NARSEF 2021

NORTH ALABAMA REGIONAL SCIENCE AND ENGINEERING FAIR

How to Register for NARSEF 2021

Step 1: Go to http://uah.edu/narsef
Step 2: Click “NARSEF Registration”
Step 3: Complete Online Registration
Step 4: Receive Confirmation Email with StudentID
Sent to both Sponsor and Parent Email
Step 5: Submit Paperwork and pay Project Fee
Go to: https://sites.google.com/a/uah.edu/narsef/register/submit
Detailed Directions follow.

SUBMITTING YOUR PAPERWORK

Step 1: Go to https://sites.google.com/a/uah.edu/narsef/register/submit
Step 2: Click “Submit Project Paperwork”
Step 3: Click “Submit Project Paperwork”

Paperwork should be in one PDF named your StudentID
See “CREATE ONE FILE TO SUBMIT”

Step 4: Click “Choose Files”
Step 5: Select file named your StudentID
Step 6: Click “Open”
Step 7: Enter your First Name, Last Name, and Email Address
Step 8: Click “Upload”

>> You have completed your paperwork submission.

CREATE ONE FILE TO SUBMIT

Step 1: Go to https://online2pdf.com/
Step 2: Click “Select files”
Step 3: Browse for your science fair files
Step 4: Click “Open”
Step 5: Arrange files to be in order by drag-and-drop
Step 6: Click “Convert”
Step 7: Rename downloaded file to StudentID

>> You are ready to continue to submit.

Pay Project Fee Online

Step 1: Go to https://sites.google.com/a/uah.edu/narsef/register/submit
Step 2: Click “Pay Project Fee”
Step 3: Enter your First Name, Last Name, and Email Address
Step 4: Enter your StudentID
Step 5: Click “+Add”
Step 6: Click “Continue”
Step 7: Select either “eCheck” or “Credit Card”
Step 8: Complete Payment Account Information
Step 9: Click “Process Payment”

>> You have payed your project fee.

CREATE ONE FILE TO SUBMIT

Step 1: Go to https://online2pdf.com/

Step 2: Click “Select files”

Step 3: Browse for your science fair files

Step 4: Click “Open”

Step 5: Arrange files to be in order by drag-and-drop

Step 6: Click “Convert”

Step 7: Rename downloaded file to StudentID

>> You are ready to submit.

Step 1

Go to https://online2pdf.com/

Step 2

Click “Select files”

Step 3

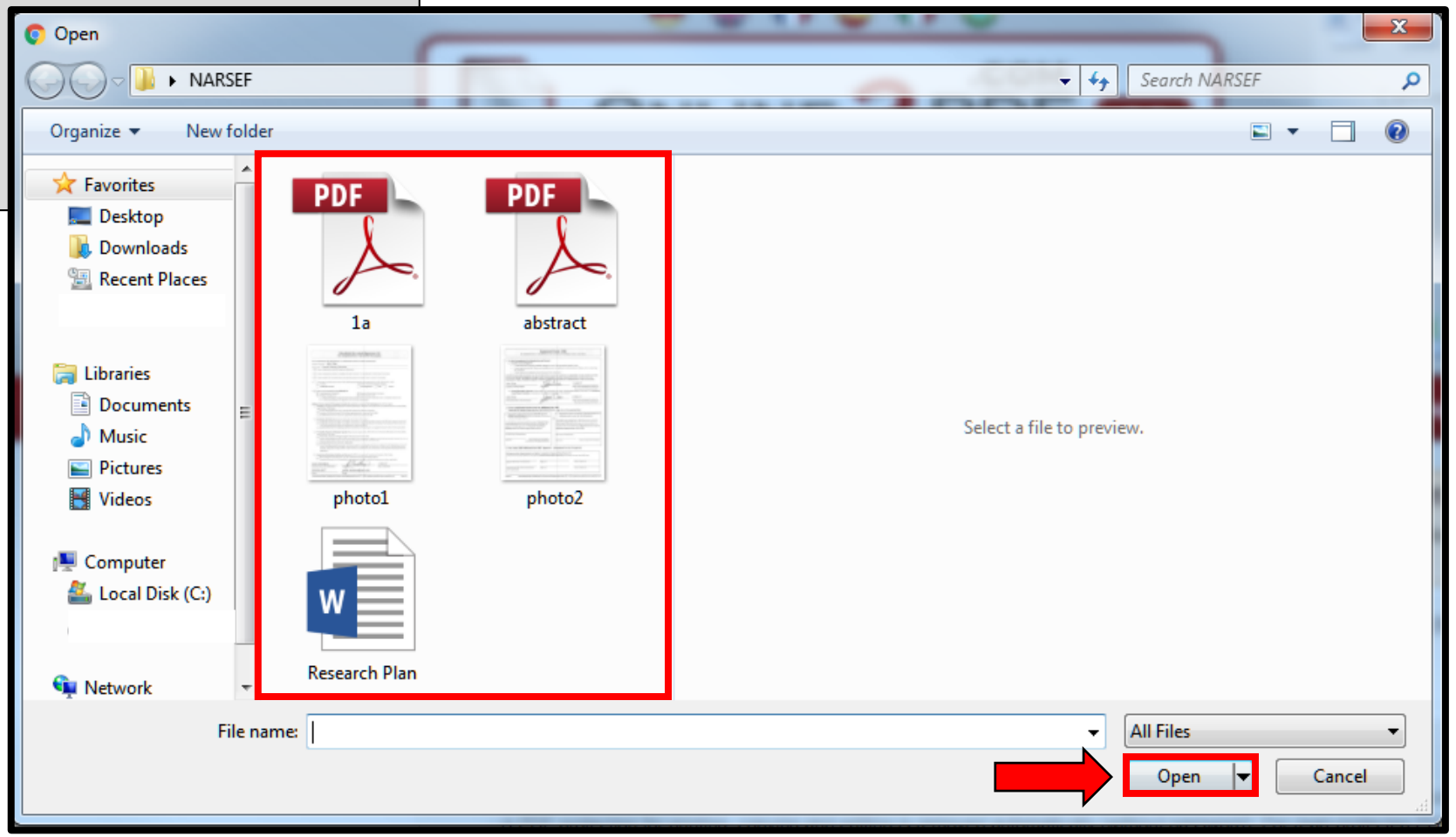
Browse for your science fair files.

***Recommend having all files in one folder.

Select all files for project.

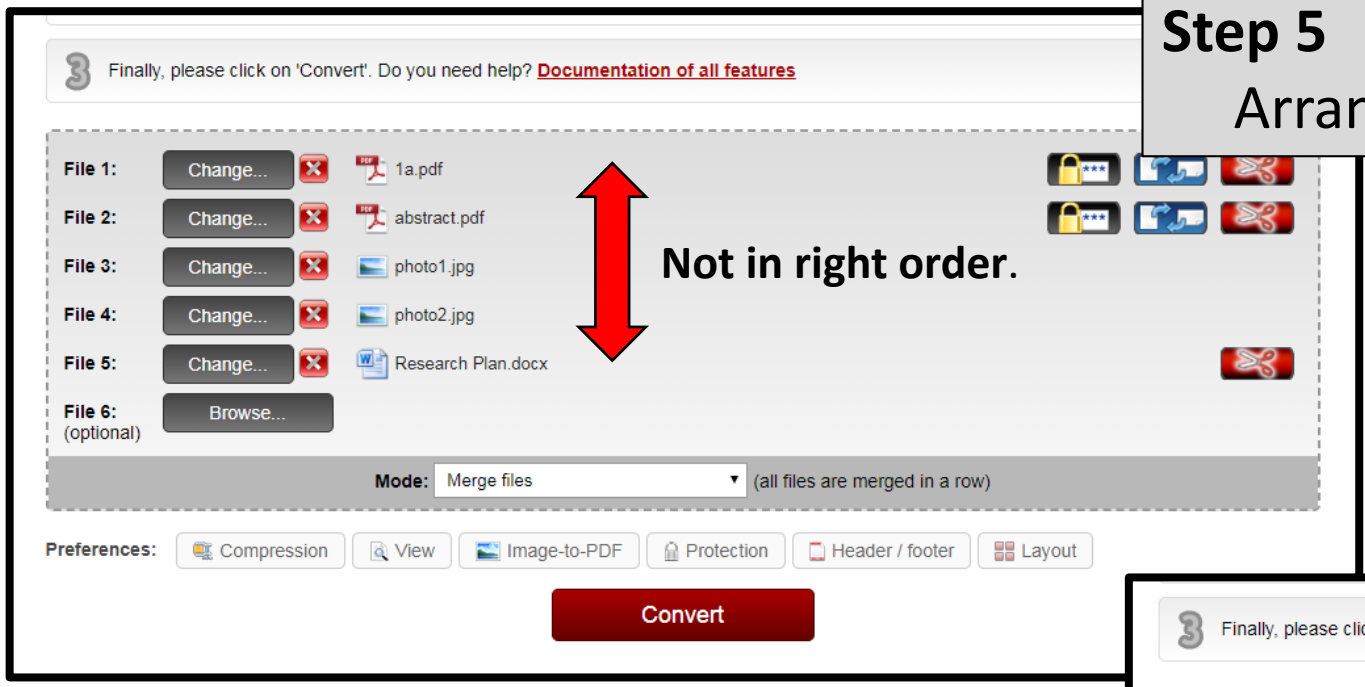
Step 4

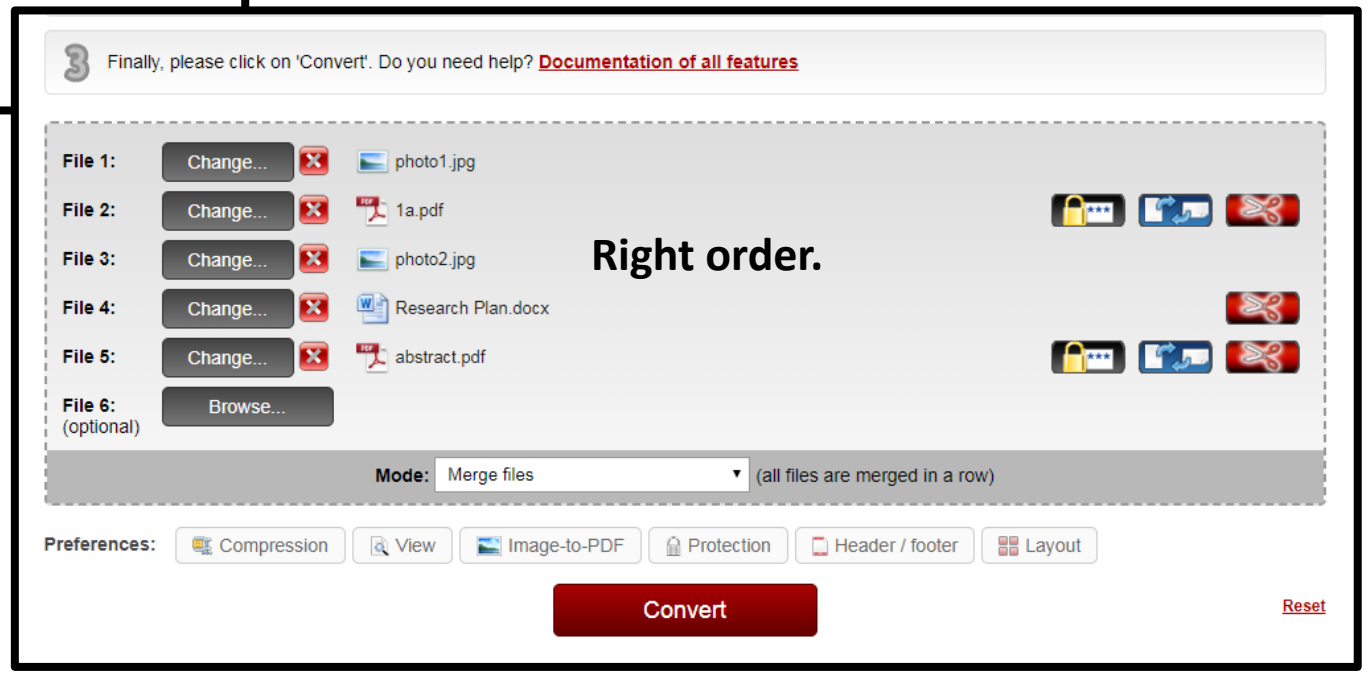
Click “Open”



Step 5

Arrange files to be in order by drag-and-drop





Order forms should be arranged:

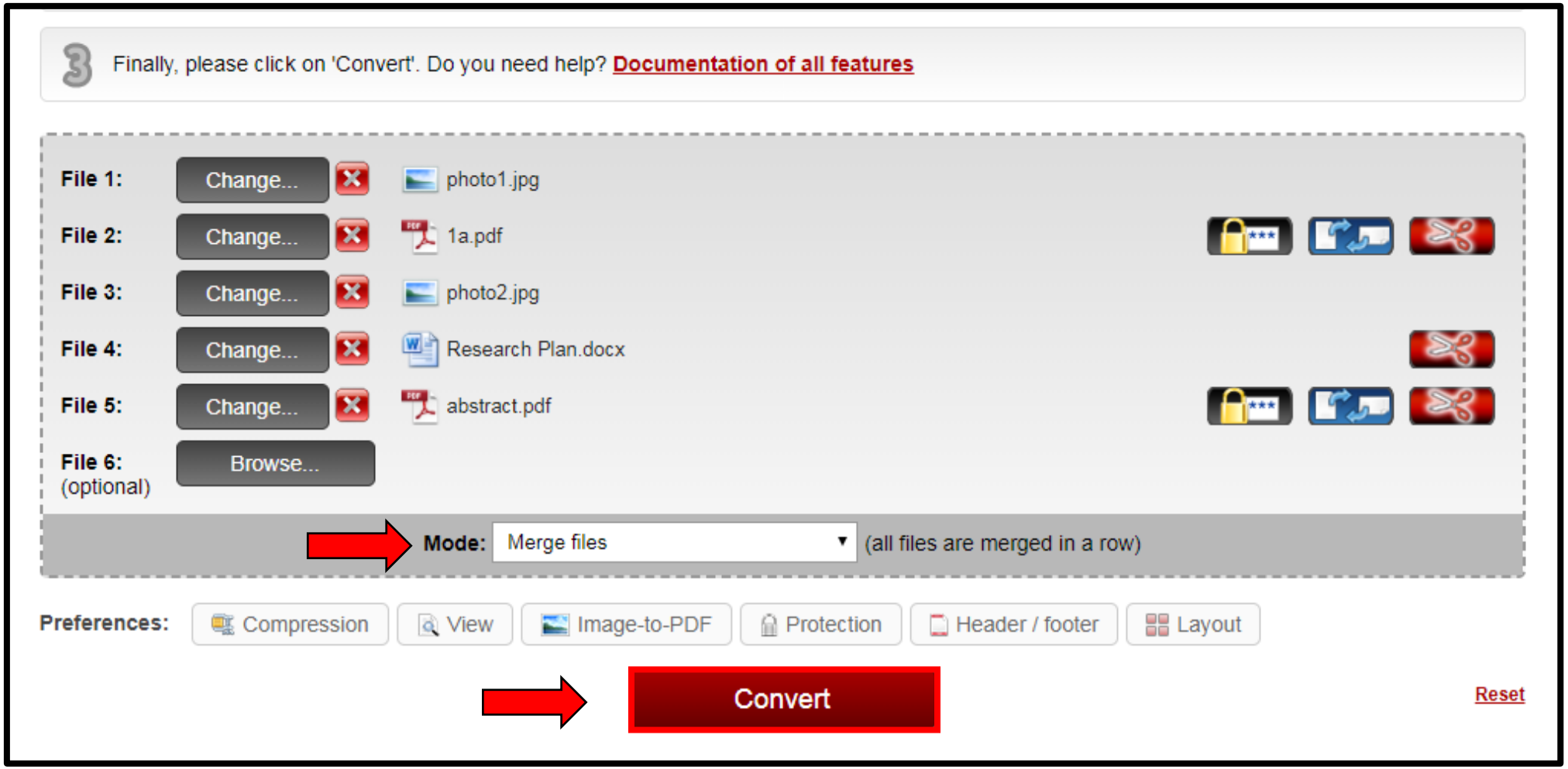
- Checklist for Adult Sponsor
- Student Checklist
- Approval Form
- Research Plan
- Abstract

- If addition forms were required for the project, submit forms in numerical order followed by Research Plan and Abstract.

Step 6

(Check to make sure the Mode is “Merge Files”)

Click “Convert”

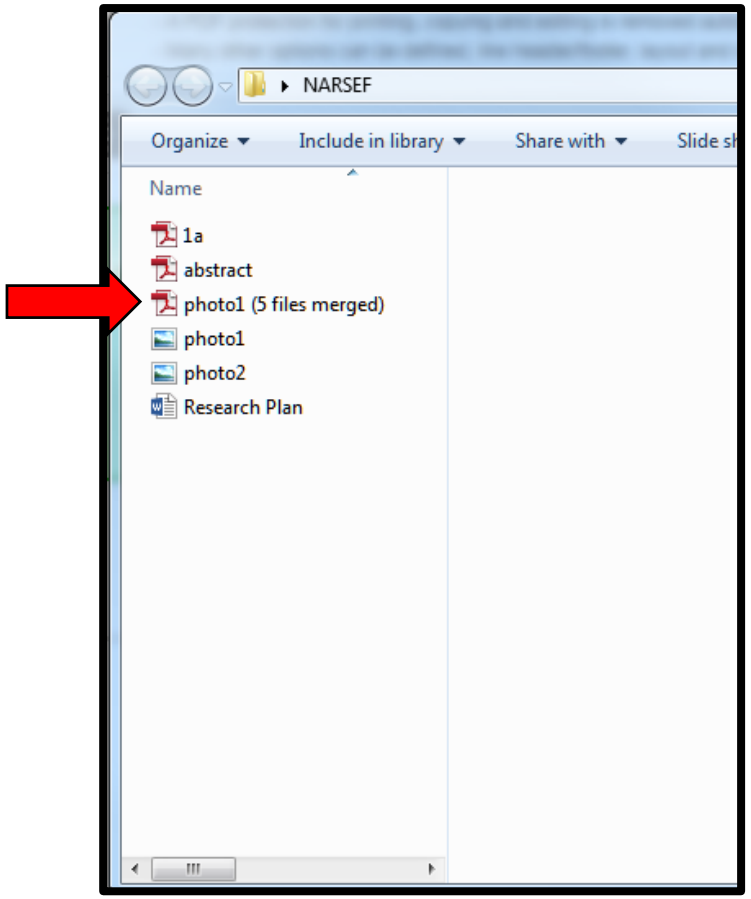


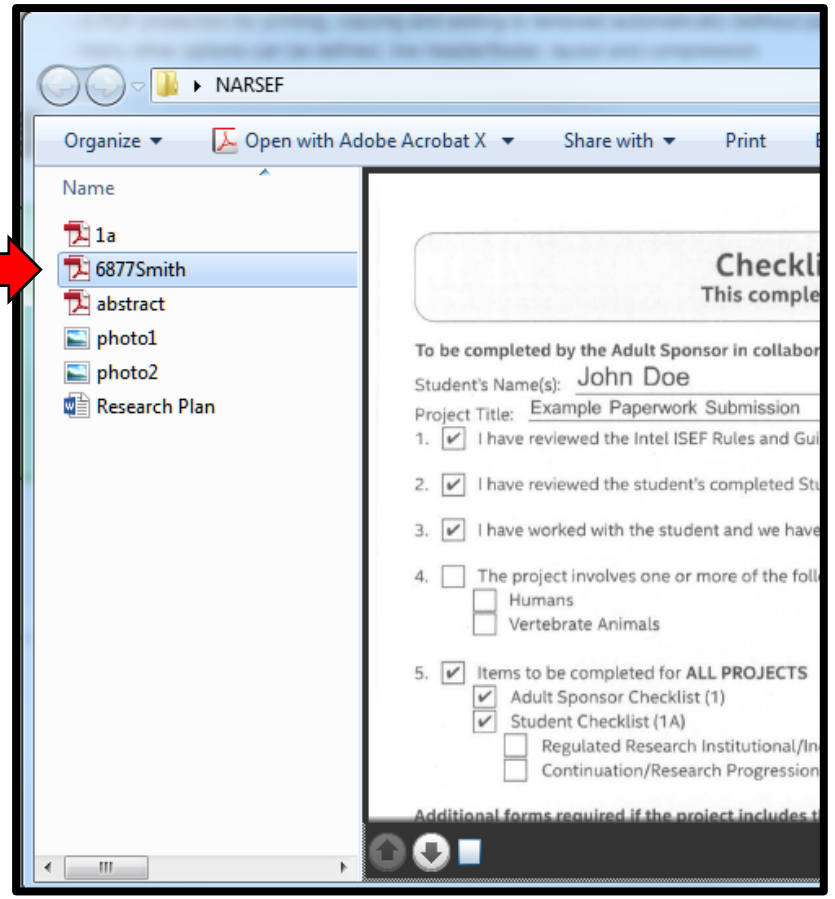
Step 7

Rename downloaded file.

Right-click, Rename.

Use your StudentID for file name





SUBMITTING YOUR PAPERWORK ONLINE

Step 1: Go to https://sites.google.com/a/uah.edu/narsef/register/submit
Step 2: Click “Submit Project Paperwork”
Step 3: Click “Submit Project Paperwork”
Step 4: Click “Choose Files”
Step 5: Select file named your StudentID
Step 6: Click “Open”
Step 7: Enter your First Name, Last Name, and Email Address
Step 8: Click “Upload”

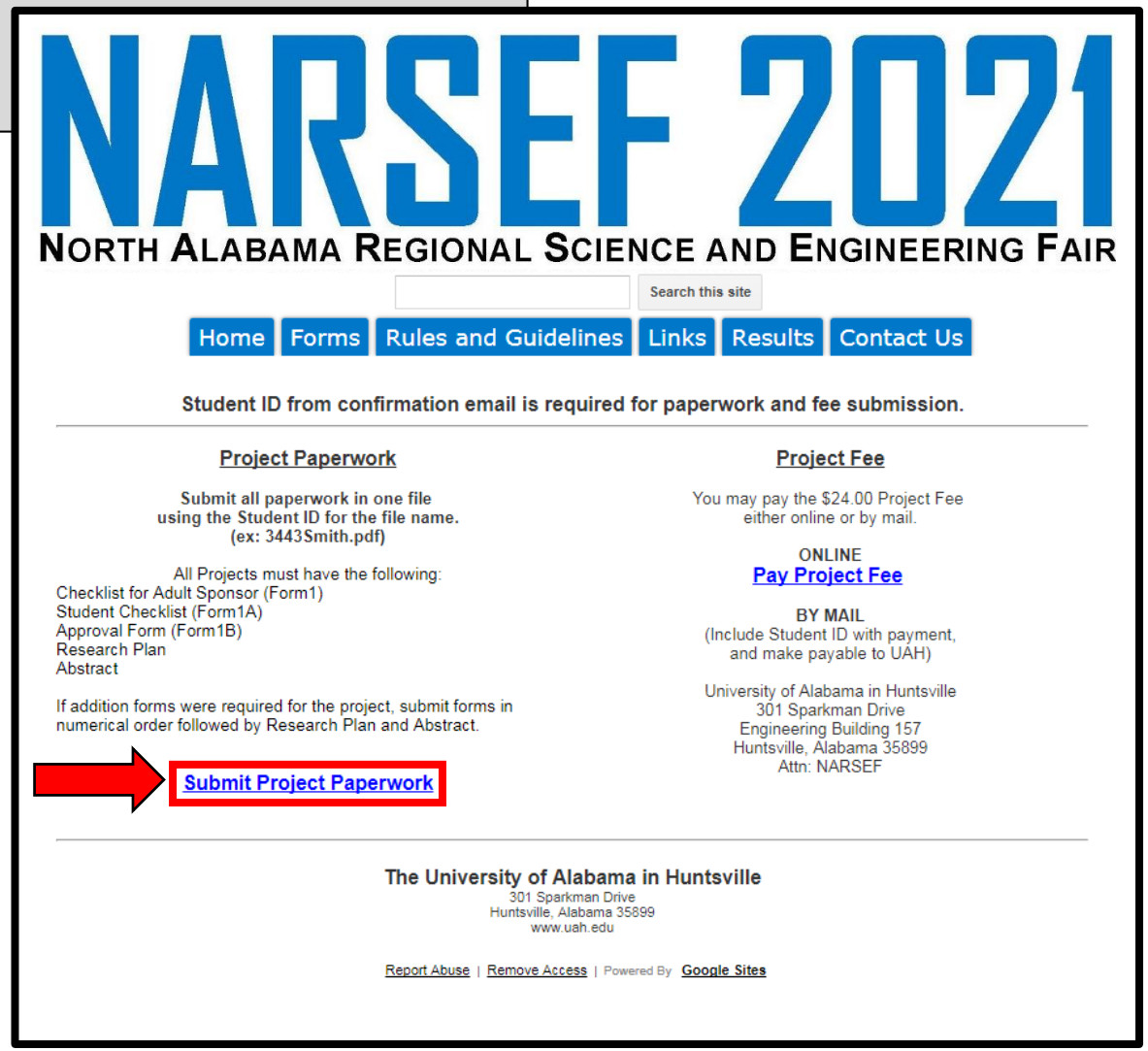
>> You have completed your paperwork submission.

Step 1

Go to https://sites.google.com/a/uah.edu/narsef/register/submit

Step 2

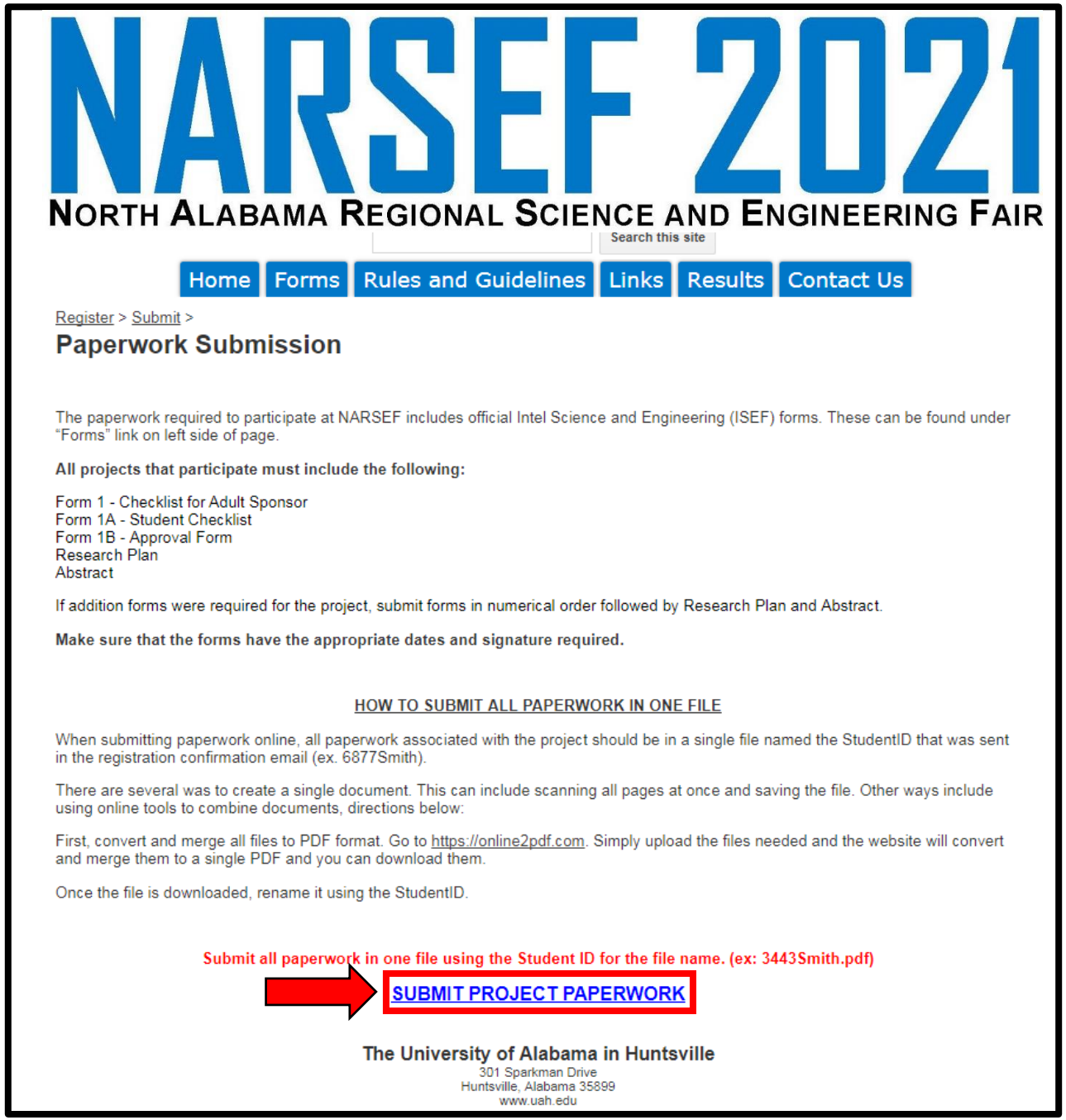
Click “Submit Project Paperwork”



Step 3

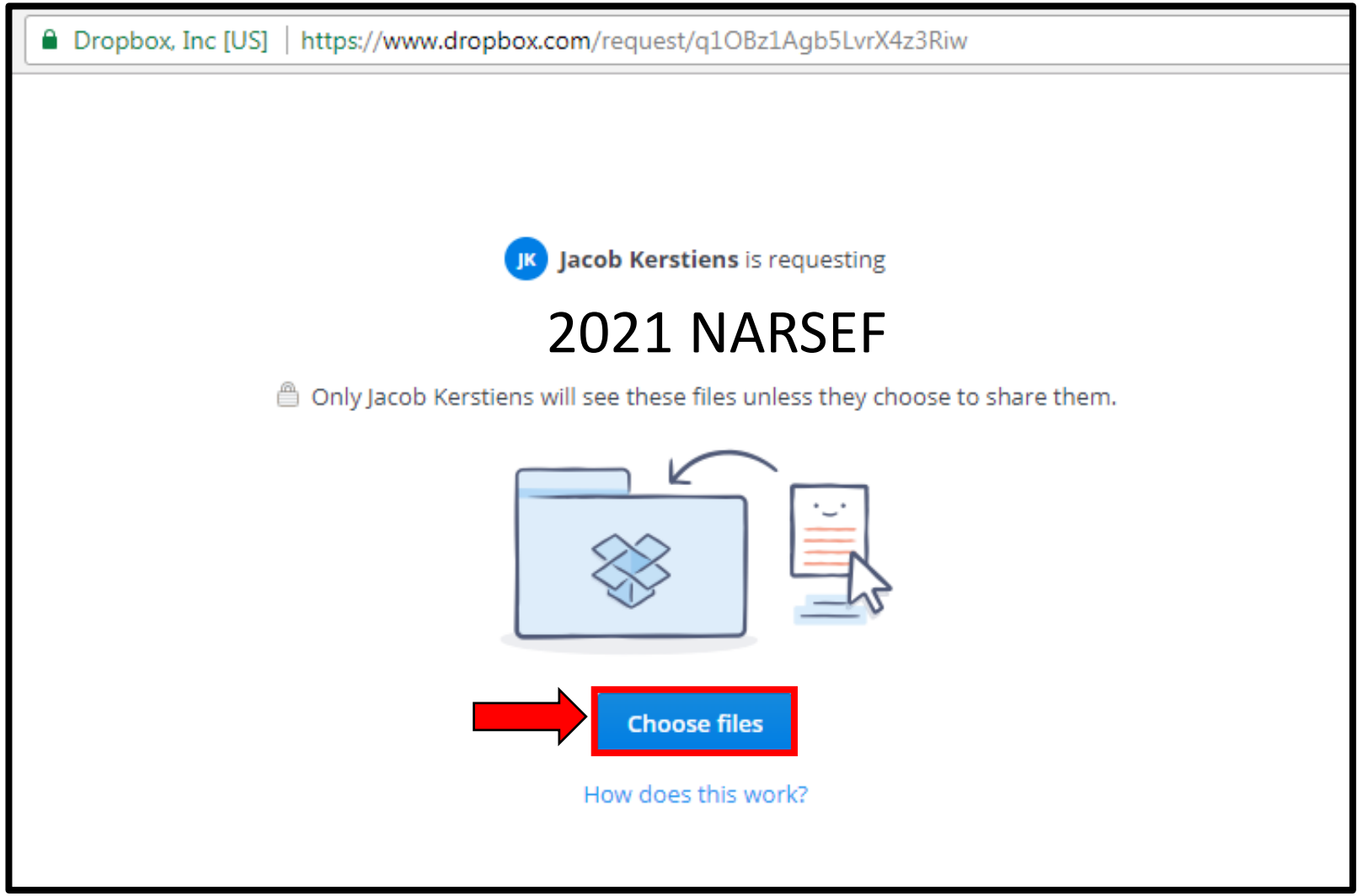
Click “Submit Project Paperwork”

***Make sure you have all of your forms in one PDF and the file name is your StudentID.



Step 4

Click “Choose Files”

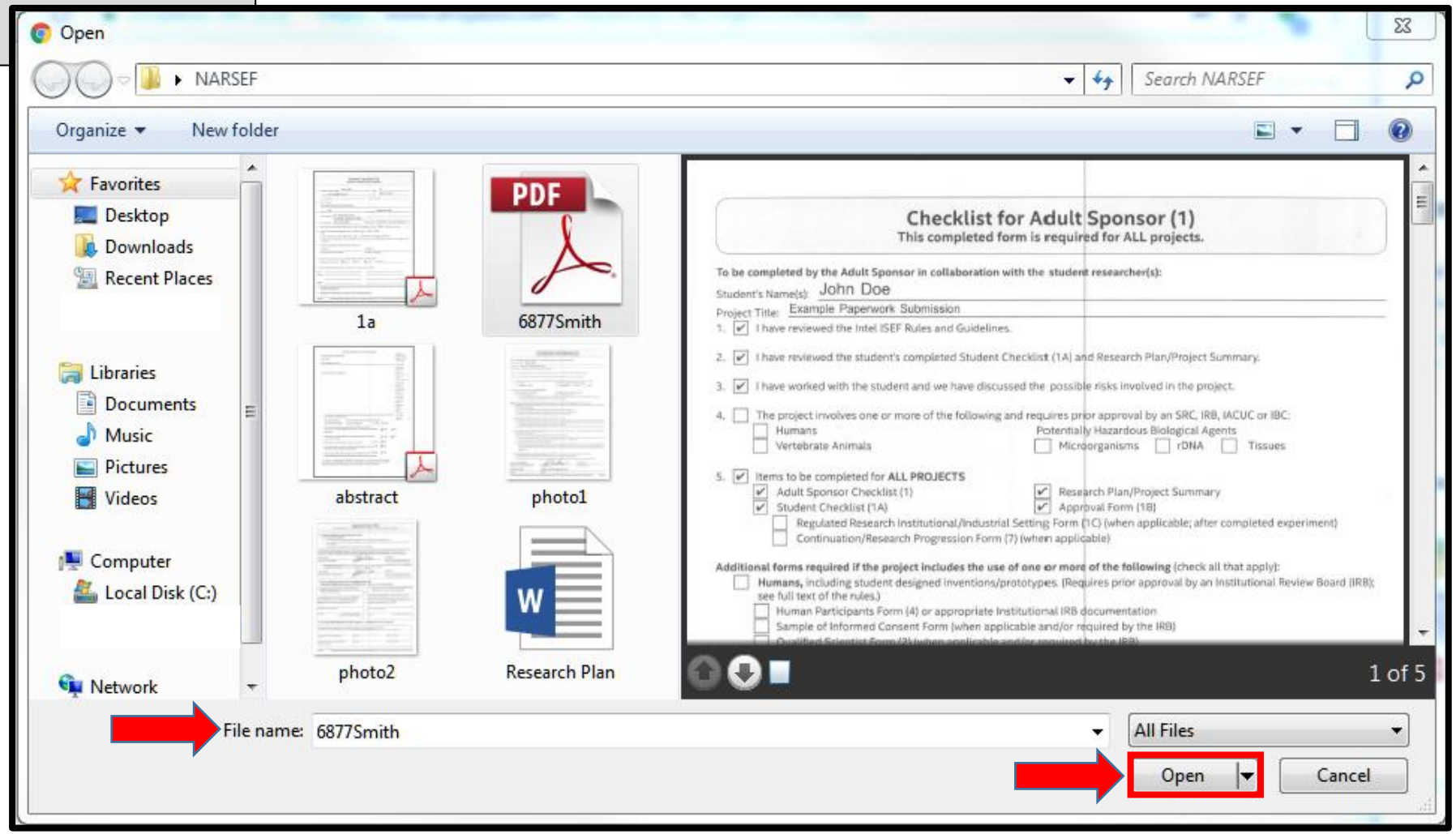


Step 5

Select file named your StudentID

Step 6

Click “Open”



Step 7

Enter your:

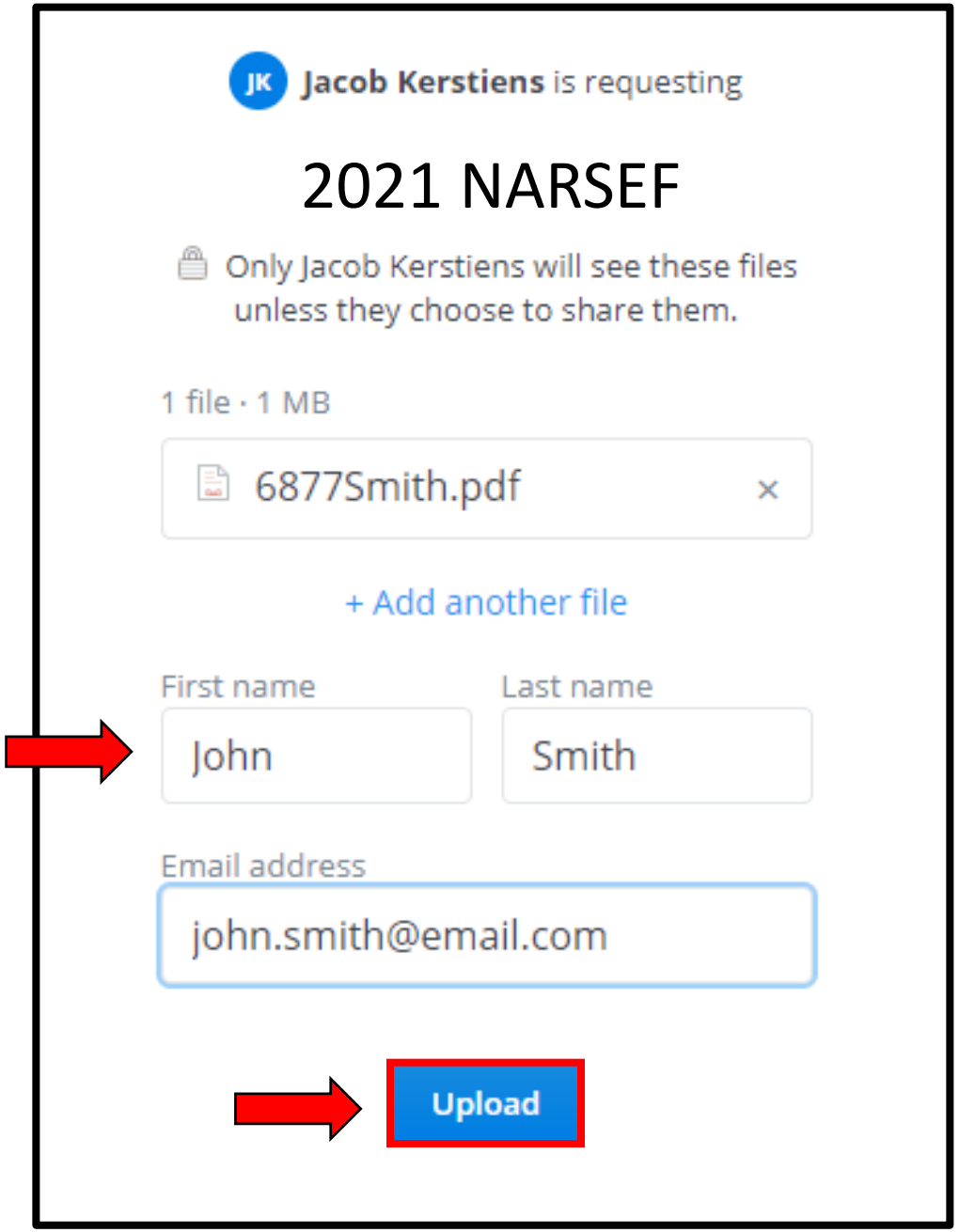
First Name

Last Name

Email Address

Step 8

Click “Upload”



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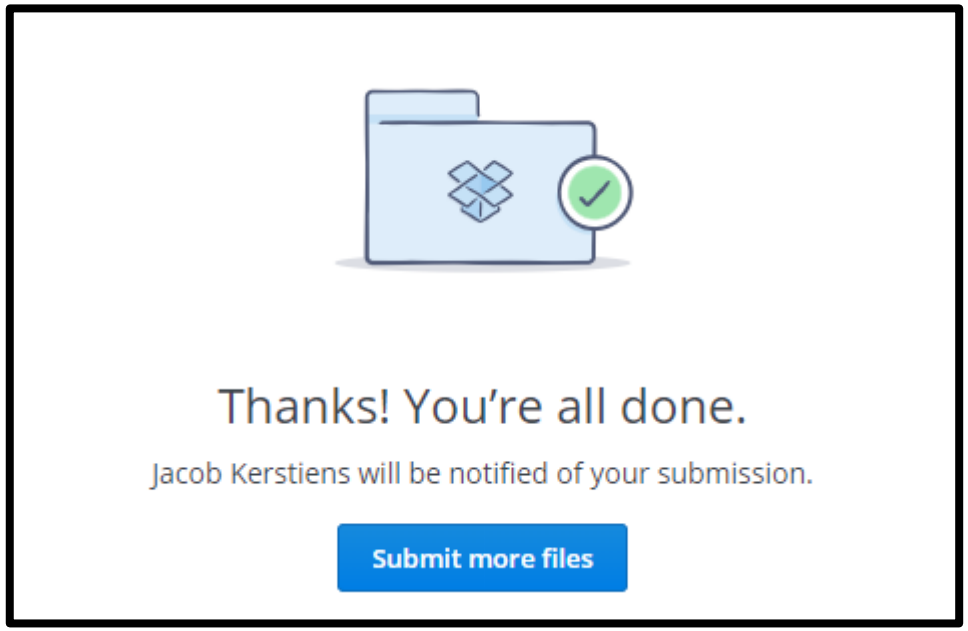

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Step 5: Click “+Add”
Step 6: Click “Continue”
Step 7: Select either “eCheck” or “Credit Card”
Step 8: Complete Payment Account Information
Step 9: Click “Process Payment”

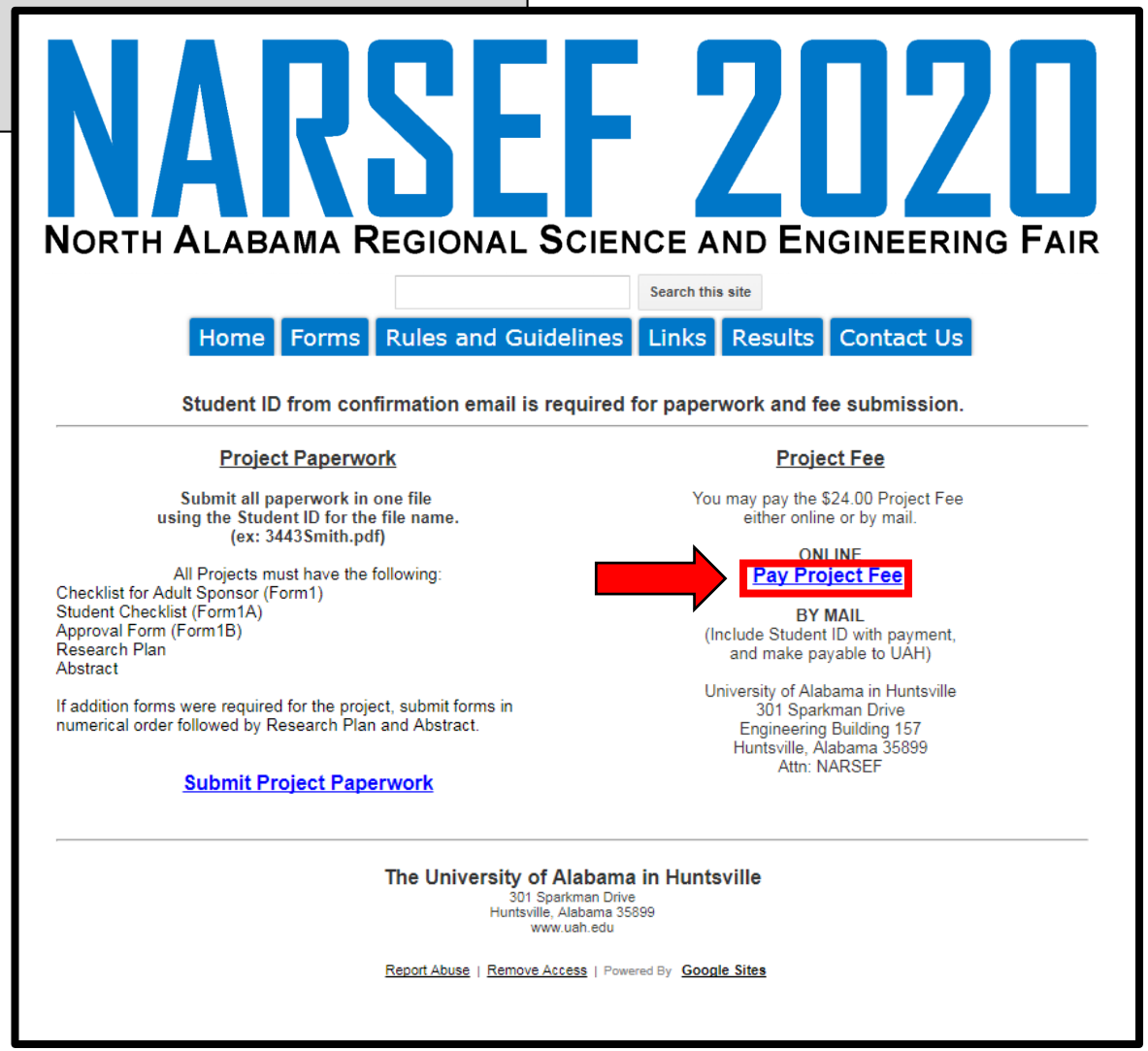
>> You have payed your project fee.

Step 1

Go to https://sites.google.com/a/uah.edu/narsef/register/submit

Step 2

Click “Pay Project Fee”



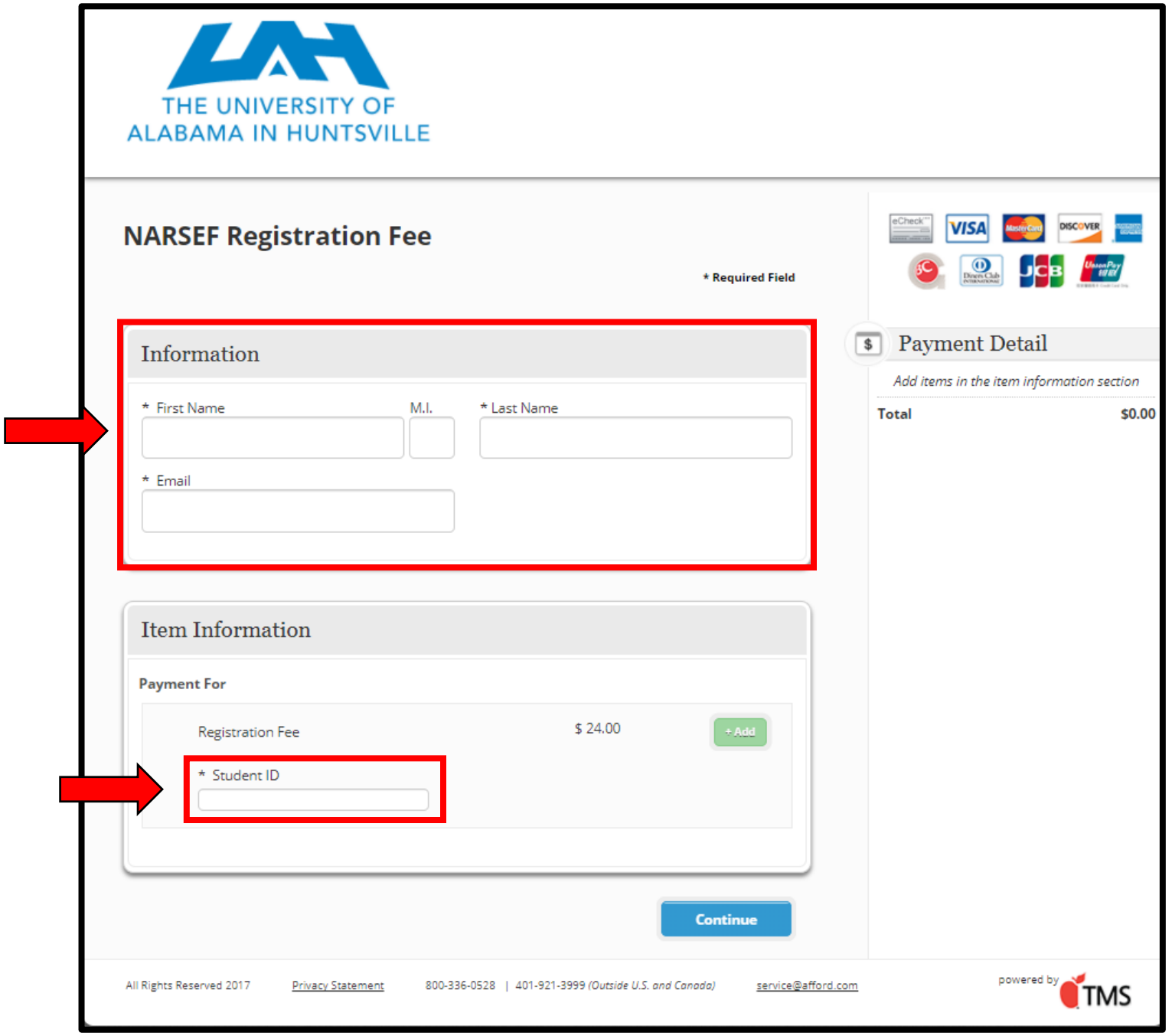
Step 3

Enter your:

- First Name
- Last Name
- Email Address

Step 4

Enter your StudentID

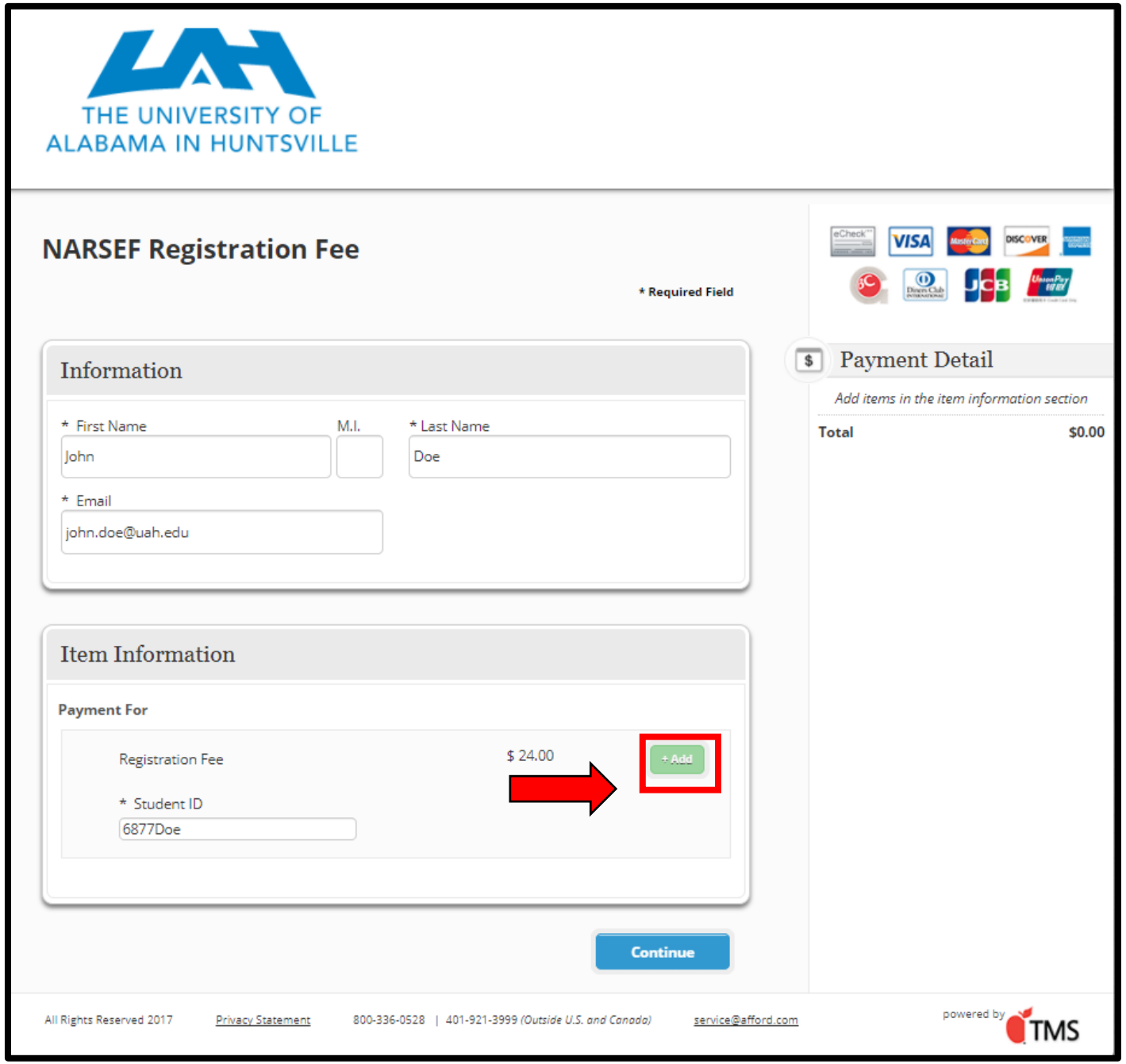


Step 5

Click “+Add”

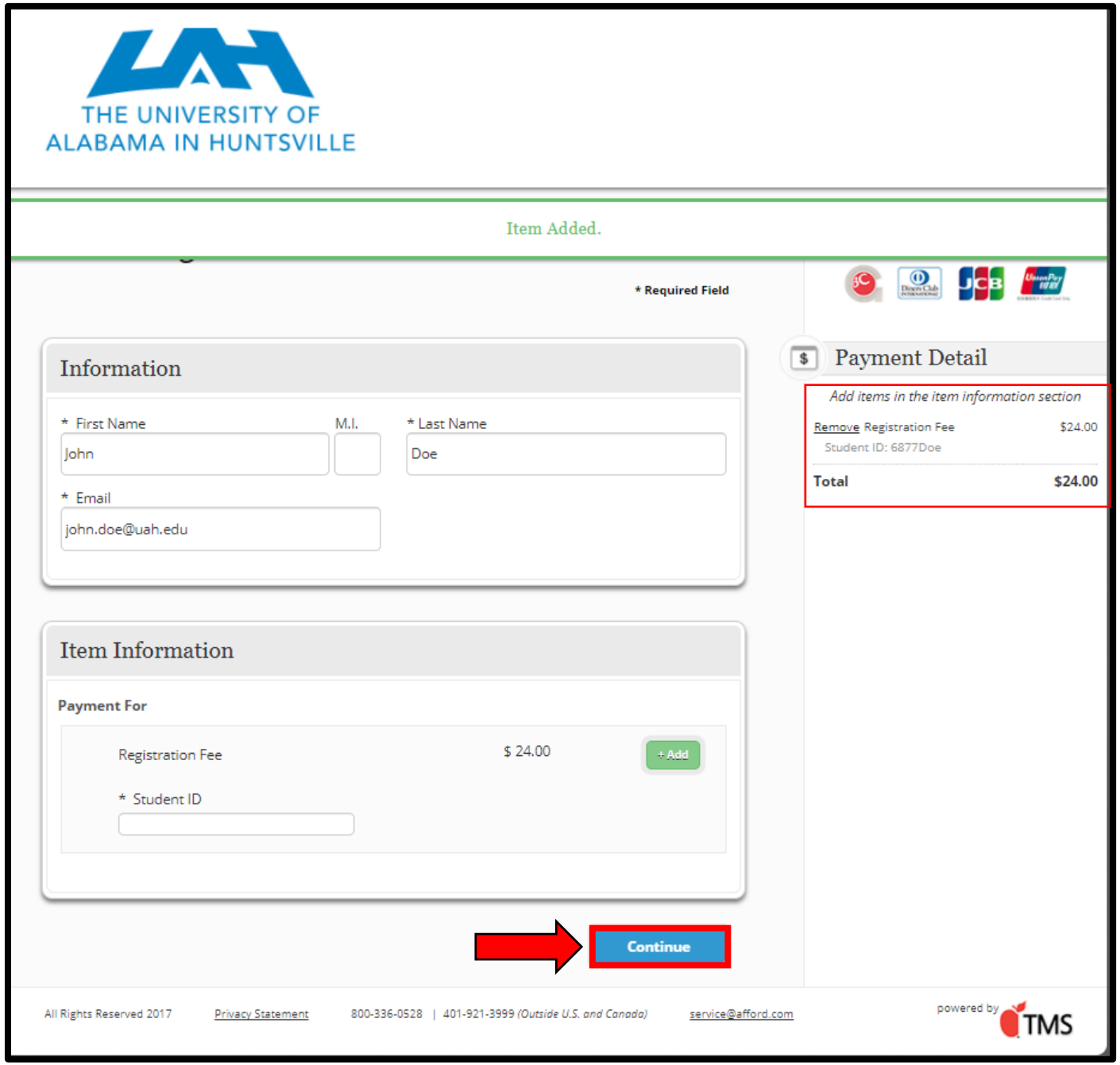
Additional projects may be added if paying for multiple

Type new Student ID and click “+Add”



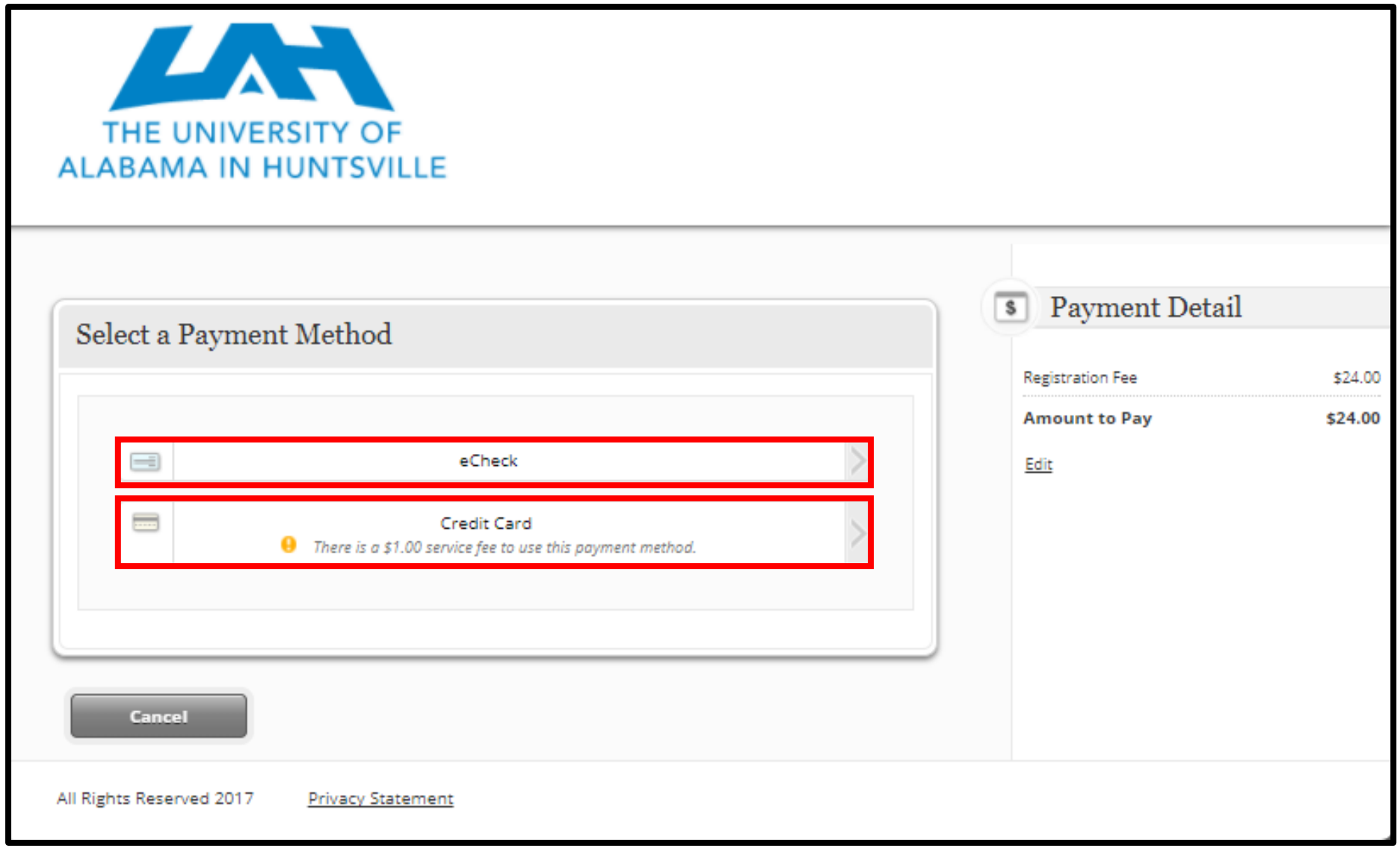
Step 6

Click “Continue”



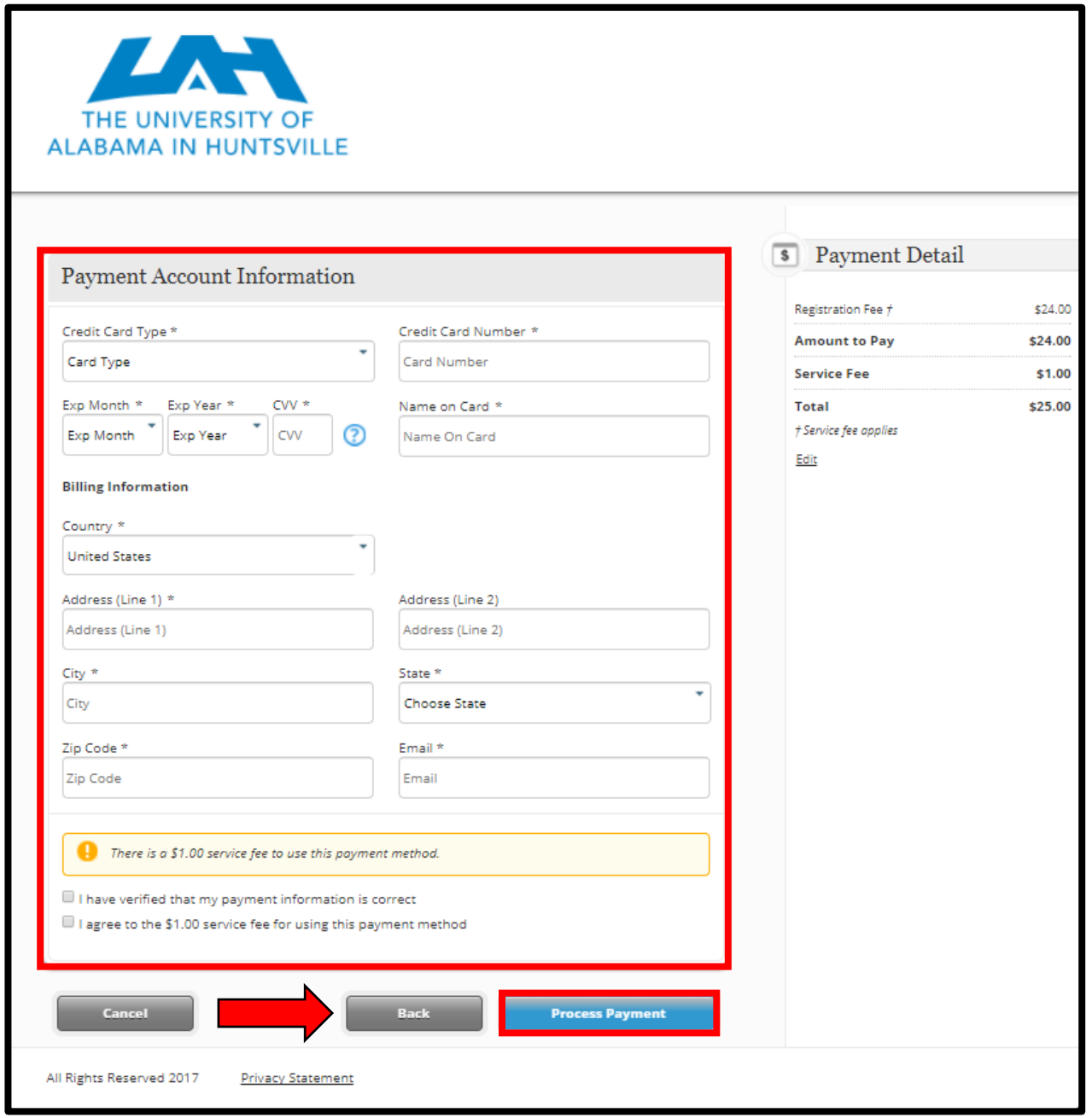
Step 7

Select either “eCheck” or “Credit Card”



Step 8

Complete Payment Account Information

Step 9

Click “Process Payment”