sign any forms and you don’t have to carry even more paper around!!

If an email can not be obtained for a parent/guardian, a pdf of the form can be downloaded by clicking on “Upload Forms on Behalf of Delegate” under “Actions” for the individual student.

Remember to SAVE your teams while you wait for the forms to be submitted.
You must click the "SUBMIT TEAM" to register the team
Don’t forget to click the SUBMIT button once everything has been completed!
Student Information
The following picture shows the information that will be needed for each student team member. As you complete the required information for each student, their names will have a green check to show your progress.
Adding more than one team – If your assigned regional event allows more than one team, you may add additional teams until you see the yellow banner that says, “You have registered the maximum number of teams...”. To see all of the teams that you have added, scroll down the page.
Multiple teams
If you have multiple teams and want to move students from one team to the other AND your Regional Coordinator is still allowing edits to your teams, you can “drag and drop” students by clicking on “Manage Teams” near the 4-circle on page 13.