

**U.S. Department of Energy  
Office of Science**



## **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.ora.gov/nsb-coach/Account/Login>

**REGISTRATION SITE LOGIN PAGE**



**NSB**  
NATIONAL SCIENCE BOWL



U.S. DEPARTMENT OF  
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Science

**Enter Coach Account Information**

Username

Password

[Login](#)

[Create an Account](#)

[Recover Your Login Information](#)

Supported Browsers: [IE 9+ \(Win\)](#) [Chrome \(Win\)](#) [Firefox \(Win\)](#) [Safari \(Mac\)](#)

[Privacy / Security Notice](#)

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.)

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### Enter Coach Account Information

Username

Password

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Supported Browsers: [IE 9+ \(Win\)](#) [Chrome \(Win\)](#) [Firefox \(Win\)](#) [Safari \(Mac\)](#) [Privacy / Security Notice](#)

You will see the following to begin creating your account. Once complete, select Register\*

### Create a New Coach Account

Username

Email

Confirm Email

First Name

Last Name

Previous Last Name(s)  
  
Optional (separate multiple names with commas)

Last 4 of SSN  
  
**⚠ NOTE:** This field is not editable after saving; please be sure to enter your correct last 4 digits of your SSN.

Password

Confirm Password

#### Password Requirements

- ✔ Password cannot be one of your previous five passwords
- ✘ Contains at least seven non-blank characters
- ✘ Contains at least three of the four following character sets: Lower-case letter, Upper-case letter, Number, Special Character
- ✔ Cannot contain angle brackets ('<' or '>')
- ✔ Password and Password Confirmation fields match

\*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.

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### Enter Coach Account Information

Username

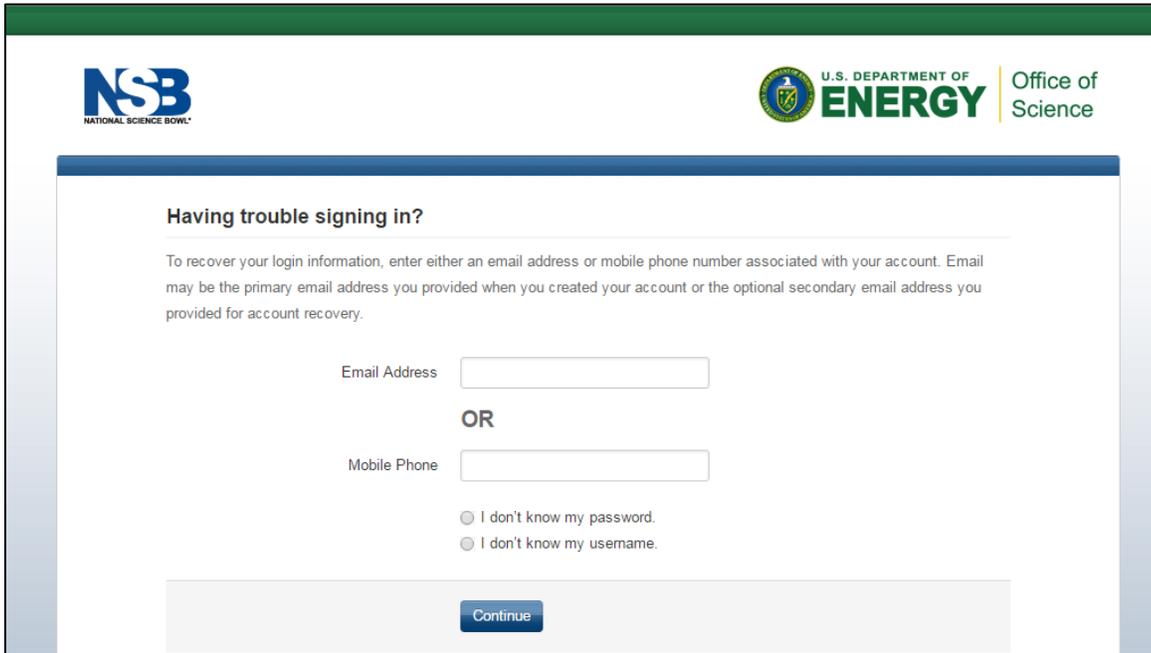
Password

[Create an Account](#)  
[Recover Your Login Information](#)

Supported Browsers: [IE 9+ \(Win\)](#) [Chrome \(Win\)](#) [Firefox \(Win\)](#) [Safari \(Mac\)](#) [Privacy / Security Notice](#)

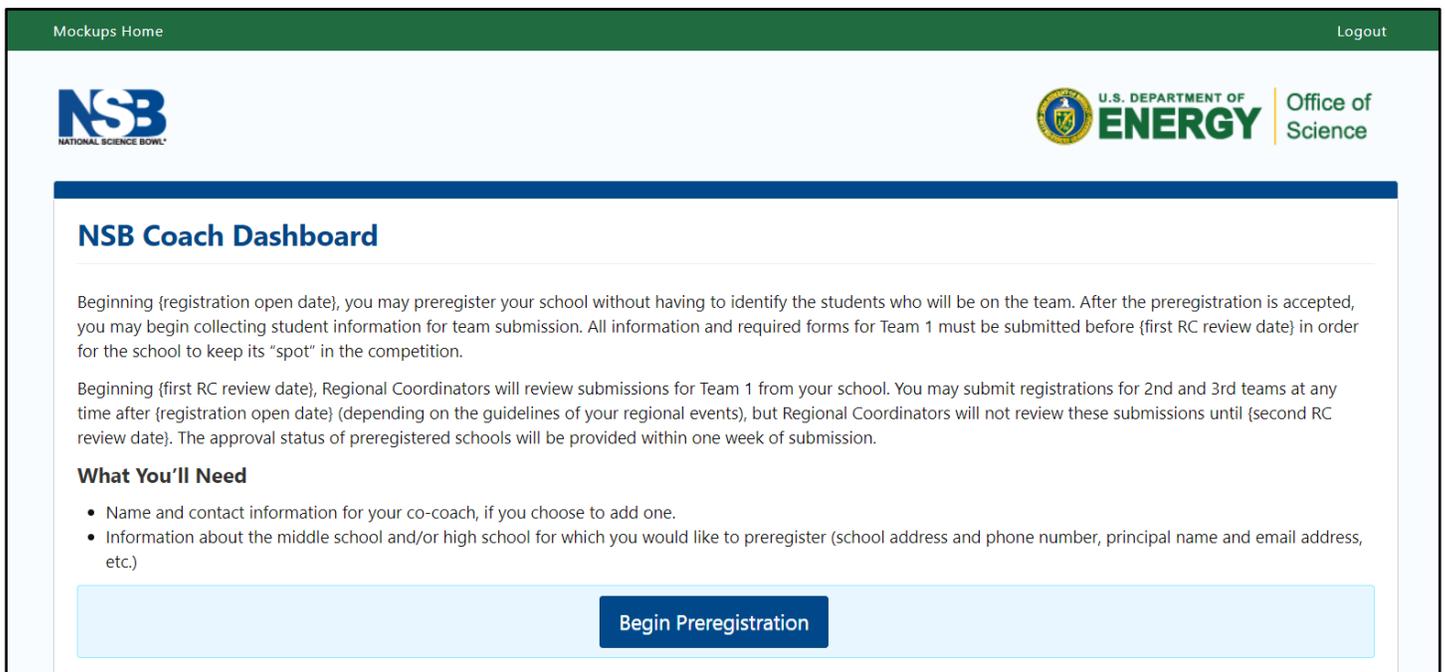
To recover your login information, enter either an email address or mobile phone number associated with your account. Email may be the primary email address you provided when you created your account or the optional secondary email address you provided for account recovery.

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'**.



The screenshot shows the NSB account recovery page. At the top left is the NSB logo (National Science Bowl). At the top right are the U.S. Department of Energy and Office of Science logos. The main heading is "Having trouble signing in?". Below this is a paragraph explaining the recovery process. There are two input fields: "Email Address" and "Mobile Phone", separated by "OR". Below the input fields are two radio button options: "I don't know my password." and "I don't know my username.". At the bottom center is a blue "Continue" button.

**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).



The screenshot shows the NSB Coach Dashboard. At the top left is the NSB logo. At the top right are the U.S. Department of Energy and Office of Science logos. The page title is "NSB Coach Dashboard". Below the title is a paragraph explaining the preregistration process. Another paragraph explains the review process. Below this is a section titled "What You'll Need" with a bulleted list of requirements. At the bottom center is a blue "Begin Preregistration" button.



### Coach Information

Dashboard / Coach Information

**PREREGISTRATION**

- Coach Information
- Co-Coach Information
- Middle School Information
- High School Information
- Eligibility Requirements
- Submit Preregistration

= Incomplete  = Complete

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

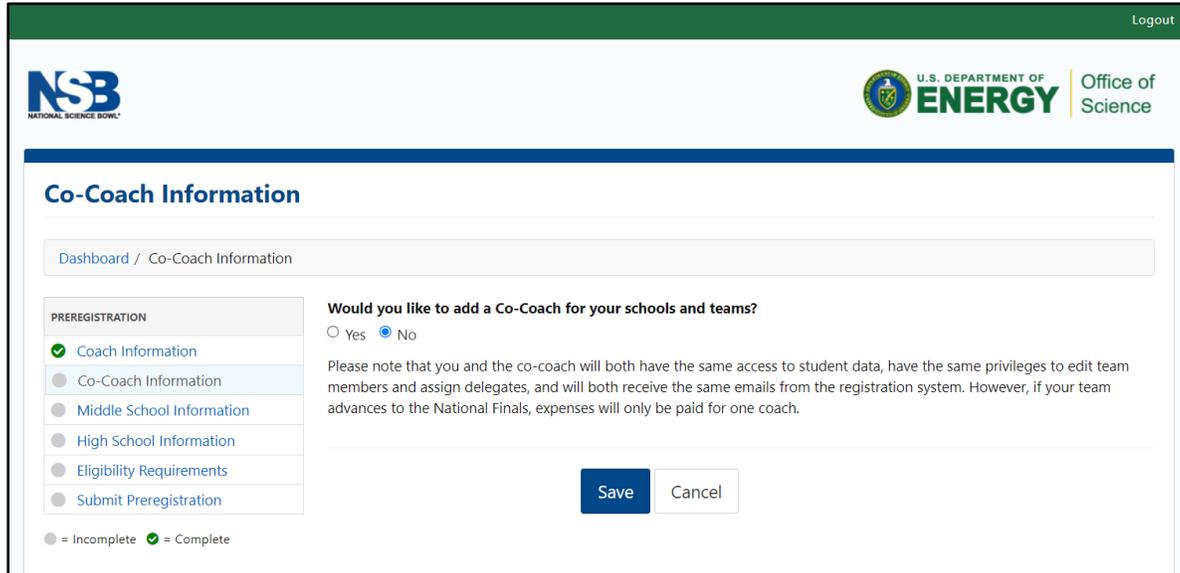
Gender  Male  Female

Vegetarian Meal Requested  Yes  No

Are you a U.S. Citizen?  Yes  No

## 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.



Logout

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### Co-Coach Information

Dashboard / Co-Coach Information

**PREREGISTRATION**

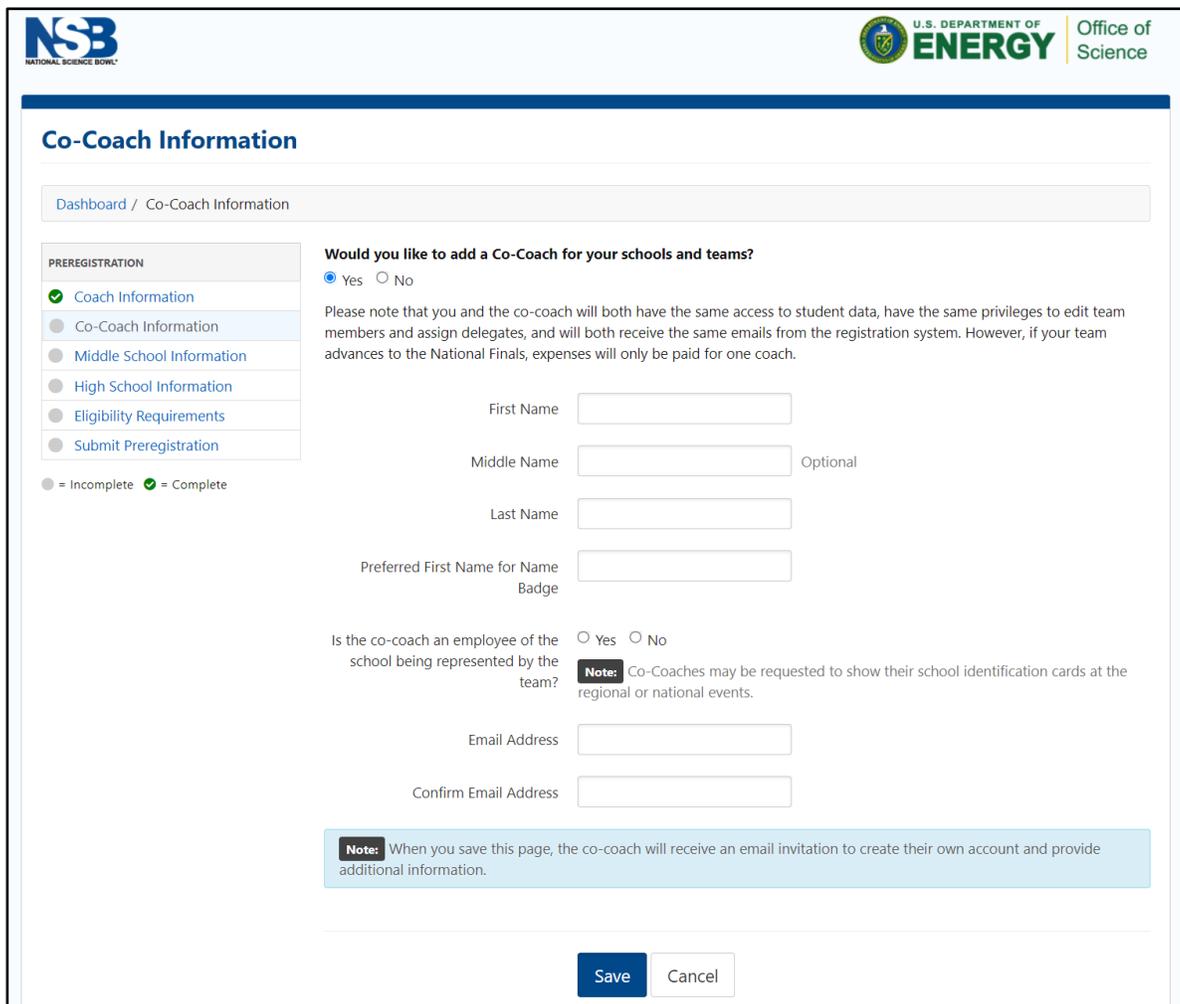
- Coach Information
- Co-Coach Information
- Middle School Information
- High School Information
- Eligibility Requirements
- Submit Preregistration

= Incomplete  = Complete

**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.



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### Co-Coach Information

Dashboard / Co-Coach Information

**PREREGISTRATION**

- Coach Information
- Co-Coach Information
- Middle School Information
- High School Information
- Eligibility Requirements
- Submit Preregistration

= Incomplete  = Complete

**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.

## Preregistration – School Information

After the coach and co-coach information has been completed, you can now begin preregistering your school(s).

Logout

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### Middle School Information

Dashboard / Middle School Information

**PREREGISTRATION**

- Coach Information
- Co-Coach Information
- Middle School Information
- High School Information
- Eligibility Requirements
- Submit Preregistration

= Incomplete  = Complete

**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

Logout

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### Middle School Information

Dashboard / Middle School Information

**PREREGISTRATION**

- Coach Information
- Co-Coach Information
- Middle School Information
- High School Information
- Eligibility Requirements
- Submit Preregistration

= Incomplete  = Complete

**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

School Zip Code

(xxxxx)

Name of School Entering Event

[Privacy / Security](#) [Accessibility](#)

## Middle School Information

Dashboard / Middle School Information

### PREREGISTRATION

- Coach Information
- Co-Coach Information
- Middle School Information
- High School Information
- Eligibility Requirements
- Submit Preregistration

= Incomplete  = Complete

### 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

Address Line 1

No Post Office boxes, please

Address Line 2  Optional

City

State

School Zip Code

(xxxx-xxxx)

School Phone

(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.

**Middle School** Event for which you are registering

Special requests or notes regarding team members (Optional)

**B I U x<sub>2</sub> x<sup>2</sup> I<sub>x</sub>** **Source** **Format** **Font** **Size**

Current Character Count [ 0 ] (max: 1500)

## 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.

### Eligibility Requirements

Dashboard / Eligibility Requirements

**PREREGISTRATION**

- Coach Information
- Co-Coach Information
- Middle School Information
- High School Information
- Eligibility Requirements
- Submit Preregistration

= Incomplete  = Complete

**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. A student may not compete in both the middle school and high school events in the same year.

**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:

- Dated copy of a letter of intent to homeschool from the parent to the state or county in which the student resides;
- Copy of the current membership ID to a homeschool association; or
- 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.

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 regional. 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.

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 that is assigned to the geographic area of the regional event would qualify for the National Finals.

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

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/>.

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®.

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

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 29 – May 3, 2021\*. In the case that 1) 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>) or 2) 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 an in-person National Finals and will be posted [here](#) in early February 2021.

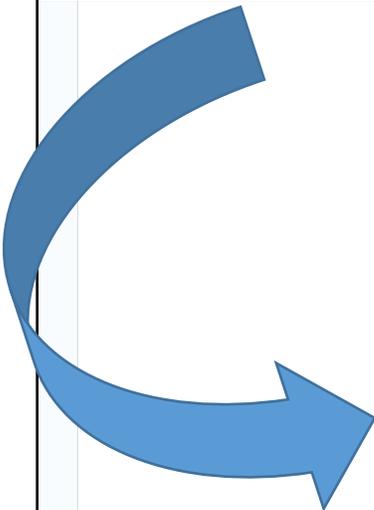
\*Please note: Depending upon guidelines from the Centers for Disease Control and Prevention, the state of Maryland, and the District of Columbia, the National Finals may also be a virtual event. The virtual/in-person status will be determined by March 1, 2021.

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.

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.



6. If the National Finals is held in-person: By March 15, 2021, the winning team's coach is required to inform the National Science Bowl® Coordinator of its availability to participate at the National Science Bowl® Finals. During this time of the school year, students are participating in a variety of activities and academic events that may conflict with their participation in the National Science Bowl® Finals (including, but not limited to, state or national athletic or academic tournaments, proms, International Baccalaureate, Advanced Placement, the USAMO, and SAT exams). In the interest of safety, continuity, and maximizing the educational value of the complete National Science Bowl® Finals experience, the National Science Bowl® requires students and coaches to take part in ALL of its events and activities. Therefore, no waivers will be granted or special arrangements made for students to participate in any conflicting activities or exams. If team members are involved in these pursuits, the students will need to determine which activities or events are in their best interests and make their selections by March 15, 2021. All teams must arrive and depart on the designated dates and participate in all events as scheduled throughout the duration of the National Finals. If fewer than 4 students from the invited regional team are able to participate in all activities at all scheduled times, another team from their regional will be invited to replace them. All team members (students and coach) must travel together to and from the National Finals.

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

To promote, evaluate, or otherwise describe the National Science Bowl programs and activities, I give permission to the U.S. Department of Energy, and its agents or contractors, including ORAU, to use in connection with any publication (including but not limited to brochures, booklets, videotapes, reports, press releases, websites, social media, and exhibits) any image or recording in which I appear; to use and cite any comment(s), verbal or written, made by me about the program; and to use my name in connection with any publication and in such manner as determined by the Department.

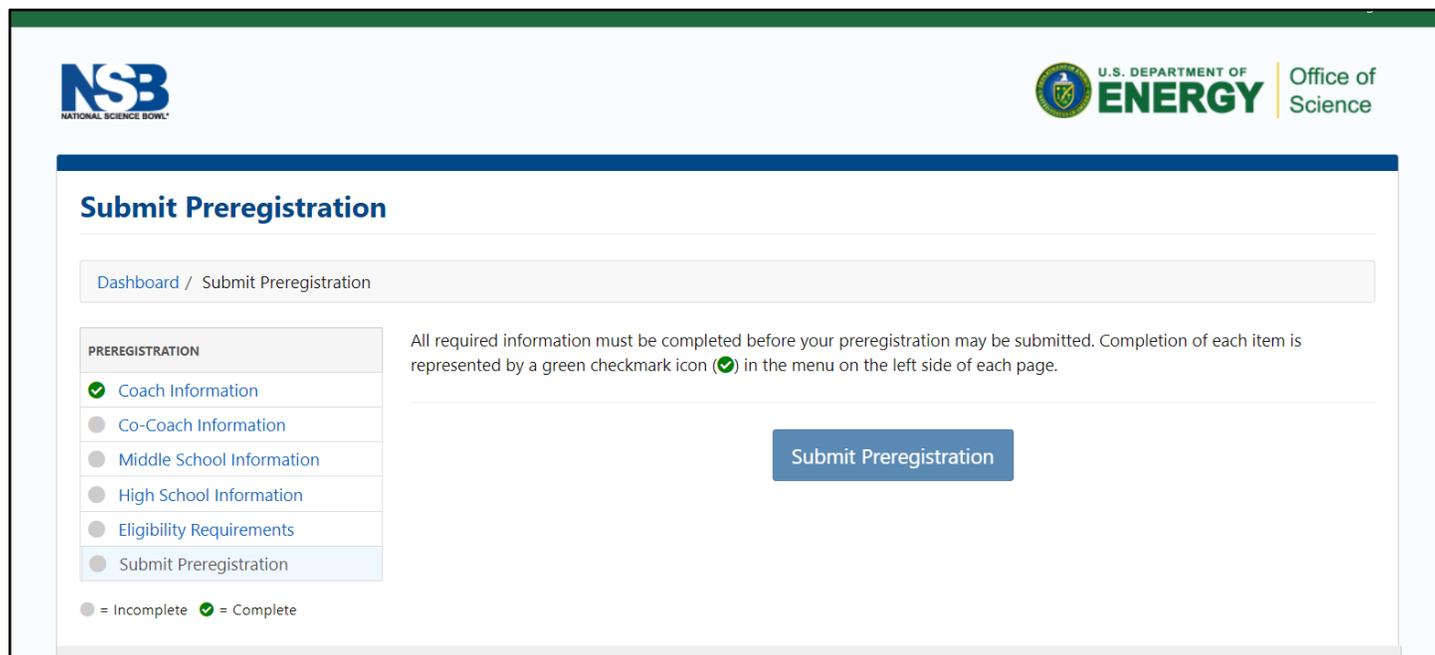
I hereby release and discharge the U.S. Department of Energy and the United States Government, their officers, agents, servants, and employees, and persons, firms, or corporations contracting with, or acting on behalf of, the Department of Energy or the United States Government, including ORAU, with respect to all activities associated with the 2022 Department of Energy Office of Science Regional and/or National Science Bowl® competitions, as well as their heirs, executors, administrators, successors, or assigns, from any cause of action of any nature whatsoever arising from my participation as a coach, regional coordinator, or volunteer in any and all activities associated with the 2022 Department of Energy Office of Science Regional and/or National Science Bowl® competitions.

I have read and agree to the adult consent release for participation.

[Continue](#)

## Preregistration Submission

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



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### Submit Preregistration

Dashboard / Submit Preregistration

**PREREGISTRATION**

- ✓ Coach Information
- Co-Coach Information
- Middle School Information
- High School Information
- Eligibility Requirements
- Submit Preregistration

○ = Incomplete   ✓ = Complete

All required information must be completed before your preregistration may be submitted. Completion of each item is represented by a green checkmark icon (✓) in the menu on the left side of each page.

[Submit Preregistration](#)

## 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.

Mockups Home
Logout



1


Office of Science

Dashboard
Coach Information
Co-Coach Information
Middle School Teams
High School Teams
Eligibility Requirements

### {MS/HS} Teams

**School Information**

**School Name:** Brentwood Academy Edit School Information

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

**Note:** If you would like to replace the Coach for this school, please submit a request on the [Coach Information](#) screen.

**Middle School Teams**

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

Team	Registration Status	Approval Status	Actions	Submit Team
{Team Name}	{Status}	{Status}	<div style="border: 1px solid #ccc; padding: 2px;"> <span>Manage Team</span> <ul style="list-style-type: none"> <li>Edit Registration</li> <li>Rearrange Team Members</li> <li>Edit Team Biography</li> <li>Delete Team</li> </ul> </div>	<div style="border: 1px solid #ccc; padding: 2px;"> <span>Submit Team</span> </div>

(Message about team editing deadlines...)

**Manage Delegates**

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

Add Delegate

Student	Delegate	Medical Release Form	Medical Consent Form	Medical Information Form	Media Release Form	Last Emailed	Actions
Alick Lamey	Rosamond Hanssmann	{Status}	{Status}	{Status}	{Status}		<div style="border: 1px solid #ccc; padding: 2px;"> <span>Actions</span> <ul style="list-style-type: none"> <li>Resend Invitation Email</li> <li>Email Delegate</li> <li>Upload Form on Behalf of the Delegate</li> <li>Delete Delegate</li> </ul> </div>
Carlos McAughtrie	Blakeley Klimaszewski	{Status}	{Status}	{Status}	{Status}		
Christabel Dumphries		{Status}	{Status}	{Status}	{Status}		
Francoise Sapir	Ferdinanda Malkin	{Status}	{Status}	{Status}	{Status}		
Ondrea Weddeburn							

**Required Forms**

Upload Completed Forms

	Coach	Co-Coach	Student 1	Student 2	Student 3	Student 4	Student 5
<b>Form</b>	Ashley Jurovich	Jules Joutapavicius	Alick Lamey	Carlos McAughtrie	Christabel Dumphries	Francoise Sapir	Ondrea Weddeburn
<span style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 5px;">Download</span> Confidential Adult Medical Form	✓		N/A	N/A	N/A	N/A	
Adult Media Release Form		✓	N/A	N/A	N/A	N/A	
Student Medical Release Form	N/A		✓	✓	✓		
Student Medical Consent Form	N/A		✓	✓			
Student Medical Information Form	N/A		✓	✓			
Parental Consent & Media Release Form	N/A		✓	✓	✓		

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:

Coach Registration Guide [↗](#)
Logout





**U.S. DEPARTMENT OF ENERGY**

Office of Science

Dashboard

Coach Information

Co-Coach Information

Middle School Teams

High School Teams

Coach Eligibility

## High School Teams

**School Information**

**School Name:** Central High School Edit School Information

**Event Name:** Tennessee Science Bowl

**High School Teams** Add High School Team

Team	Registration Status	Approval Status	Actions	Submit Team
Central High School - Team 1	Team Saved	Not Submitted	Manage Team <span style="font-size: 0.8em;">▾</span>	Submit Team

Team Registrations can be edited until 3/24/2024.

**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.

Add Delegate

Student	Delegate	Media Release Form	Last Emailed	Actions
Test1 Student		Not Submitted		
Test2 Student		Not Submitted		
Test3 Student		Not Submitted		
Test4 Student		Not Submitted		
Test5 Student		Not Submitted		

**Adult (Coach) Forms**

	Coach	Student 1	Student 2	Student 3	Student 4	Student 5
<b>Form</b>	Test ORISE Coach	Test1 Student	Test2 Student	Test3 Student	Test4 Student	Test5 Student
<b>Parental Consent &amp; Media Release Form</b>	N/A					

[Privacy / Security](#)   [Accessibility](#)



**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!!

**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.

[Add Delegate](#)

Student	Delegate	Media Release Form	Last Emailed	Actions
Test1 Student	Delegate Tester	Not Submitted	8/22/2023	Actions
Test2 Student	Delegate Tester	Not Submitted	8/22/2023	Ac
Test3 Student	Delegate Tester	Not Submitted	8/22/2023	Ac
Test4 Student	Delegate Tester	Not Submitted	8/22/2023	Ac
Test5 Student	Delegate Tester	Not Submitted	8/22/2023	Ac

**Adult (Coach) Forms**

	Coach	Student 1	Student 2	Student 3	Student 4	Student 5
Form	Test ORISE Coach	Test1 Student	Test2 Student	Test3 Student	Test4 Student	Test5 Student
Parental Consent & Media Release Form	N/A					

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.**

Mockups Home




Dashboard | Coach Information | Co-Coach Information | Middle School Teams | High School Teams | Eligibility Requirements

Event: (Event Name) Team: (Team Name)

**Save Team**

**TEAM REGISTRATION**

- Student 1
- Student 2
- Student 3
- Student 4
- Student 5
- 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](#)

[Privacy / Security](#) [Accessibility](#)

## You must click the “SUBMIT TEAM” to register the team

Don't forget to click the SUBMIT button once everything has been completed!

The screenshot shows the NSB website interface for team registration. At the top, there are navigation tabs: Dashboard, Coach Information, Co-Coach Information, Middle School Teams, High School Teams, and Coach Eligibility. The main content area is titled 'High School Teams' and includes a 'School Information' section with 'School Name: Central High School' and 'Event Name: Tennessee Science Bowl'. Below this is a table of 'High School Teams' with columns for Team, Registration Status, Approval Status, and Actions. The first row shows 'Central High School - Team 1' with 'Team Saved' registration status and 'Not Submitted' approval status. A 'Submit Team' button is visible in the Actions column. A callout box titled 'Team Submission' provides the following requirements:

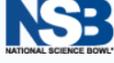
- You may submit this team when the following items have been completed:
- The team must have a minimum of four students.
- All required student forms have been submitted electronically by a delegate (guardian) and approved by the coach.
- Any required adult (coach) forms have been uploaded by the coach and approved by NSB system administrators.
- Any coach or co-coach that is a non-school employee has been verified by the school principal.

A purple arrow points from the callout box to the 'Submit Team' button. A second callout box, also titled 'Team Submission', is positioned over the 'Submit Team' button, with a purple arrow pointing to it and a circled number '9' below it.

## 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.

Mockups Home

[Dashboard](#) [Coach Information](#) [Co-Coach Information](#) [Middle School Teams](#) [High School Teams](#) [Eligibility Requirements](#)

Event: (Event Name) Team: (Team Name)

### Student {n}

TEAM REGISTRATION	
<input checked="" type="checkbox"/>	Student 1
<input type="checkbox"/>	Student 2
<input type="checkbox"/>	Student 3
<input type="checkbox"/>	Student 4
<input type="checkbox"/>	Student 5
<input type="checkbox"/>	Save Team

First Name

Confirm 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  Male  Female  Do Not Wish to Provide  
**Note:** Disclosure of gender will be required for students attending the National Finals.

Vegetarian Meal Requested  Yes  No

Ethnicity

Race  American Indian or Alaskan Native  
(Select all that apply)  Asian  
 Black or African American  
 Native Hawaiian or Other Pacific Islander  
 White  
 Do Not Wish To Provide

Are you a U.S. Citizen?  Yes  No  
(Optional) **Note:** Disclosure of citizenship will be required for students attending the National Finals.

Birth Date

[Continue](#)

**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.

The screenshot shows the NSB Coach Registration Guide interface. At the top, there is a green header with "Coach Registration Guide" and a "Logout" link. Below the header are logos for NSB (National Science Bowl) and the U.S. Department of Energy Office of Science. A navigation bar contains buttons for "Dashboard", "Coach Information", "Co-Coach Information", "Middle School Teams", "High School Teams", and "Coach Eligibility". The "High School Teams" section is active, displaying "School Information" for "Central High School" and "Tennessee Science Bowl" event, with an "Edit School Information" button. Below this is a "High School Teams" section with a yellow banner message: "You have registered the maximum number of High School teams. You can edit submitted teams or continue registration for unsubmitted teams." A purple arrow points to this banner. At the bottom, a table header is visible with columns: "Team", "Registration Status", "Approval Status", "Actions", and "Submit 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 13.

The screenshot shows the NSB website interface for managing teams. At the top, there is a green navigation bar with 'Mockups Home' on the left and 'Logout' on the right. Below this, the NSB logo is on the left and the U.S. Department of Energy Office of Science logo is on the right. A horizontal menu contains several tabs: 'Dashboard', 'Coach Information', 'Co-Coach Information', 'Middle School Teams', 'High School Teams', and 'Eligibility Requirements'. The 'High School Teams' tab is currently selected. The main content area is titled 'Rearrange {MS/HS} Teams' and includes instructions: '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.' Below the instructions, there are three columns, each labeled 'Team {n}'. The first column lists: Aditya Anandakumar, Sriram Birur, Ishaan Singh, Rohan Parekh, and Nairit Jeethandran. The second column lists: Ethan Bellcock, Kole Singleton, Peyton Pitman, and Dylan Flikkema. The third column lists: Kaneeka Chakraborty, Shalini Chowdhary, Yahya Younus, Aarush Gaddi, and Sohan Jayappa. At the bottom of the main content area, there are 'Save' and 'Cancel' buttons. In the bottom right corner of the page, there are links for 'Privacy / Security' and 'Accessibility', and a blue square button with a white upward-pointing arrow.