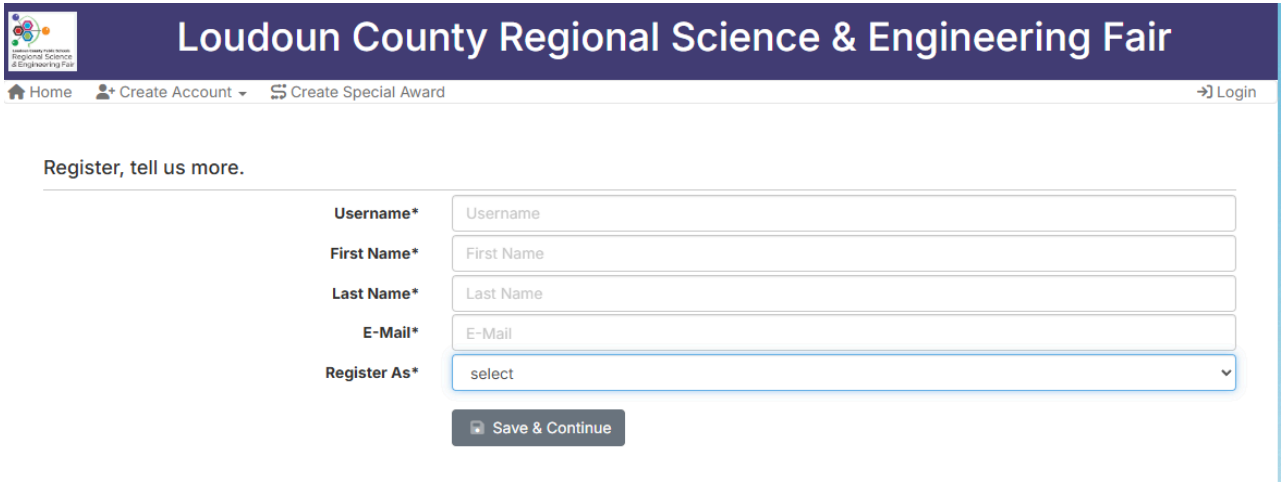
Loudoun County Public Schools
Regional Science
& Engineering Fair

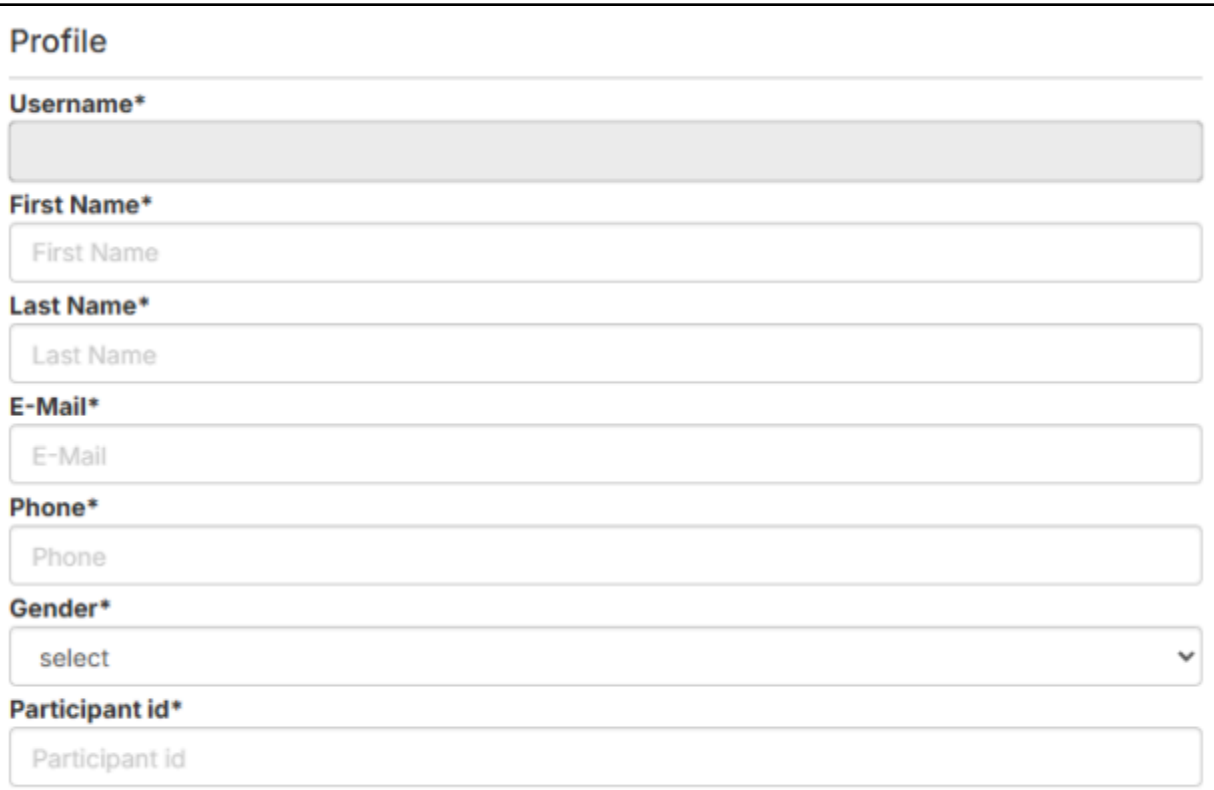
Student Registration Instructions
zFairs

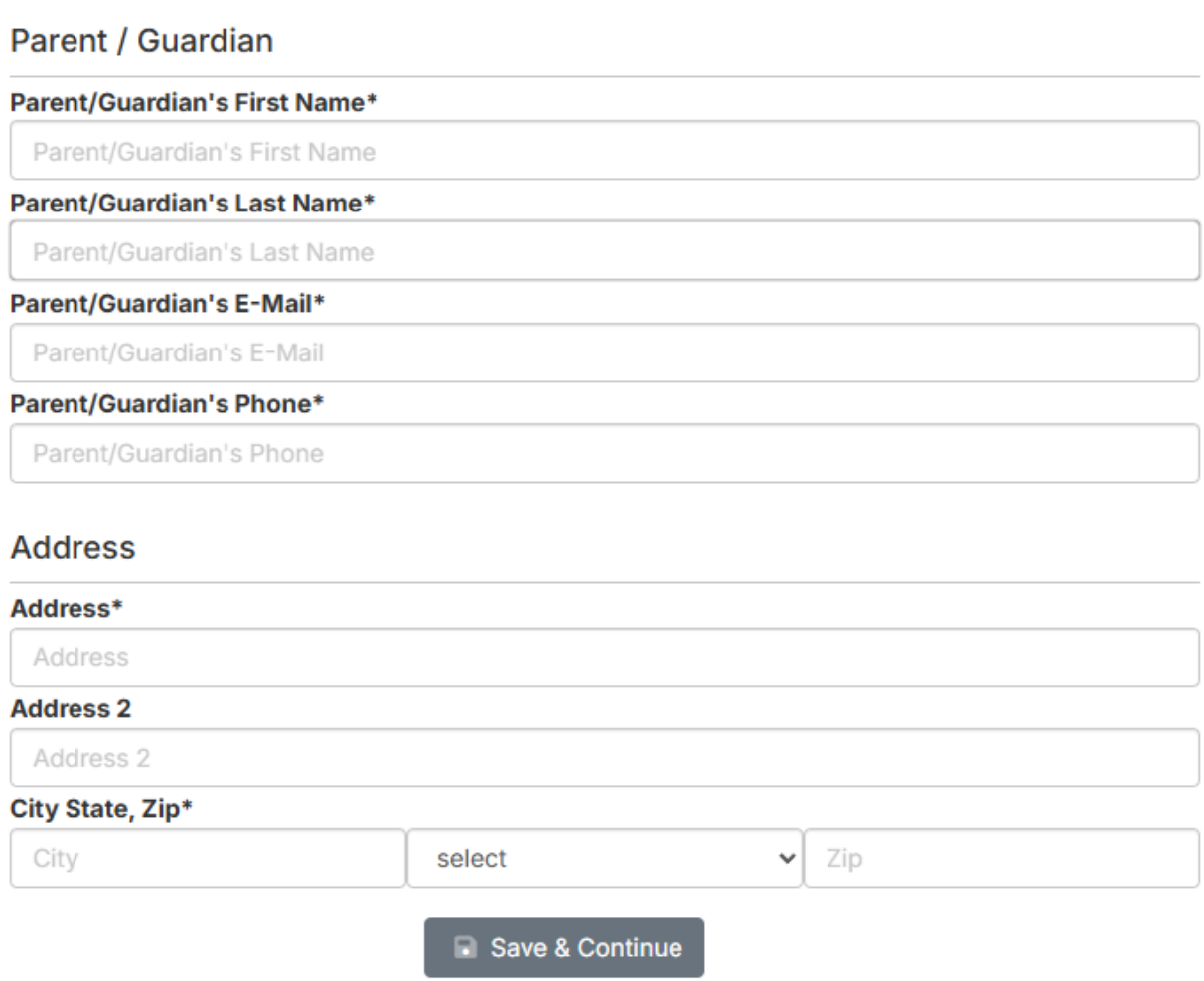
All entries (including both participants if a team project) MUST be registered by December 4, 2026

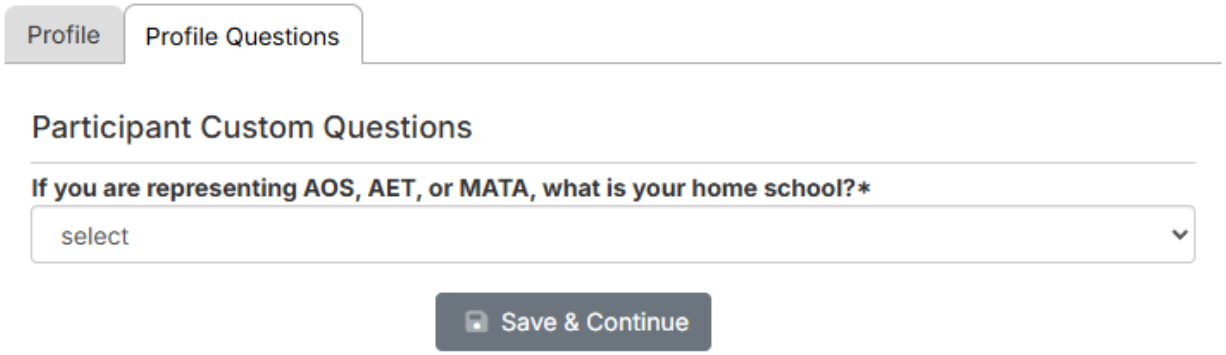
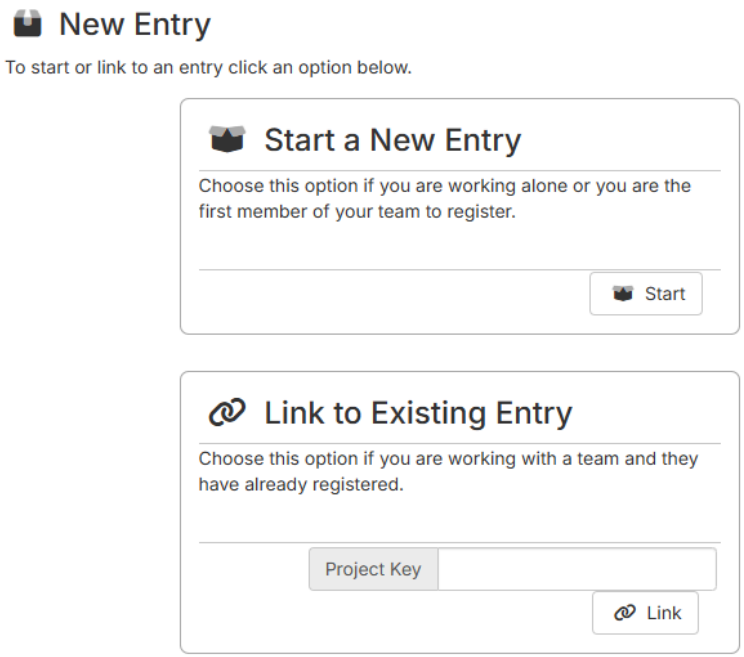
Note for Team Projects: If you are a team project, the lead student MUST complete their registration first, and then share the project key with their partner when they register.

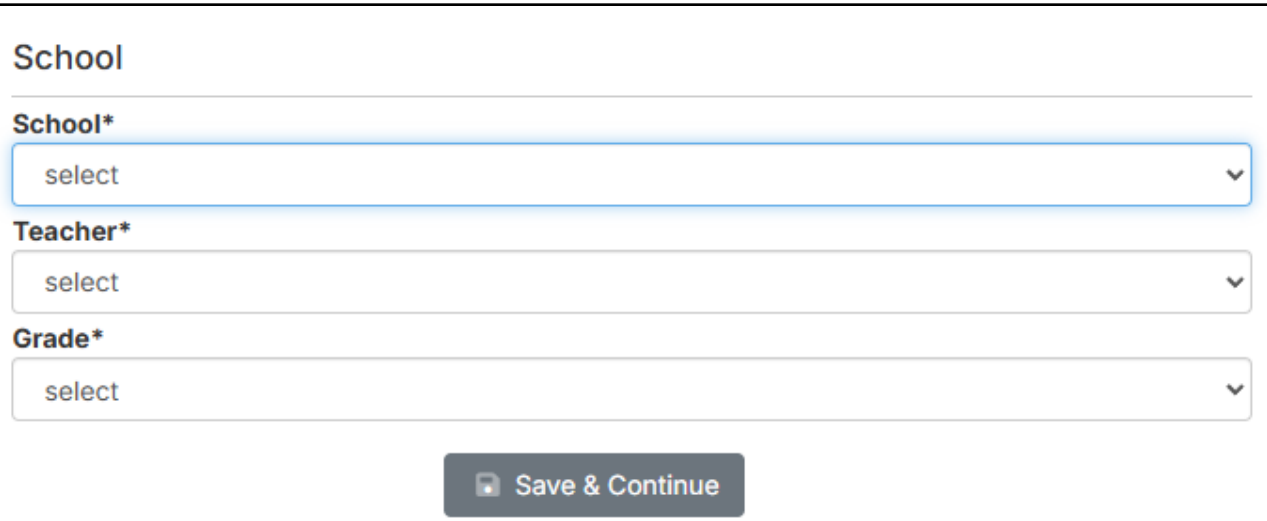
NOTE: SOME OF THESE STEPS MAY HAVE SECTIONS ALREADY COMPLETED FOR YOU.

Step 1: Navigate to LCPS Go and click on zFairs Contest Management. A new window will open.	
Step 2: Enter your LCPS student ID as your username, enter your First and Last Name, and enter your LCPS email address. Select “Participant” in the drop-down menu for “Register As”.	
Step 3: Verify your email address. You will receive an email from “NoReply@zfairs.com” with a link to confirm your email address. Click the link to continue the registration process.	

Step 4: Complete your profile. Enter your LCPS Student ID number for “Participant ID”.	
Step 5: Set a password for your account. **Your password must have at least one uppercase and one lowercase letter.** Remember your username and password!	

Step 6: Enter your parent/guardian's information and your home address. Click "Save & Continue".	

Step 7: If you are representing AOS, AET, or MATA for the RSEF, please select your home school. If you are representing your Home School, select “Not Applicable - I am representing my home school”. Click “Save & Continue”.	
Step 8: Here’s where you will start the process of registering your project: ● If you are doing an individual project, click “Start” in the “Start a New Entry” box. ● If you are doing a team project and you are the first to register, click “Start” in the “Start a New Entry” box. ● If you are doing a team project and your team member has already registered, enter the “Project Key” in the “Link to Existing Entry” box. Your partner should have that project key. Then click “Link”.	

Step 9: Select your school, teacher, and grade level. If your teacher is not listed, please reach out to them ASAP. All teachers should be registered before students can register. *If you are linking to an existing entry, this section will already be completed. Click “Save & Continue”.	

Step 10: Enter your project Title and select the Category for your project. If this is a team project, check the box for “This will be a team project.”

You may change your title and category up until 2/26/27 (if you are selected for RSEF)

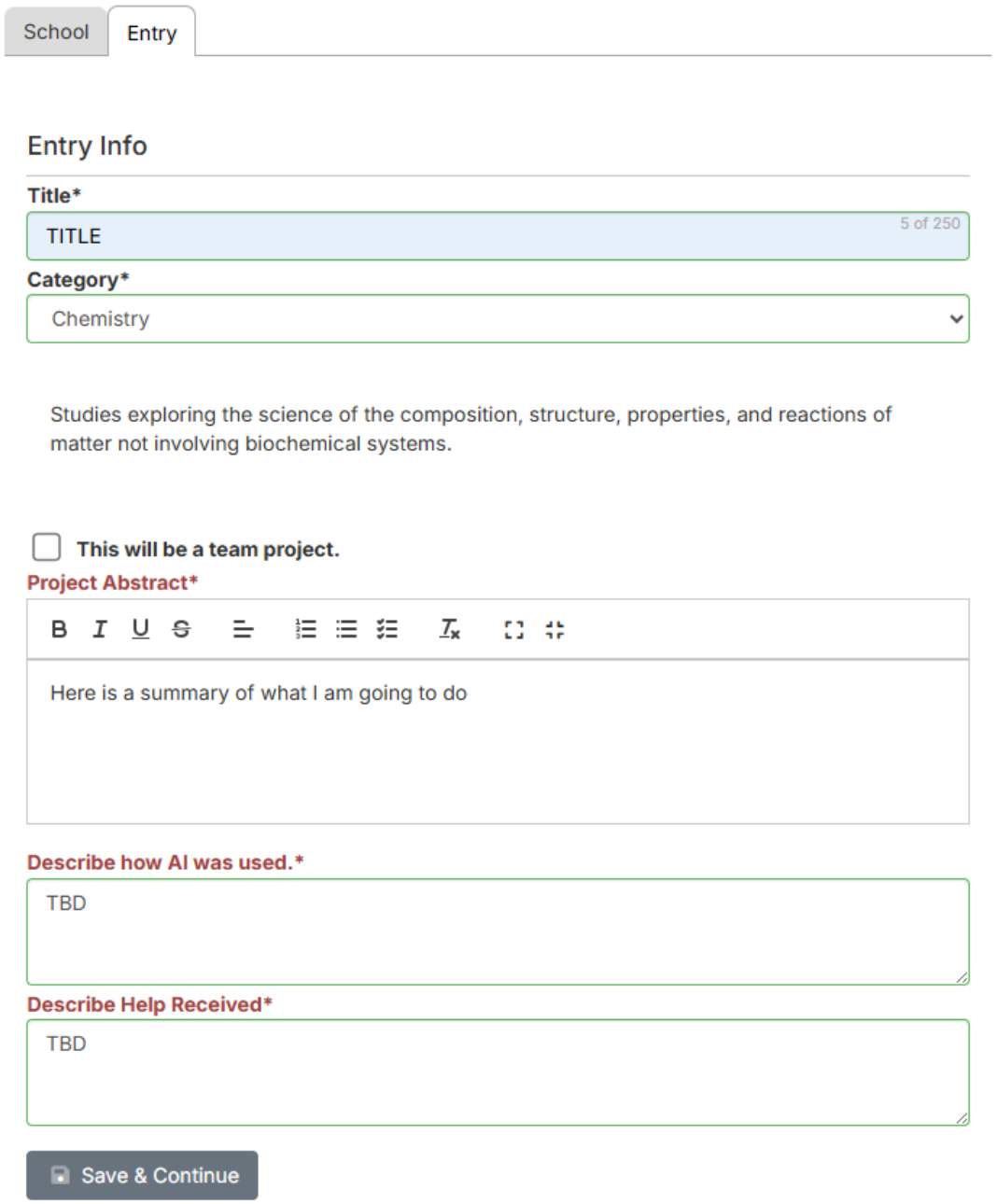
Enter a summary of what you are planning to do in 250 words or less.

Describe how AI was used.* - enter **“TBD”**

Describe Help Received.* - enter **“TBD”**

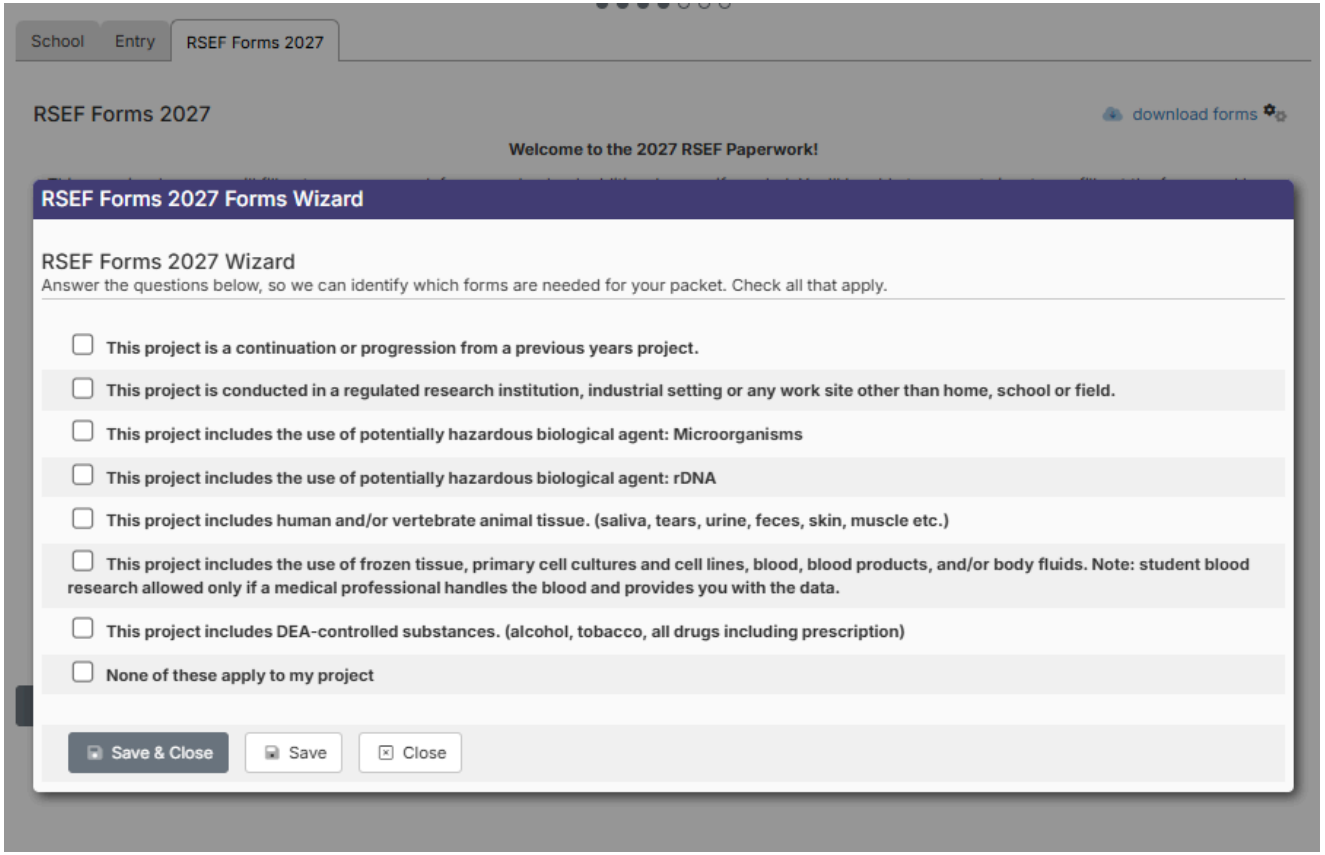
*If you are linking to an existing entry, this section will already be completed.

Click “Save & Continue”.



Step 11: You will need to answer questions on the forms Wizard to select the appropriate forms (beyond the required) based on your project.

Talk with your teacher about how to answer the questions so that you get the correct forms selected.



Step 12: Once you have completed the forms wizard, you will see a screen showing the forms that you will be required to complete.

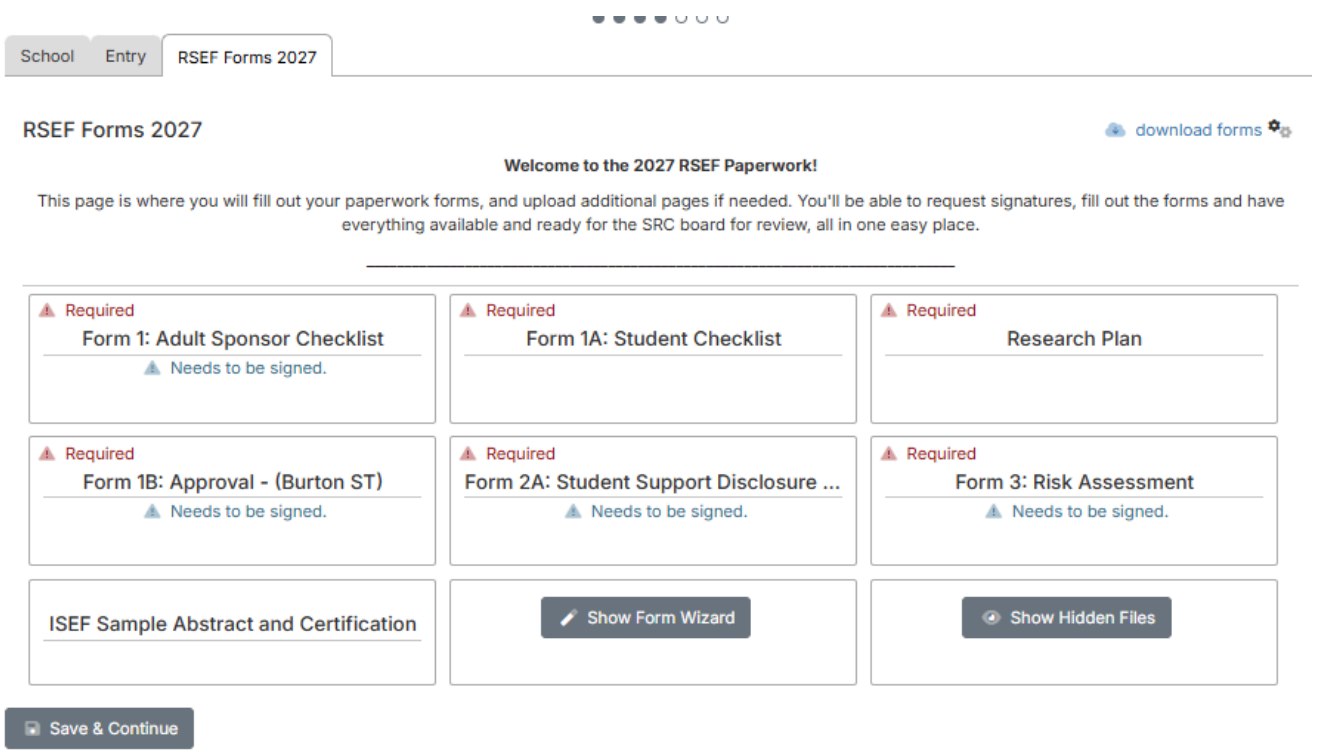
You do not need to upload these forms in order to finish creating your account!

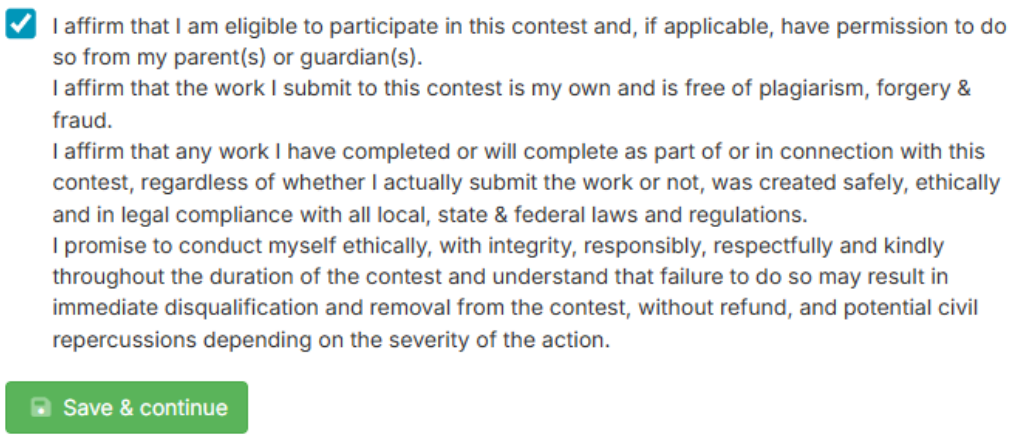
The minimum you will need will be the following forms:

Form 1 - Adult Sponsor Checklist
Form 1A - Student Checklist
Research Plan (you will upload)
Form 1B - Approval
Form 2A - Students Support Disclosure
Form 3 - Risk Assessment

Other forms will be added based on your responses in the forms wizard.

Confirm with your teacher that you have all the correct forms listed before proceeding. If you have the correct forms listed, **click Save & Continue.**



Step 13: Read the confirmation statement on the next screen. Check the box and click “Save & Continue”.	

If you receive an error message in the top right corner of the screen indicating that “Account Creation Failed”, just click continue on the screen and it will take you to the confirmation page that your account was created.

You are now registered! If you are the first member of a team to register, you will receive the project key on the next screen. Save this project key! You will also receive an email confirmation of your registration.

Important! zFairs automatically assigns a Project ID. This is ***NOT*** the official RSEF project ID. If you are selected for RSEF, you will receive your official Project ID in late February/early March.

Click on the “Home” tab in the options at the top. This will take you to the “Participant’s Main” page, which has additional information.

To access your account in the future, just click on zFairs Contest Management in LCPS Go.

If you wish to make changes to your entry information, click on your name in the upper-right hand corner of the screen and select “My Profile”. **Changes cannot be made after 5:00pm on February 26, 2027**.

If you have any questions, please reach out to rsef@lcps.org.

Thank you,
Loudoun County Regional Science & Engineering Fair