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.

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
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 PREREISTER 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).
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.
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

Save  Cancel

School Zip Code: 37922

Name of School Entering Event: Select school...

Privacy / Security  Accessibility
Middle School Information

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

City: KNOXVILLE

State: Tennessee

School Zip Code: 37922

School Phone: 865-539-5145

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:

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.
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.
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

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.

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, will 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.
You must click the “SUBMIT TEAM” to register the team. Don’t forget to click the SUBMIT button once everything has been completed!

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

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

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<table>
<thead>
<tr>
<th>School Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>School Name:</strong> Brentwood Academy</td>
</tr>
<tr>
<td><strong>Event Name:</strong> Middle Tennessee Middle School Science Bowl</td>
</tr>
</tbody>
</table>

**Note:** If you would like to replace the Coach for this school, please submit a request on the Coach Information page.

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**Middle School Teams**

**Event:** Middle Tennessee Middle School Science Bowl

<table>
<thead>
<tr>
<th>Team</th>
<th>Registration Status</th>
<th>Approval Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Team Name]</td>
<td>[Status]</td>
<td>[Status]</td>
<td>Manage Team</td>
</tr>
</tbody>
</table>

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**Team Submission**

You may submit this team when the following items have been completed:
- The team must have a minimum of four students.
- All required forms have been submitted (uploaded forms must be approved by an NSB Admin).
- Any coach or co-coach that is a non-school employee has been verified by the school principal.
**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.
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.