

Step 1: Click on **Register your school**

Step 2: Select **create a new account** (small link near the top)

Note: After creating your account the first time, you will select login on subsequent visits and use the account information you just created.

Step 3: Follow the steps to create your account

Step 4: Once you have successfully created the account, **login** with the new account credentials

Step 5: Select **School registration** and register your school

Step 6: After registering your school for the regional, select **add/edit team**

Step 7: After registering and adding the number of teams you need, select **View/Pay Registration Fees**

Step 8: You must select **Pay by Check**.

Note: The pay on-line function does not work, please select Pay by check.

Step 9: Print your invoice

Step 10: Mail your registration fee.

Mail payment to:

Linda Wozniewski
c/o Indiana Science Olympiad
Department of Chemistry
Indiana University Northwest
3400 Broadway
Gary, IN 46408

For registration issues or questions, please email: IndianaSciOly@gmail.com