

Illinois Science Olympiad 2018-2019

Account and Team Creation

CREATING A SCHOOL ACCOUNT ON EZRA

1. Go to www.ezratech.us
2. On the top right-hand side, click **“Register”**
3. Click **“School”**
4. Fill in information, agree to Terms of Service, and click **“Submit”**. BE SURE TO FOLLOW INSTRUCTIONS ON THE PAGE FOR FILLING OUT INFORMATION
 - a. NOTE: If you have an Event Supervisor account on Ezra already, be sure to use a **different email** from that account

CREATING TEAMS

1. When logged in, on the top right-hand side, click **“School Control Panel”**
2. On the top bar, click **“Teams”**
3. Click **“Add New Team”**
4. Fill in information and click **“Submit”**
 - a. NOTE: The first team you create will be the Varsity team, followed by JV1, JV2, etc.
5. TO EDIT TEAM INFORMATION – Click on one of your teams on the **“Teams”** page, then retype information and click **“Submit”**

ONCE YOU HAVE COMPLETED THESE STEPS, YOU WILL BE READY TO FILL OUT THE ILLINOIS STATE REGISTRATION FORM WHICH WILL BE OPEN ON MONDAY, AUGUST 20th AT 7:00PM.