

Western New York Regional Science and Engineering Fair  
**www.wnysc.org**  
**MARCH 23, 2018, at D'YOUVILLE COLLEGE, BUFFALO NEW YORK.**

Dear Prospective and Former Judges,

It is that time again for the Western New York Regional Science and Engineering Fair (WNYRSEF). I am inviting you to join our team of very qualified and talented judges to judge student projects from 5 counties (Niagara, Orleans, Genesee, Erie and Wyoming).

The location is at D'Youville College on Porter Avenue. **The fair will be held on Saturday, March 23, 2018**, in the College Bookstore and Student Center on the Corner of Porter and Fargo Avenues.

We are asking Judges to **arrive before 8:00 AM** and we will meet in the **BLUE ROOM LOUNGE**. **At 8:15 AM** orientation and training will begin and packets and supplies will be distributed. A parking lot is reserved for judges and is close to the building. A diagram and directions will be emailed to you after you have registered. The entire fair will be housed in one building. A continental breakfast and lunch will be provided for you in the Blue Room Lounge. If you have dietary preferences please let us know when you register.

It is important for you to register online by **March 8th**. Shortly thereafter, we will be sending final information for all the judges for directions, parking and last-minute details. Please go to: <https://wnysc.stemwizard.com>. Please see page 2 of this letter for a help sheet to walk you through the registration. The registration will help streamline the process and help us assign judges to the categories you select. It is important for you to complete all the questions on the registration form. Use the Judge's Help Sheet when registering.

As we continue to improve the fair, our goals to encourage student interest in science and technology has expanded outside the school and is now available to all students who are old enough to attend fifth through twelfth grade levels. We are continuing to do outreach and encourage more High Schools to enter and students who can be eligible to attend the NYS Science Fair and the INTEL Science Fair.

Students are given up to 10 minutes to explain their projects (posters) and engineering wonders. The judges have 10 minutes to ask questions of the students. Our standardized judging rubric is available to students and used by the judges to evaluate and score the projects.

If you want to judge and have a student(s) in the competition, our new software will flag this and you will be assigned to another age group. If you are not sure, contact one of us directly and don't let that stop you from judging! If you know of any other science minded individuals who would like to judge, please print and give them a copy of this letter and registration help sheet. We are always looking for judges.

We look forward to seeing and working with you all at the fair. Registration is easy and confidential (use the help sheet). The help sheet, on page 2, will assist you. When registration is complete an email will be sent to you from the stemwizard using the email you provided to verify your registration. It will list your ID and the password you provided.

As always, we are looking for judges for the fair. If you know of a colleague or friend that would like to be a judge please give them a copy of this letter. The judge's registration site address is:

<https://wnysc.stemwizard.com>  
**Register by MARCH 8, 2019**

Thank you,

If you have any questions please contact one of the following committee members.

John-Paul Martin  
Executive Director, Judges Chair  
(716) 832-7398  
<zephur17@icloud.com>

Cheryl Wozniak  
Judges Co-Chair  
(716) 697-3231  
<cheriwoz14@gmail.com>

## ONLINE JUDGE REGISTRATION HELP SHEET

- 1) Online type **https://wnysc.stemwizard.com**, press return or enter
  - 2) On the right side of the screen is **REGISTRATION**. Slide the cursor over the word registration and then down to: **JUDGE**.
  - 3) Fill in all the information requested: phone-numbers are in this form: (XXX-XXX-XXXX)
    - \*if you do not have an extension leave it blank.
    - \*zip code is 5 numbers only
    - \*put in an email where we can contact you if needed
    - \*put an easy password you will remember. This will allow you access to your information at any time.
    - \*if you want to allow text messages from stemwizard, check the box, otherwise leave it blank
    - \***CHECK PRIVACY BOX**
    - \*CLICK: **SUBMIT**
  - 4) On the next screen at the top of the page may be messages or information from us or the program administrator. **Midway down are 5 blue and orange circles**. Begin by clicking on the first circle.
    - \*Fill in the information requested in the highlighted boxes. **PLEASE DO NOT LEAVE BLANKS**.
    - If you decide you do not want to list things like "organizations" you belong to type: NA**
    - \*When you finish a circle, **PRESS the blue [SAVE & NEXT ARROW]** at the right. When you have completed a circle, the color will change to a **green CHECK MARK**. Continue through all of the blue and orange circles.
  - 5) **POTENTIAL CONFLICTS** If you have a potential conflict let us know, otherwise type in: **NA**
  - 6) **CATEGORY JUDGES** - lead the group of Judges in your category.

There is a computer glitch, **EVERYONE PLEASE CLICK (YES)**.

On the category selection page select your choice (1-5) for each category. [5] is your area of expertise.

Below that, select your three best choices to judge. This is how you will be assigned. If you have no preference leave these three choices blank.
  - 6) **SPECIAL AWARDS JUDGES** - Judges score the students for the special awards.

There may be a computer glitch, **EVERYONE PLEASE CLICK (YES)**.
  - 7) **DIETARY REQUIREMENTS** - If you have dietary/medical/physical concerns, let me know. Food notifications go here as well!
- When you have finished, scroll to the top **CLICK LOGOUT**. You are done!
- In a short while, you will receive an email confirming the registration, and your password. **KEEP the email** for future access.

I would appreciate if you could ask colleagues or individuals you know if they would register and become a judge. We are looking for judges in all the fields.

Thank You, and I appreciate your time,

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