U.S. Department of Energy
Office of Science

NATIONAL SCIENCE BOWL®

Coach Registration Guide

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

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

The NSB registration process is a three (3) step process:
1) Create an account and register yourself as a coach
2) Submit the school’s preregistration
3) Submit each team’s registration

Creating an Account
Once viewed, 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

REGISTRATION SITE LOGIN PAGE

Enter Coach Account Information
Username:
Password:
Login
Create an Account
Recover Your Login Information

Supported Browsers: Firefox (Win) Chrome (Win) Safari (Mac)
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 utilize an email address you will have access to for several years. Preferably an address from a general email site like gmail.com or Hotmail.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).

NSB Coach Dashboard

Beginning (registration open date), you may preregister your school without having to identify the students who will be on the team. After the preregistration is accepted, you may begin collecting student information for team submission. All information and required forms for Team 1 must be submitted before (first RC review date) in order for the school to keep its “spot” in the competition.

Beginning (first RC review date), Regional Coordinators will review submissions for Team 1 from your school. You may submit registrations for 2nd and 3rd teams at any time after (registration open date) (depending on the guidelines of your regional events), but Regional Coordinators will not review these submissions until (second RC review date). The approval status of preregistered schools will be provided within one week of submission.

What You’ll Need

- Name and contact information for your co-coach, if you choose to add one.
- Information about the middle school and/or high school for which you would like to preregister (school address and phone number, principal name and email address, etc.)

Begin Preregistration
If you are a coach and you select “NO” for not being an employee of the school, the system will generate an email to the school principal for approval to be the coach of the team.
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.

Note: If you add a co-coach who is not a school employee AFTER your preregistration is approved, the preregistration will become unapproved and the approval process will start over after the co-coach is approved by the school principal.
Preregistration – School Information
After the coach and co-coach information has been completed, you can now begin preregistering your school(s).
Would you like to preregister a school for a Middle School regional event?

Note: You must preregister a school for either a middle school or high school regional event. You may also preregister schools for both.

- Yes  - No

New School Search

Name of School Entering Event: West Valley Middle School

Address Line 1: 9118 GEORGE WILLIAMS RD
- No Post Office boxes, please

Address Line 2: Optional

City: KNOXVILLE

State: Tennessee

School Zip Code: 37922
- (xxxx-xxxx)

School Phone: 865-539-5145
- (xxx-xxx-xxxx)

School Web Site: Optional

- Add Social Media Site

Principal First Name

Principal Last Name

Principal Email Address

Please select the option that best describes your school.

- Select description...

Middle School Event for which you are registering

Select event...

Special requests or notes regarding team members

(Optional)

Current Character Count [0] (max: 1500)

Save  Cancel
Preregistration – Eligibility Requirements

The next step of the preregistration is to read and agree to follow each section of the eligibility requirements. A sample is below and continued on the next page.

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1. Each competing team consists of 4 or 5 student members. To be eligible to compete, a high school student must be enrolled for the current school year in grades 10, 11, or 12 at the team’s school, and be born on or after May 4, 2001. To be eligible to compete, a middle school student must be enrolled for the current school year in grades 6, 7, or 8 at the team’s school, and be born between September 1, 2005, and April 29, 2015, inclusive. A student is limited to at most 3 years of middle school competition and at most 4 years of high school competition. A student may not compete in both the middle school and high school events in the same year.

2. The National Science Bowl® is a school-based competition. Teams of home-schooled students will be considered to belong to a school as long as each student can provide one of the following items:
   1. Dated copy of a letter of intent to homeschool from the parent to the state or county in which the student resides;
   2. Copy of the current membership ID to a homeschool association; or
   3. Dated proof of purchase of curriculum for the current academic school year.

   All students on a home-schooled team must live within the geographic boundaries of the team’s assigned regional event. All team members must attend the same school. No club teams (community groups, non-school-based teams) will be approved.

3. Each school is assigned to a unique regional competition. To advance to the National Finals, a school must participate in its assigned regional event. A school may request to compete in a different regional event than the one to which it is assigned, but such a team will not qualify for the National Finals if it should win the competition. Instead, the highest-placing team is assigned to the geographic area of the regional event would qualify for the National Finals.

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I have read and certify that my team meets these requirements.

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3. In order to participate, all students and coaches must have a signed and completed 2021 Media Release and Consent Form on file. Once a team is approved to participate, the coach will be able upload their completed form and provide email addresses for parents to complete the forms electronically. The coach form can be downloaded here: https://science.osti.gov/wdts/nsh/Regional-Competitions/Resources/

4. If a team registers, is approved, and cancels or withdraws from the competition more than 48 hours before the first round begins, the school will not be penalized. However, if a team cancels within 48 hours of the beginning of the first round of competition or provides no notice of cancellation, the Tournament Director may disqualify the students on the team and/or the school from competing in the 2022 National Science Bowl®.

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I have read and certify that my team meets these requirements.

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5. The winning team from each qualifying regional competition is eligible to be invited to the National Science Bowl® Finals held in the Washington, DC area on April 25 – May 3, 2021. In the case that the school of the winning team is not assigned to the geographic area of the regional competition as detailed on the NSB website (https://science.osti.gov/wdts/nsh/Regional-Competitions) or if fewer than 4 players from the first-place team can attend and participate in all National Science Bowl® Finals activities, the invitation will be extended instead to the next highest place team from the geographic area and having at least 4 players who can attend. To be eligible for the National Science Bowl® Finals, a student must have completed the regional competition on the team that attends the National Science Bowl® Finals. The traditional National Science Bowl rules will be in place for an in-person National Finals and will be posted here in early February 2021.

*Please note: Depending upon guidelines from the Centers for Disease Control and Prevention, the state of Maryland, and the District of Columbia, the National Finals may also be a virtual event. The virtual-in-person status will be determined by March 1, 2021.

If the 2021 National Finals are virtual, middle and high school teams will compete in Preliminary Rounds throughout April 2021. Advancing middle school teams will compete for the National Championship on Saturday, May 8, 2021. Advancing high school teams will compete for the National Championship on Saturday, May 22, 2021.

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I have read and certify that my team meets these requirements.
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.
Team Registration

After the Regional Coordinator has approved your school’s preregistration (on or after October 3, 2022), coaches may begin entering student team members’ information. See the Page 15 for descriptions of each numbered section.

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**Team Information**

- **School Name:** Brentwood Academy
- **Event Name:** Middle Tennessee Middle School Science Bowl

**Event Information**

Event: Middle Tennessee Middle School Science Bowl

**Manage Delegates**

Please identify parents or guardians of students on your team to delegate tasks for completion on their behalf. After you have added delegates, additional actions for collaborating with them will be available in the table below.

<table>
<thead>
<tr>
<th>Student</th>
<th>Delegate</th>
<th>Medical Release Form</th>
<th>Medical Consent Form</th>
<th>Medical Information Form</th>
<th>Media Release Form</th>
<th>Last Edited</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alick Lamy</td>
<td>Rosamond Harnsmann</td>
<td>(Status)</td>
<td>(Status)</td>
<td>(Status)</td>
<td>(Status)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carlos McLaugh</td>
<td>Baskets Klimczkowski</td>
<td>(Status)</td>
<td>(Status)</td>
<td>(Status)</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Christabel Dumphries</td>
<td></td>
<td>(Status)</td>
<td>(Status)</td>
<td>(Status)</td>
<td>(Status)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Francine Remer</td>
<td>Frindiana Mokin</td>
<td>(Status)</td>
<td>(Status)</td>
<td>(Status)</td>
<td>(Status)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ondrea Weldeburn</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Required Forms**

- **Confidential Adult Medical Form**: Yes
- **Adult Media Release Form**: Yes
- **Student Medical Release Form**: N/A
- **Student Medical Consent Form**: Yes
- **Student Medical Information Form**: N/A
- **Parental Consent & Media Release Form**: Yes

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**Registration Link:**

[https://apps.orau.gov/nsb-coach/Account/Login](https://apps.orau.gov/nsb-coach/Account/Login)
To see your team(s) or to add a team, click on either “Middle School Teams” or “High School Teams”

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

Click “Add Middle School Team” to create a new team. Coaches must provide the required information for each student – see Page 16 for the required information.

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.

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. Once a delegate submits their form(s), the status of the forms will change to “Needs Review”. The coach must review each form to ensure all information is complete. The coach must either “approve” or “decline” each form and then click “save”.

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

USE THIS ONLY AS A LAST RESORT! If a parent/guardian cannot complete electronically, you can request a PDF form from your regional coordinator and upload it here. Please note that this process will add several days to your submission timeline. Each uploaded form has to be viewed and approved by the Department of Energy, which may take 1-3 days.

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.

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Registration Link:
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**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.
You must click the “SUBMIT TEAM” to register the team.
Don’t forget to click the SUBMIT button once everything has been completed!
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 14.

<table>
<thead>
<tr>
<th>Team (n)</th>
<th>Team (n)</th>
<th>Team (n)</th>
</tr>
</thead>
<tbody>
<tr>
<td>➔ Adivya Anandakumar</td>
<td>➔ Ethan Bellock</td>
<td>➔ Kanneka Chakraborty</td>
</tr>
<tr>
<td>➔ Srinam Birur</td>
<td>➔ Kole Singleton</td>
<td>➔ Shalini Chowdhary</td>
</tr>
<tr>
<td>➔ Ishan Singh</td>
<td>➔ Peyton Pitman</td>
<td>➔ Yahya Younus</td>
</tr>
<tr>
<td>➔ Rohan Parekh</td>
<td>➔ Dylon Flikkema</td>
<td>➔ Aarush Gaddi</td>
</tr>
<tr>
<td>➔ Nairit Jeethandiran</td>
<td></td>
<td>➔ Sohan Jayappa</td>
</tr>
</tbody>
</table>

Rearrange {MS/HS} Teams

Instructions: Drag and drop students between teams to rearrange team rosters. Each team must have a minimum of four and a maximum of five team members.