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
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’.
Having trouble signing in?

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.

- Email Address
- OR
- Mobile Phone

- I don't know my password.
- I don't know my username.

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).
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

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:

(Optional)

Current Character Count: 0/1500

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:
Eligibility Requirements:

Please read and indicate your agreement to the following eligibility requirements:

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 9, 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, 2011, inclusive. A student is limited to at most 3 years of middle school competition and at most 4 years of high school competition.

2. No school may compete in more than one regional competition. No student may compete on more than one team. Coaches must be approved by the schools their teams represent and must be at least 18 years old. No student or coach may compete in or attend more than one regional competition, except that high school students or coaches may attend middle school competitions and vice versa. Each regional coordinator will determine if more than one team from a middle or high school will be allowed to participate in that region. No more than 3 teams from one middle or high school may compete in a regional event. If a student attends two schools, such as a neighborhood school and a specialty school, that are both participating in regional Science Bowl competitions, then the student must compete on the neighborhood school’s team.

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 to 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/nsb/Regional-Competitions/Resources/](https://science.osti.gov/wdts/nsb/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®.

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 26 – 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 webpage ([https://science.osti.gov/wdts/nsb/Regional-Competitions](https://science.osti.gov/wdts/nsb/Regional-Competitions)) or in the case that 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 competed at the regional competition on the team that attends the National Science Bowl® Finals. The traditional National Science Bowl rules will be in place for the in-person National Finals and will be posted [here](https://science.osti.gov/wdts/nsb/Regional-Competitions) 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.

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 19, 2021), coaches may begin entering student team members’ information. See the Page 15 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.

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.

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

8. 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.

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.
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.

![Student Information Form]

- **First Name**
- **Confir First Name**
- **Last Name**
- **Confirm Last Name**
- **Preferred First Name for Name Badge**
- **Home Zip Code**
- **Grade Level**
- **T-shirt Size (adult men's size)**
- **Gender**
- **Vegetarian Meal Requested**
- **Ethnicity**
- **Race**
- **Are you a U.S. Citizen?**
- **Birth Date**

**Note:** Disclosure of gender will be required for students attending the National Finals.

**Note:** Disclosure of citizenship will be required for students attending the National Finals.

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

**NSB Website:**
https://science.osti.gov/wdts/nsb
As you complete the required information for each student, their names will have a green check to show your progress.

**Save Team**

Please review the items below before saving this team:

1. A team must have four students in order to participate in the National Science Bowl®. We strongly encourage all teams to have five students in case a student becomes ill or is unable to participate at the last minute.
2. If all team members do not meet the yyyy Eligibility Requirements, the entire team will be disqualified from the competition.

Save Team
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.