



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/>

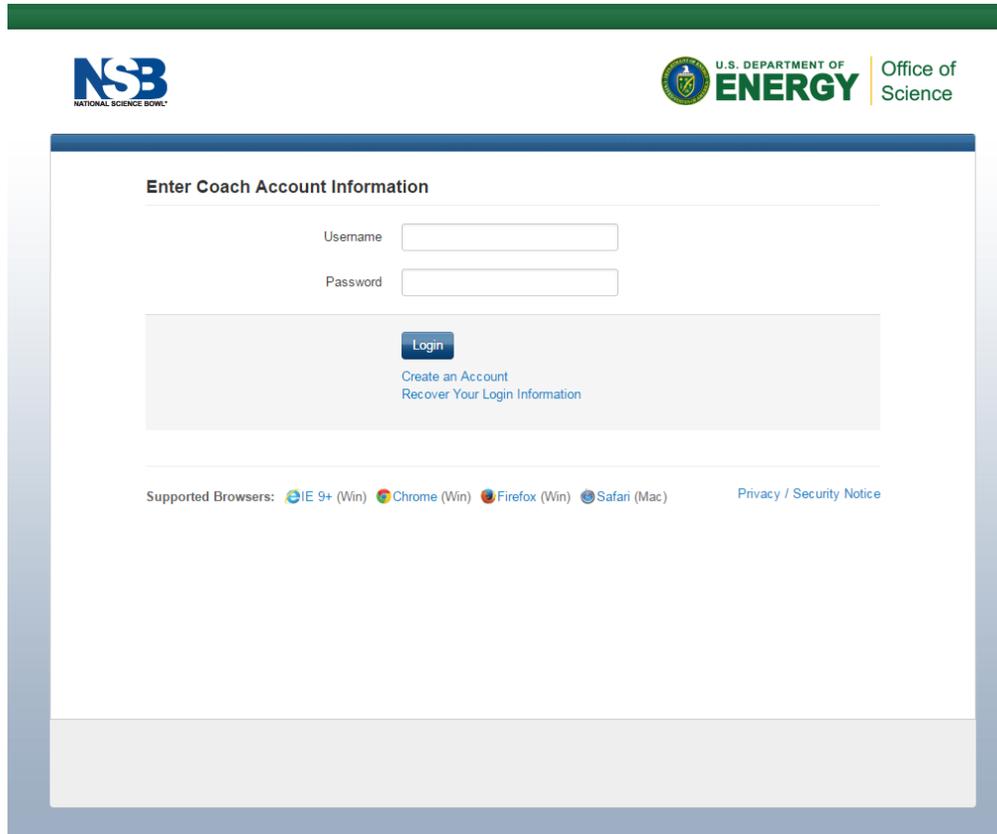
Coaches click on **Regional Competitions** and then on **High School Regionals** or **Middle School Regionals** to select your state and view the regional for your schools county.

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

REGISTRATION SITE LOGIN PAGE



The screenshot shows the login page for the National Science Bowl (NSB) registration site. At the top, there is a green header bar. Below it, the NSB logo (National Science Bowl) is on the left, and the U.S. Department of Energy Office of Science logo is on the right. The main content area is titled "Enter Coach Account Information" and contains two input fields: "Username" and "Password". Below these fields is a "Login" button, and two links: "Create an Account" and "Recover Your Login Information". At the bottom of the page, there is a section for "Supported Browsers" listing IE 9+ (Win), Chrome (Win), Firefox (Win), and Safari (Mac), along with a link to "Privacy / Security Notice".

NSB Website:

<http://science.energy.gov/wdts/nsb/>

Registration Link:

<https://apps.ora.gov/nsb-coach/Account/Login>

At this site, you will generate your coach account. Select **'Create an Account'** to begin the process.

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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](#)

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

Create a New Coach Account	Password Requirements
Username <input type="text"/>	✔ Password cannot be one of your previous five passwords
Email <input type="text"/>	✘ Contains at least seven non-blank characters
Confirm Email <input type="text"/>	✘ Contains at least three of the four following character sets: Lower-case letter, Upper-case letter, Number, Special Character
First Name <input type="text"/>	✔ Cannot contain angle brackets ('<' or '>')
Last Name <input type="text"/>	✔ Password and Password Confirmation fields match
Previous Last Name(s) <input type="text"/>	
Optional (separate multiple names with commas)	
Last 4 of SSN <input type="text"/>	
⚠ NOTE: This field is not editable after saving; please be sure to enter your correct last 4 digits of your SSN.	
Password <input type="password"/> <input type="button" value="Generate Password"/>	
Confirm Password <input type="password"/>	
<input type="button" value="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.

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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](#)

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'**.

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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.

You will select the option of how you will receive your information

The screenshot shows the 'Forgot your password?' form on the NSB website. 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 form title is 'Forgot your password?'. Below the title are two radio button options: 'Reset your password using a verification code sent as a text message (SMS) to your phone:' and 'Reset your password using verification instructions sent to your email:'. A 'Continue' button is located below the options.

The screenshot shows the 'Forgot your username?' form on the NSB website. 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 form title is 'Forgot your username?'. Below the title are two radio button options: 'Recover your username using a verification code sent as a text message (SMS) to your phone:' and 'Recover your username using verification instructions sent to your email:'. A 'Continue' button is located below the options.

Coach Information Form

Once you login into your account, you will see your coach information first. Be sure to complete the coach information before registering your team. If your contact information needs to be updated, you will change it here:

The image displays two screenshots of the NSB Regional Coach Information form. The top screenshot shows the form with the 'Yes' radio button selected for the question 'Are you an employee of the school being represented by the team?'. The bottom screenshot shows the form with the 'No' radio button selected, and a red starburst icon is placed to the left of the question. Both screenshots include the NSB logo, the U.S. Department of Energy Office of Science logo, and navigation tabs for 'Coach Information', 'Middle School Teams', and 'High School Teams'. The form fields include First Name, Middle Name (Optional), Last Name, Preferred First Name for Name Badge, Email Address, Confirm Email Address, Alternate Email (Optional account recovery email), Confirm Alternate Email, Daytime Phone (format: xxx-xxx-xxxx), and Mobile Phone (Optional account recovery phone number, format: xxx-xxx-xxxx). A 'Logout' link is visible in the top right corner of the top screenshot.

Confirm Alternate Email

Daytime Phone
(xxx-xxx-xxxx)

Mobile Phone Optional account recovery phone number
(xxx-xxx-xxxx)

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

Would you like to add a co-coach? Yes No

Note: Adding a co-coach does not guarantee the co-coach will attend nationals.

 If you are a coach and you select “NO” for not being an employee of the school, you must provide the school principal’s email address for approval to be the coach of the team.

Team Registration

To begin registering your team, begin by selecting either Middle School or High School from the top of the page.



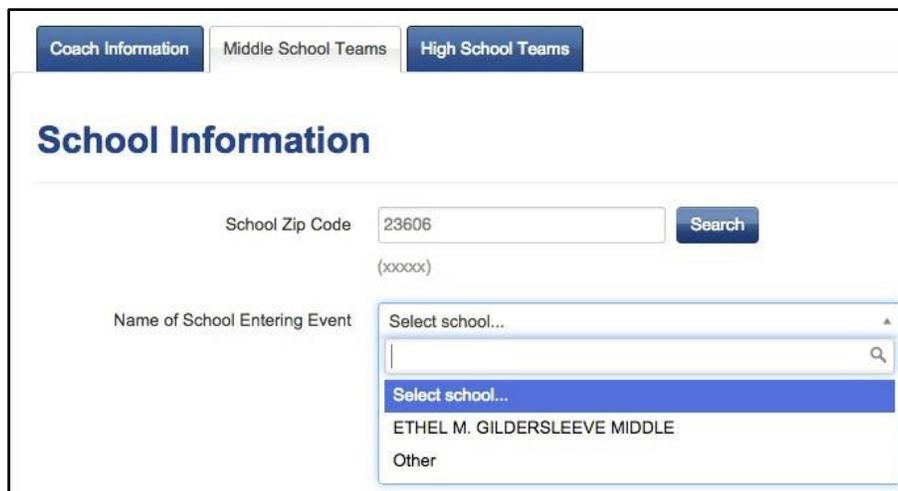
Add School Information

Once you select either tab, you will search for your school by selecting **'Add School Information'**



Then you will enter your school's zip code beginning with the first 5 numbers.

If your school is not listed, you can select 'other' from the listing and enter the school information.





Coach Information

Middle School Teams

High School Teams

School Information

New School Search

Other School Address Line 1

No Post Office boxes, please

Address Line 2 OptionalCity State School Zip Code

(xxxx-xxxx)

School Phone

(xxx-xxx-xxxx)

School Web Site Optional

Add Social Media Site

Principal First Name 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)

body p

Spell Check

Current Character Count [0] (max: 1500)

Save

Cancel

As you enter your school's information you will select the regional your team will attend once this page is complete, you will save to continue your registration.

Adding Team

Here you will add the team information by selecting the button 'Add Middle School Team or Add High School Team'. You may also edit your school information by selecting 'Edit School Information'

[Logout](#)



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Coach InformationMiddle School TeamsHigh School Teams

Middle School Teams

📄 School Information

School Name: [✎ Edit School Information](#)

Event Name:

👤 Middle School Teams

Event: Virginia Regional Middle School Science Bowl [➕ Add Middle School Team](#)

Team	Registration Status	Manage Registration	Delete Team	Approval Status
<p>🕒 Team Registrations can be edited until 4/8/2017.</p>				

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

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

You will enter the student information for each team member.

You can monitor your progress from the left hand menu for Team Registration. Once each student is listed, the menu will list a check mark to show that it's complete.

Office of Science

Coach Information Middle School Teams High School Teams

Event: Virginia Regional Middle School Science Bowl Team: King George Middle - Team 1

Student 1

TEAM REGISTRATION	
<input 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"/>	Eligibility Requirements
<input type="checkbox"/>	Submit Registration

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

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

Student 2

TEAM REGISTRATION

- Student 1
- Student 2
- Student 3
- Student 4
- Student 5
- Eligibility Requirements
- Submit Registration

First Name

Last Name

Preferred First Name for Name Badge

Home Zip Code

Grade Level

T-Shirt Size (adult men's size)

Gender Male Female

Vegetarian Yes No

Ethnicity

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

Once all the students are entered, you will need to review the eligibility requirements and select the check box to confirm that you have read the requirements.

Eligibility Requirements	
TEAM REGISTRATION	
<input 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"/> Eligibility Requirements	
<input type="checkbox"/> Submit Registration	

1. Each competing team consists of 4 or 5 student members. (Only 4 will be playing at any time.) 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 2, 1997. 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 on or after September 1, 2001 and on or before April 27, 2007. 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:

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

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

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. A school may only participate in its assigned regional event in order to advance to the National Finals. In other words, a school may request to compete in a different regional event; however, the team will NOT qualify for the National Finals should the team win the competition. The highest placing team assigned to the geographic area of the regional event would instead qualify for the National Finals.

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

3. The winning team from each qualifying regional competition is eligible to be invited to the National Science Bowl® Finals held near Washington, DC, on April 27 – May 1, 2017. In the case that 1) the school of the winning team is not assigned to the geographic boundary of the regional competition as detailed on the NSB webpage (<http://science.energy.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 which at least 4 players 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.

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

4. Within 2 weeks after its regional competition or by **March 15, 2017** (whichever comes first), 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 within 2 weeks after their regional competition or by **March 15, 2017** (whichever comes first). 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.

Registration Submission

You will need to submit your registration for the team registration to be complete. Be sure to view the Submit Registration section and select Submit Registration.

Submit Registration

TEAM REGISTRATION	
<input 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 checked="" type="checkbox"/>	Eligibility Requirements
<input type="checkbox"/>	Submit Registration

Please review the items below before submitting this team's registration:

1. A team must have 4 students in order to participate in the National Science Bowl®. We **strongly encourage** all teams to have 5 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 2017 Eligibility Requirements, the entire team will be disqualified from the competition.
3. If you do not receive a confirmation email within 24 hours, please check your "junk" or "spam" mail. If you do not locate an email, please log back in to your account to confirm that the registration has been submitted.

[Submit Registration](#)

Once submitted, you will see the confirmation page:

Confirmation

Thank you for submitting your team's registration for a regional competition of the National Science Bowl®. Please visit <http://science.energy.gov/wdts/nsb/high-school/high-school-regionals/> for specific information (important dates, registration fees) on your regional event. You will also find the contact information for your National Science Bowl® Regional Coordinator at this link.

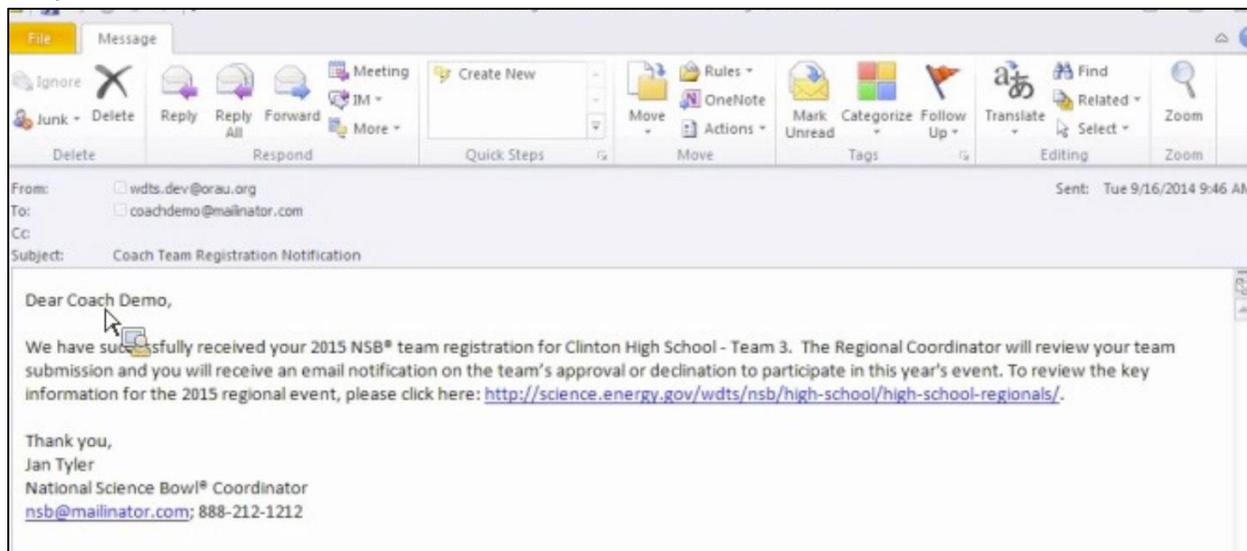
Best wishes to you and your 2015 NSB® team!

[View High School Teams](#)

To create another team, you will repeat the same process by selecting "Add Middle School Team" or "Add High School Team".

After your registration is sent, you will receive an email regarding your submission.

Sample email:



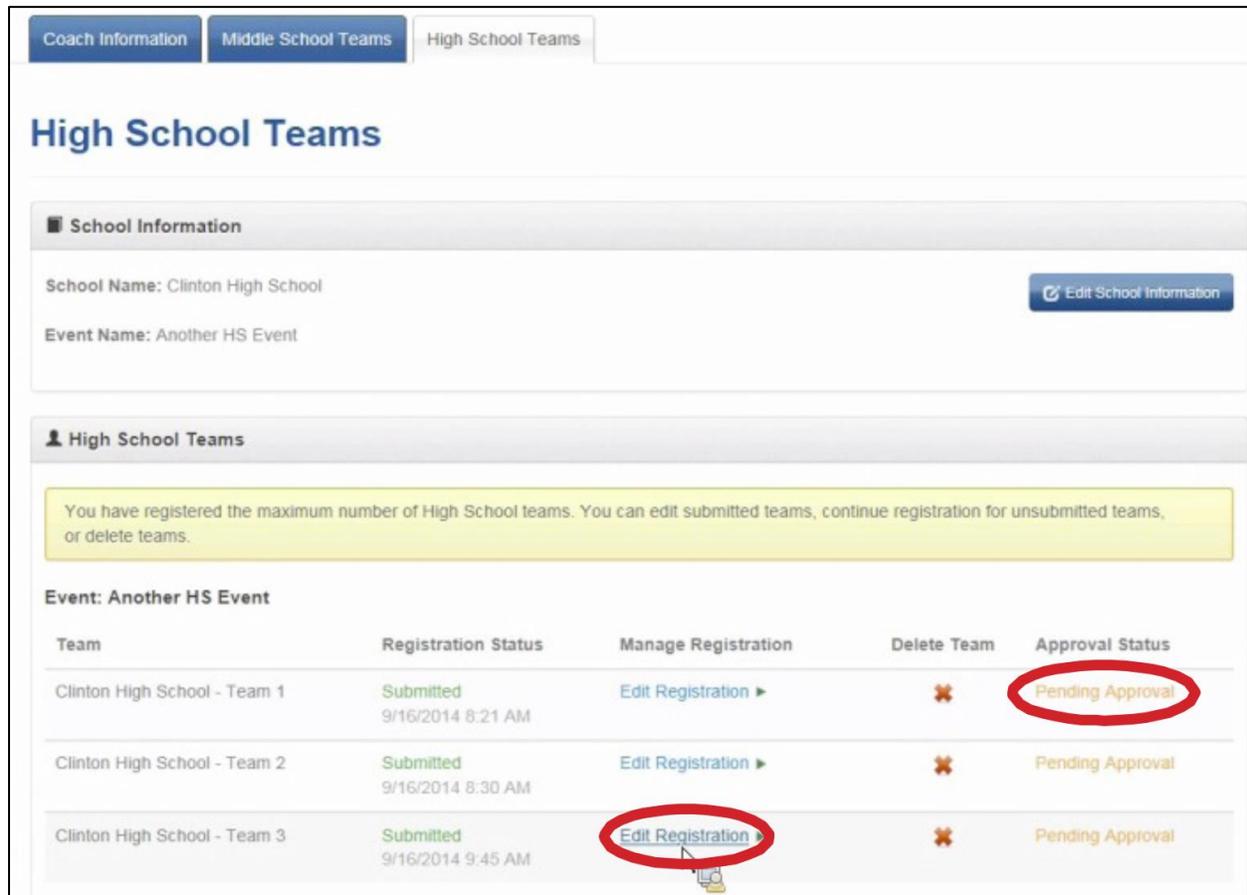
Team Management

On your dashboard for either Middle School Teams or High School Teams, you will be able to manage your team information.

As a coach you can edit your team registration, delete a team, edit the school information, and check on your team registration status.

Depending on the regional, there are set date periods for coaches to edit their team information.

Ex. High School Team Dashboard



The screenshot shows a web dashboard for "High School Teams". At the top, there are three tabs: "Coach Information", "Middle School Teams", and "High School Teams". The "High School Teams" tab is selected. Below the tabs, the page title "High School Teams" is displayed. The main content area is divided into two sections: "School Information" and "High School Teams".

School Information

School Name: Clinton High School [Edit School Information](#)

Event Name: Another HS Event

High School Teams

You have registered the maximum number of High School teams. You can edit submitted teams, continue registration for unsubmitted teams, or delete teams.

Event: Another HS Event

Team	Registration Status	Manage Registration	Delete Team	Approval Status
Clinton High School - Team 1	Submitted 9/16/2014 8:21 AM	Edit Registration ▶	✘	Pending Approval
Clinton High School - Team 2	Submitted 9/16/2014 8:30 AM	Edit Registration ▶	✘	Pending Approval
Clinton High School - Team 3	Submitted 9/16/2014 9:45 AM	Edit Registration ▶	✘	Pending Approval

Deleting A Team

High School Teams

School Information

School Name: Clinton High School Edit School Information

Event Name: Another HS Event

High School Teams

You have registered the maximum number of High School teams. You can edit submitted teams, continue registration for unsubmitted teams, or delete teams.

Event: Another HS Event

Team	Registration Status	Manage Registration	Delete Team	Approval Status
Clinton High School - Team 1	Submitted 9/16/2014 8:21 AM	Edit Registration ▶	✘	Pending Approval
Clinton High School - Team 2	Submitted 9/16/2014 8:30 AM	Edit Registration ▶	✘	Pending Approval
Clinton High School - Team 3	Submitted 9/16/2014 9:45 AM	Edit Registration ▶	✘	Pending Approval

A warning does alert you to ensure you want to delete the team.

School Information

School Name: Clinton High School Edit School Information

Event Name: Another HS Event

High School Teams

You have registered the maximum number of High School teams. You can edit submitted teams, continue registration for unsubmitted teams, or delete teams.

Event: Another HS Event

Team	Registration Status	Manage Registration	Delete Team	Approval Status
Clinton High School - Team 1	Submitted 9/16/2014 8:21 AM	Edit Registration ▶	✘	Pending Approval
Clinton High School - Team 2	Submitted 9/16/2014 8:30 AM	Edit Registration ▶	✘	Pending Approval
Clinton High School - Team 3	Submitted 9/16/2014 9:45 AM	Edit Registration ▶	✘	Pending Approval

Message from webpage

Are you sure you want to delete this team?

OK Cancel

Helpful Notes while registering your team

- Selecting your regional: Be sure to be aware for which regional your school is listed. You can determine your school's regional by visiting the NSB website and review the regional locations.
- Searching for your school: Be sure to type in your school's zip code. If your school is not listed for the zip code, feel free to select "other" to add your school. The regional locations will appear for the zip code you entered.
- Team Entry: If you are unsure what students will be listed for your team, you may enter "Student 1", "Student 2" etc....to complete the form. Be sure to update your information before the set deadline for team edits. Your regional coordinator will have set deadlines within the system for team edits of registrations.
- Team Status: After your registration is fully submitted, check your status page to determine the team's registration status. The approval of your team is established by the regional coordinator. Be sure to contact the regional coordinator regarding your team's approval for the regional event.

Coach Replacement Processes

Step 1: Coach will click on “Replace Coach” and enter the information for the replacement and click “Request Replacement”.

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U.S. DEPARTMENT OF **ENERGY** | Office of Science

Coach Information Middle School Teams High School Teams

Coach Information

Replace Coach

Replace Coach Chris ¹

This form allows you to submit a request to replace Chris ¹ as the Coach for the National Science Bowl[®] competition.

How the process works:

- After you complete and submit to form below, your request will be reviewed by NSB system administrators. You will be able to cancel your request prior to the administrator's review if you choose.
- If the request is approved, the new Coach will receive an email invitation to create an account in the system and provide additional information about themselves. Once they have done so, they will have access to existing information about registered teams at the school(s) listed below. The previous Coach will still be able to access the system and view their own information, but will no longer have access to information about teams at those schools.
- If the request is declined, you will be able to submit another request if necessary.

Replacement First Name

Replacement Last Name

Previous Last Name(s) (Optional)

Replacement Email Address

Confirm Replacement Email Address

Request this replacement for... Middle School
Select all that apply High School

Justification

Request Replacement Cancel

The coach has the option to “cancel the request” or “view request details” once request is submitted.

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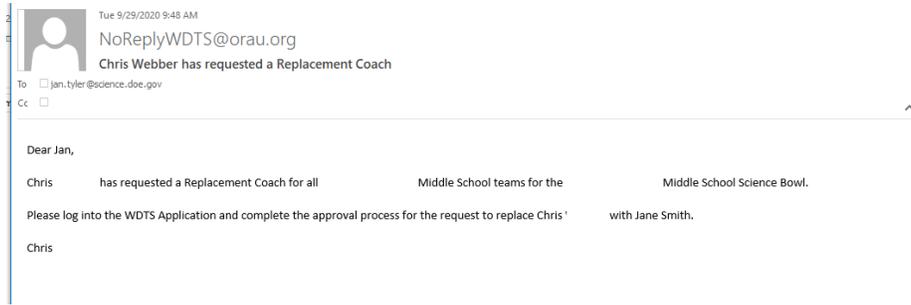
Coach Information Middle School Teams High School Teams

Coach Information

Your request to replace this Coach is pending approval.

View Request Details Cancel This Request

Notification is sent to DOE:



Step 2: DOE will either approve or decline the replacement coach

Approved – Process is complete

Declined – Coach is notified and has to make necessary adjustments

Coach Delegation Process

Important: The team must be approved before you can add delegates.

The coach delegation process provides a way for you to delegate an electronic form to a parent/guardian.

Step 1: Log into the Coach Site and choose the applicable team tab then click on “Add Delegate” under the Manage Delegates header.

The screenshot shows the NSB Coach Site interface. At the top, there are logos for NSB (National Science Bowl) and the U.S. Department of Energy Office of Science. Navigation tabs include 'Coach Information', 'Middle School Teams', and 'High School Teams'. The 'Middle School Teams' section is active, showing a 'School Information' form with fields for 'School Name' and 'Event Name', and an 'Add Middle School Team' button. Below this is a table of team registrations:

Team	Registration Status	Manage Registration	Delete Team	Approval Status
Middle School - Team 1	Submitted 8/31/2020 4:44 PM	Edit Registration →	×	Approved

A note below the table states: 'Team Registrations can be edited until 3/31/2021.' The 'Manage Delegates' section follows, with instructions to identify parents or guardians. A red arrow points to the 'Add Delegate' button in the table below:

Student	Delegate	Media Release Form	Last Emailed	Actions
---------	----------	--------------------	--------------	---------

Step 2: Enter the Information for the delegate and choose the student(s) this person will be delegate on behalf of.

Add Delegate ×

Delegate First Name

Delegate Last Name

Delegate Email

Confirm Delegate Email

Student(s) Jane Smith

 Sam Smith

Delegate the completion of the **Media Release Form** to the parent/guardian of the student(s) selected above.

Once you have entered the information for the delegate you will choose either “**Save & Send Email**” or “**Save & Close**”.

- **Save & Send Email:** This option will immediately send an email to the delegate.
- **Save & Close:** This option will save the delegate information but will not send the email. Once you are ready to send you will need to click on “**Actions**” next to the delegate name under “**Manage Delegates**” and choose “**Resend Invitation Email**”.

Actions

Actions ▾

- Resend Invitation Email
- Email Delegate
- Edit Delegate Information
- Upload Form on Behalf of the Delegate
- Delete Delegate

Sample Notification Email to the Parent/Guardian (New User):

Thu 9/24/2020 12:20 PM
NoReplyWDTS@orau.org
National Science Bowl® Parent/Guardian Required Forms

To: John.Doe@test.org

Dear Parent or Guardian of Jane Doe:

In order for Jane to participate on the National Science Bowl® team for Mc Millan Magnet Middle School, each student is required to have the following form(s) completed and submitted by a parent or guardian within the next five (5) days:

2021 Parental Media Release and Consent Form

Your username is: John.Doe@test.org

Please visit the link below to login/reset your password.
<https://devweb01.orau.net/NSB-Teams/Account/PasswordReset?user=John.Doe@test.org&code=IZMD15gr0qFmPOw1/fZiQ=&uid=true>

Thank you very much for your prompt attention to this email. I look forward to working with Jane Doe on the Team Name

Step 3: Parent/Guardian will complete his/her task and submit. Upon submission, you will receive a notification email

Step 4: Login and review the form and click on “Needs Review”.

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	Media Release Form	Last Emailed	Actions
Jane Doe	John Doe	Needs Review	9/24/2020	Actions

Step 5: Review the form and choose “Approve” or “Decline” and click “Save”.

If you choose “decline” you must enter a reason declination.

Review Required Form for Jane Doe

Please approve or decline the form below submitted by the delegate for Jane Doe. If you approve, the form will be forwarded to your Regional Coordinator for their review. If you decline, you will be allowed to enter a reason, which will be emailed to the delegate with a request to resubmit the form.

Approval Status: Approve Decline Reason for Declination:

[Save](#) [Cancel](#)

U.S. DEPARTMENT OF ENERGY OFFICE OF SCIENCE
2021 NATIONAL SCIENCE BOWL®

Parental Consent/Media Release

Event: I School: I	Team: I	Team 1
Parent/Guardian Name	John Doe	

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2021 NATIONAL SCIENCE BOWL®

Parental Consent/Media Release

Decline: Document will be sent back to the parent/guardian to make corrections.

Approve: Regional Coordinator will be notified to review the form.

Step 6: Regional Coordinator will review the form and choose a completion status. (Email notifications will occur)

If it is marked “complete” by the Regional Coordinator you will see a checkmark next to the form, under the student name. If marked “incomplete” the form is returned to the guardian and the process starts over.

[Add Delegate](#)

Student	Delegate	Media Release Form	Last Emailed	Actions
Charlie		Approved		
New Student		Not Submitted		
	Max Miller	Rejected	9/18/2020	Actions
	Max Miller	Needs Review	9/18/2020	Actions
Jane Doe	John Doe	Approved	9/24/2020	Actions

Required Forms

[Upload Completed Forms](#) →

Form	Coach	Co-Coach	Student 1	Student 2	Student 3	Student 4	Student 5
			Charlie I	New Student			Jane Doe
Adult Media Release Form			N/A	N/A	N/A	N/A	N/A
Parental Consent & Media Release Form	N/A	N/A	✓		✓	Pending	✓