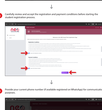
APPLICATION GUIDELINE FOR THE NEO SCIENCE GRAND FINAL

1 Log into your Teacher Portal with your e-mail address and the password you created when you first registered for the NEO Science Grand Final. If you have forgotten your password, click on the "Forgot Password" button.

2 Click on the "Grand Final" button located in the left menu.

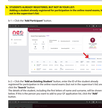


3 Review the instructions listed on the NEO Science Olympiad.

4 Carefully review and consider the maximum and minimum eligibility criteria, before starting the student registration process.

5 Consider your current phase number (if available) mentioned on Wikipedia for communication purposes.

6 Click on the "Add Participant" button to add students and register to your SP Application. Select the option from the drop down as **Participant** or **Teacher**.



7 When you click on the "Add Participant" button, a pop-up will be added to select the type of designation you want to enroll with your group.

8 Click on the "Add Participant" button to add a student and register to your SP Application. Select the option from the drop down as **Participant** or **Teacher**.

9 Share your Legal Guardian's Aadhaar Card or the organ donor Card (if applicable) for:

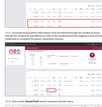
A. STUDENTS WHO ARE PARTICIPATING IN THE NEO SCIENCE OLYMPIAD AND ARE Aadhaar dependent who are already registered as organ supporters (except the Aadhaar holders)

B. Click on the "Add Participant" button.

10 Click the **"Add an Existing Student"** button, enter the ID of the student already registered with the Olympiad, and click the "Search" button. If the student is not found, click the "Add a New Student" button to add a new student.

11 Select the Olympiad for the student and click the **"Add Participant"** button. In the drop down, select the option as **Participant**. Finally, click on the **"Save Changes"** button.

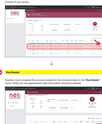
12 The student will be notified of your invitation to participate in the Grand Final competition through the student panel. Wait until the student accepts the invitation.



13 Click the **"Add an Existing Student"** button, enter the ID of the student already registered with the Olympiad, and click the "Search" button. If the student is not found, click the "Add a New Student" button to add a new student.

14 Select the Olympiad for the student and click the **"Add Participant"** button. In the drop down, select the option as **Teacher**. Finally, click on the **"Save Changes"** button.

15 The student will be notified of your invitation to participate in the Grand Final competition through the student panel. Wait until the student accepts the invitation.



16 **STUDENTS NOT ELIGIBLE FOR AADHAAR OR THE NEO SCIENCE OLYMPIAD**

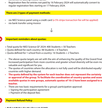
A. Click the "Add a New Student" button to add a student who is not eligible for Aadhaar or the NEO Science Olympiad.

B. Click the "Add Participant" button.

17 **EXPRESS THE IT CHALLENGE FOR STUDENTS ON THE NEO Science Olympiad**

A. Click the "Add Participant" button.

B. Select and add students who are not eligible for Aadhaar or the NEO Science Olympiad. Select the option as "Participant" in the drop down. Finally, click on the "Save Changes" button.



18 Click the **"Add a New Student"** button, enter the information of the student and click the "Save" button.

19 Select the Olympiad for the student and click the **"Add Participant"** button. In the drop down, select the option as **Participant**. Finally, click on the **"Save Changes"** button.

20 Wait until the student accepts the invitation. Once the student accepts the invitation, click on the **"Grand Final"** button located in the left menu.

21 Click on the **"Student"** button to view the list of students.

22 Click on the **"Assign"** button to assign the **Level 1** qualifier for the selected participant. Select the **Level 1** qualifier in the drop down. Finally, click on the **"Save Changes"** button.

23 **DEAUTHORIZATION OF STUDENTS IN GRAND FINAL**

1. If a Minor who used his/her Aadhaar Card for **Level 1** & **Level 2** qualifiers, the Aadhaar Card will be deauthorized for the Grand Final. Please contact your Legal Guardian to provide their Aadhaar Card for authorization. Please contact your Legal Guardian to provide their Aadhaar Card for authorization.

2. Click on the **"Grand Final"** button located in the left menu.

24 Click on the **"Student"** button to view the list of students.

25 Click on the **"Deauthorize"** button to deauthorize the student's Aadhaar Card for the Grand Final. Finally, click on the **"Save Changes"** button.

26 **Deauthorization of Students in Grand Final**

1.1 Where you used a student from grades 1 to 8, kindly ask the student's Legal Guardian to provide their Aadhaar Card for authorization. Please contact your Legal Guardian to provide their Aadhaar Card for authorization.

1.2 In a participating parent information tool, the tax-related through the student account, the student's Aadhaar Card will be deauthorized for the Grand Final. Please contact your Legal Guardian to provide their Aadhaar Card for authorization.

27 Click on the **"Grand Final"** button located in the left menu.

28 Click on the **"Assign"** button.

29 Click the **"Assign"** button, the **"Level 1"** qualifier will be added to the list of qualifiers. Finally, click on the **"Save Changes"** button.

30 The information of the corresponding student is displayed below.

31 Students can update their IT categories in their Grand Final panel until 1 May 2024.

32 **Reviewing students Grand Final QR Slip**

1. Once a student qualifies, you can access the Grand Final form and the slot booking on your dashboard.

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Teachers have completed the Grand Final form for their invitees within the **"Pre-Counter"** menu. Finally, they can organize their slots between available schedules.

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