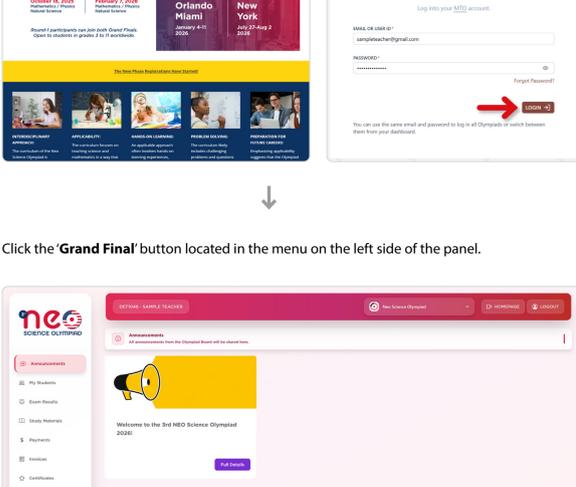
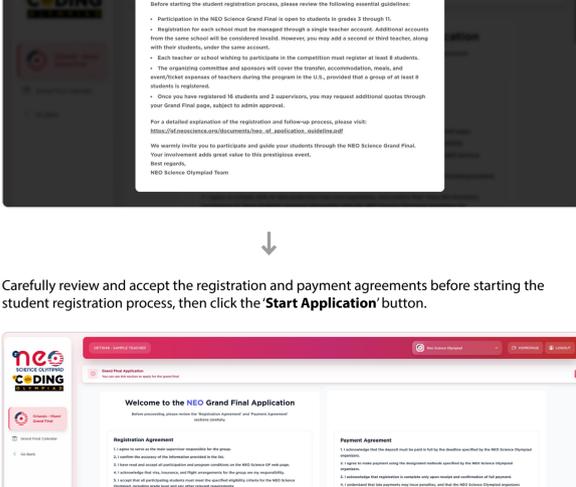


TEACHER APPLICATION GUIDELINE FOR THE NEO SCIENCE GRAND FINAL

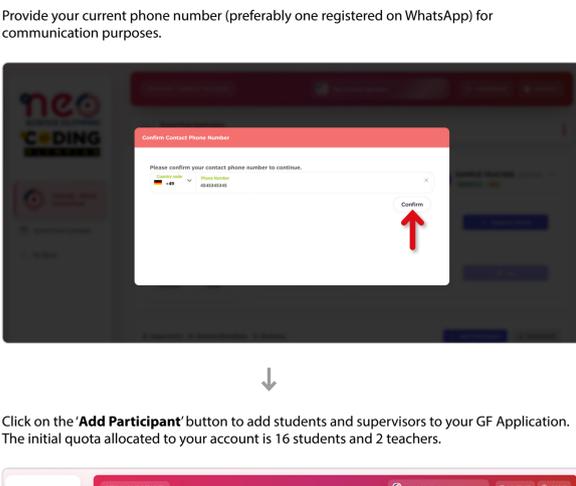
1 Log in to your Teacher Panel using the email and password you provided during registration. (If you do not have a teacher/supervisor account, you can create one by clicking the 'REGISTER' button.)



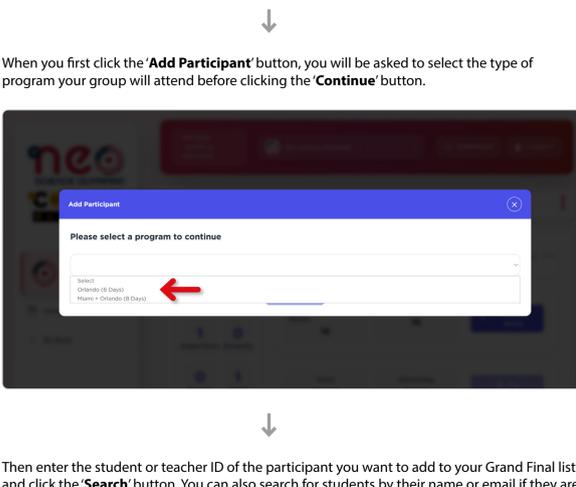
2 Click the 'Grand Final' button located in the menu on the left side of the panel.



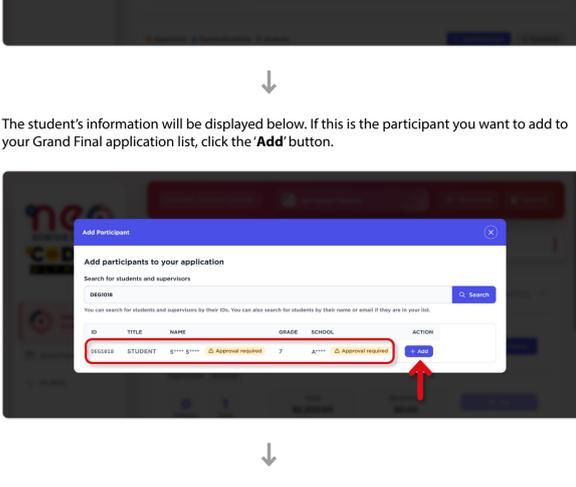
3 Review the welcome message from the NEO Science Olympiad.



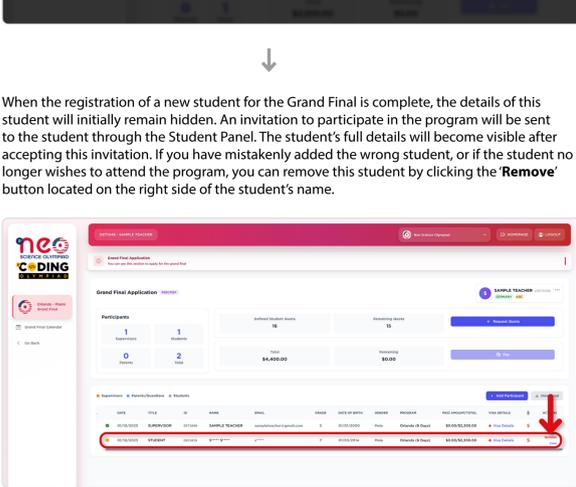
4 Carefully review and accept the registration and payment agreements before starting the student registration process, then click the 'Start Application' button.



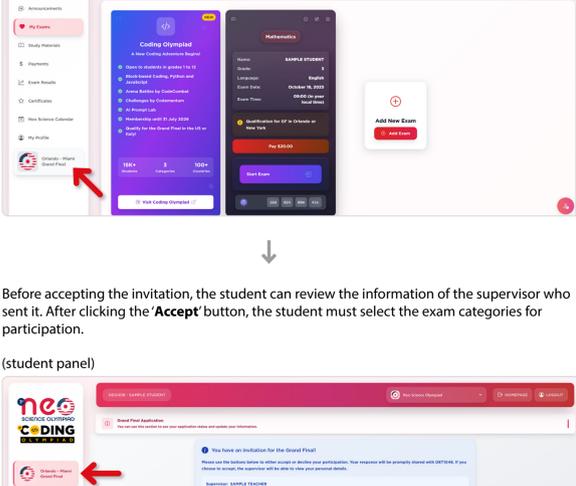
5 Provide your current phone number (preferably one registered on WhatsApp) for communication purposes.



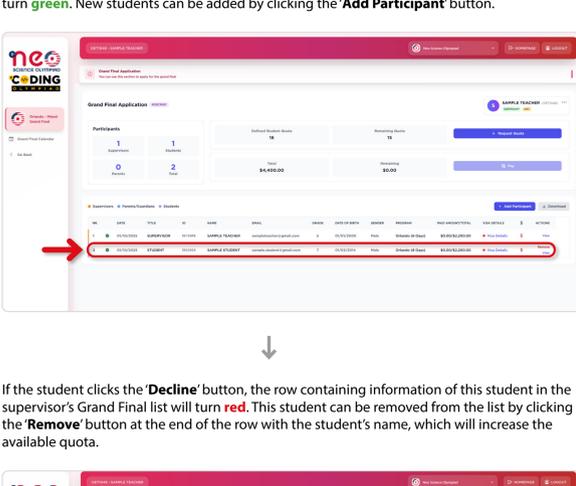
6 Click on the 'Add Participant' button to add students and supervisors to your GF Application. The initial quota allocated to your account is 16 students and 2 teachers.



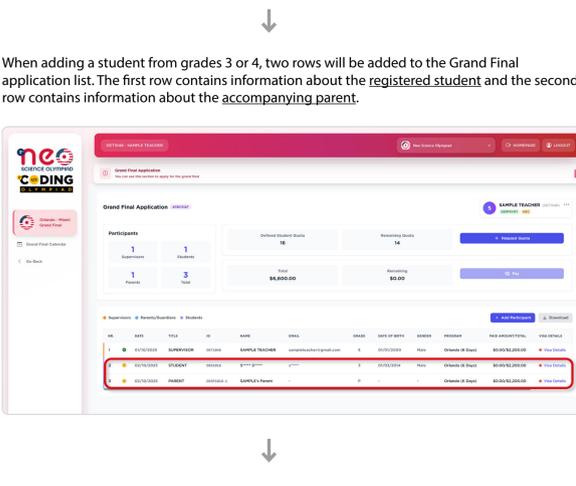
7 When you first click the 'Add Participant' button, you will be asked to select the type of program your group will attend before clicking the 'Continue' button.



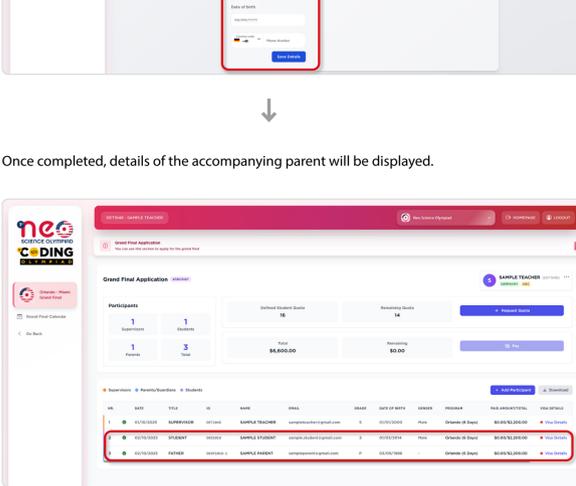
8 Then enter the student or teacher ID of the participant you want to add to your Grand Final list and click the 'Search' button. You can also search for students by their name or email if they are in your list.



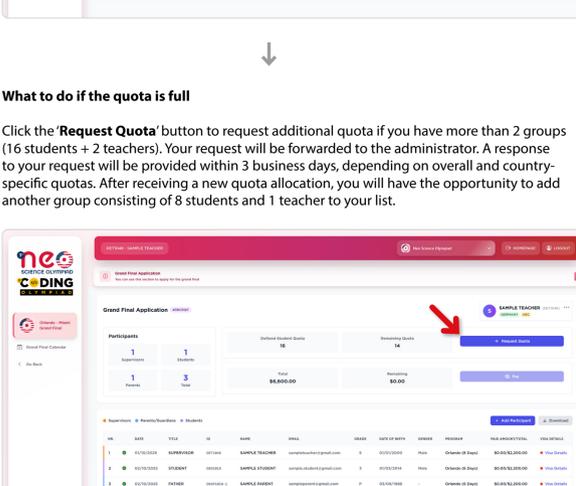
9 The student's information will be displayed below. If this is the participant you want to add to your Grand Final application list, click the 'Add' button.



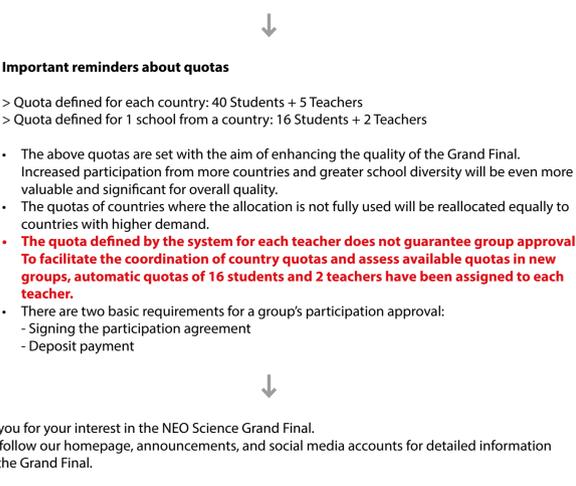
10 The student's program type is automatically set to match the program type selected by the teacher. Click the 'Add Participant' button to complete adding this student to your list.



11 When the registration of a new student for the Grand Final is complete, the details of this student will initially remain hidden. An invitation to participate in the program will be sent to the student through the Student Panel. The student's full details will become visible after accepting this invitation. If you have mistakenly added the wrong student, or if the student no longer wishes to attend the program, you can remove this student by clicking the 'Remove' button located on the right side of the student's name.



12 APPROVAL OF STUDENTS FOR PARTICIPATION IN THE NEO SCIENCE GRAND FINAL (after adding a student to your list)
The student will be sent an invitation to participate in the Grand Final program through the NEO Science student panel. To view this invitation, the student must click the 'Grand Final' button located in the left menu (student panel)



13 Before accepting the invitation, the student can review the information of the supervisor who sent it. After clicking the 'Accept' button, the student must select the exam categories for participation. (student panel)

14 If the student clicks the 'Accept' button, the supervisor's Grand Final application list will be updated with the student's information, and the yellow circle in front of the student's row will turn green. New students can be added by clicking the 'Add Participant' button.

15 If the student clicks the 'Decline' button, the row containing information of this student in the supervisor's Grand Final list will turn red. This student can be removed from the list by clicking the 'Remove' button at the end of the row with the student's name, which will increase the available quota.

16 When adding a student from grades 3 or 4, two rows will be added to the Grand Final application list. The first row contains information about the registered student and the second row contains information about the accompanying parent.

17 Accompanying parent's information can be entered via the student's NEO Grand Final panel. (student panel)

18 Once completed, details of the accompanying parent will be displayed.

19 **Visa Details**
Teachers are required to complete the necessary information for the invitation letter in the 'Visa Details' menu. The first step is to enter the visa appointment date.

20 **What to do if the quota is full**

Click the 'Request Quota' button to request additional quota if you have more than 2 groups (16 students + 2 teachers). Your request will be forwarded to the administrator. A response to your request will be provided within 3 business days, depending on overall and country-specific quotas. After receiving a new quota allocation, you will have the opportunity to add another group consisting of 8 students and 1 teacher to your list.

21 **About the NEO Science Grand Final Participation Agreement**

When starting the Grand Final application, teachers must read and approve the registration and payment agreements online. In addition, an additional main agreement must be signed, which outlines the responsibilities and commitments of the teacher and the group during the program.

- All teachers who complete their groups with 8 students and 1 teacher will receive the main agreement before any payment request is made.
- Teachers are required to sign this agreement on behalf of the group.

22 **Important reminders about quotas**

> Quota defined for each country: 40 Students + 5 Teachers
> Quota defined for 1 school from a country: 16 Students + 2 Teachers

- The above quotas are set with the aim of enhancing the quality of the Grand Final. Increased participation from more countries and greater school diversity will be even more valuable and significant for overall quality.
- The quotas of countries where the allocation is not fully used will be reallocated equally to countries with higher demand.
- The quota defined by the system for each teacher does not guarantee group approval. To facilitate the coordination of country quotas and assess available quotas in new groups, automatic quotas of 16 students and 2 teachers have been assigned to each teacher.**
- There are two basic requirements for a group's participation approval:
 - Signing the participation agreement
 - Deposit payment

Thank you for your interest in the NEO Science Grand Final. Please follow our homepage, announcements, and social media accounts for detailed information about the Grand Final.