Logging into Teacher Account (After Registering)

• Go to the National Contest Registration page.
• Click Login in the top right corner.
• Insert your username and password.
• If you forgot your username and/or password, click the white Forgot Password / Username button and follow the prompts to reset.

Editing Teacher Account Information

• After logging in to your teacher account, click your name in the top right corner.
• Select My Profile from the drop-down menu to edit your personal information before registration ends.
• Select Change Password to change the password for your account.

Checking Your Students’ Registration Progress

• After logging in to your teacher account, click My Students in the top toolbar.
• This page lists each of your students. Click on a name to bring up a pop-up menu. You can Edit/View Participant profile, Link/Unlink Projects, and Email Participants. This is optional, and it can only be done before contest registration closes.

Registration Symbol Key

Under My Students, each student has a series of icons next to their name/entry:

• A dollar bill: The color of the symbol (red or green) shows whether the student’s registration fee is paid.
• A map: If you hover over the map it will show you which affiliate the student is registered under.
• An arrow: This symbol will only appear if the student has been promoted into your contest. Students are only promoted if the previous contest uses the system and has advanced winners.
• Thumbs up: This icon will appear if the student has agreed to the permissions and waivers as part of registration.
• Dollar sign: This symbol will only appear if the student’s registration fee payment is on an invoice that they created or that their teacher created.