



Building Canada's Cyber Skills

Welcome and thank you for agreeing to be the lead point of contact for your school for the upcoming regional **Cyber*Sci** competition. We are excited to have you as part of the program!

It is time to register your school team(s) for the **Cyber*Sci** event coming Nov. 23, 2024.

This is the registration site: <https://app.cybersci.ca>

Step 1 - You (not the students participants) create the teams in our registration database, including students' names and email addresses.

Step 2 - The students (not you) enter all the rest of their info into the registration database.

To create a team (or two) and register:

- Go to the registration site *yourself*, create an account for *yourself*. (Student team members **cannot** do this part.)
- Then create one or two teams for *your school* by entering your student participants' names and **emails**.

(More detailed instructions are below.)

You must register your team(s) by: **November 8, 2024** (The event happens Nov.23, 2024)

- You can create the teams on the register sight **right now**, if you are ready.
- You only need student names and **email addresses**. ← Mandatory requirement!

The exact location of the **Cyber*Sci** event in each city will be communicated separately.

Thank you for helping us encourage Canada's future cyber leaders!

*The Cyber*Sci Organizing Team*

***** Summary of actions *****

Actions to start now, if you have not already:

- Forward our info to the students; **Done?**
- Help them organize to whatever extent your time permits; **Ongoing?**

- Choose the students for your team(s). Name **and email addresses**. **Done?**

Action for end of October:

- create 2 teams by entering students' names **with their email addresses** at <https://app.cybersci.ca>
 - 4 students per team, or 5 if including a female or an Indigenous student
- The students will receive an email with instructions on how to complete the registration.

Team creation can be done immediately.

Note: The registration system will contact the students directly to ensure they complete the extra information we need from them before the event (food allergies, emergency contact on event day, resumes, etc.)

Thank you for helping us encourage Canada's future cyber leaders!

Detailed Instructions

***** School Contact Person** (not participants) **create the school's team(s) in the system *****

Step 1: Sign-up for an account at <https://app.cybersci.ca/>. Once you register you will be redirected to a screen that looks like the following

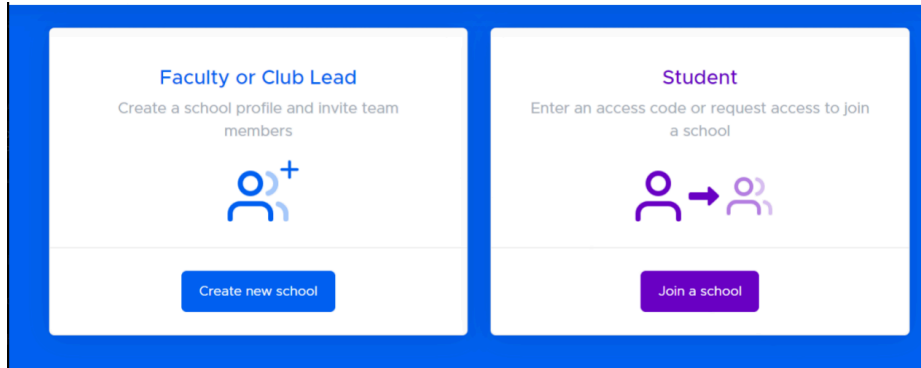
Account Successfully created

An email verification link has been sent to you email account. To access your account, please check your email for a verification link.

If you haven't received a verification email, please check your spam folder.

Step 2: Verify your email address via an email sent from no-reply@app.cybersci.ca. This address is likely to be caught in **junk** or **spam**.

Step 3: Use the verification to log in and you will be directed to the following screen, select "Faculty or Club Lead", and sign up your first team



For this step you will need all the students' names, and **email addresses.**

The email address that students use to log-in to the registration system later must be the ***exact*** same as the one you enter into the system here.

- No abbreviations or aliases will work for them.

Step 4: Repeat Step 3, for your second team.

After that, our registration system completes the process directly with the students by sending them a welcome email, and invites them to add more details about themselves (dietary preferences, emergency contact for event day, etc).