

Creating a ThinkQuest Account & Uploading Web Site

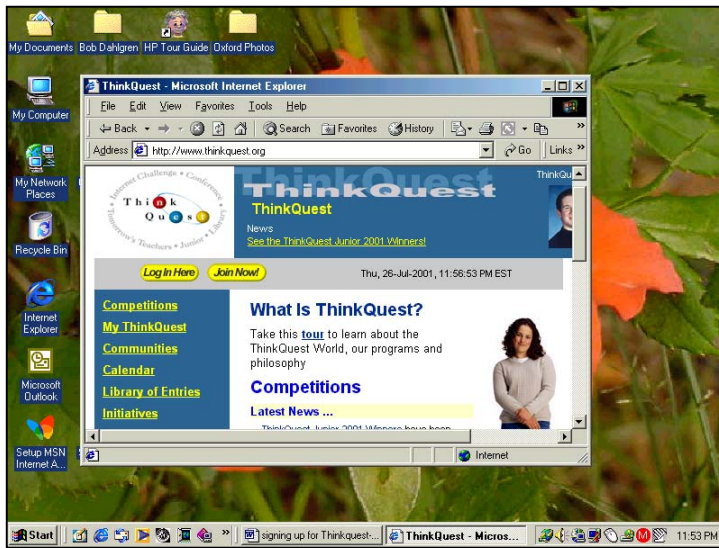
The Steps:

- Step 1: Coach creates an account on ThinkQuest server.
- Step 2: Coach registers for team on ThinkQuest.
- Step 3: Coach uploads web site.
- Step 4: View your team's web site

Step 1: Coach creates an account on ThinkQuest server.

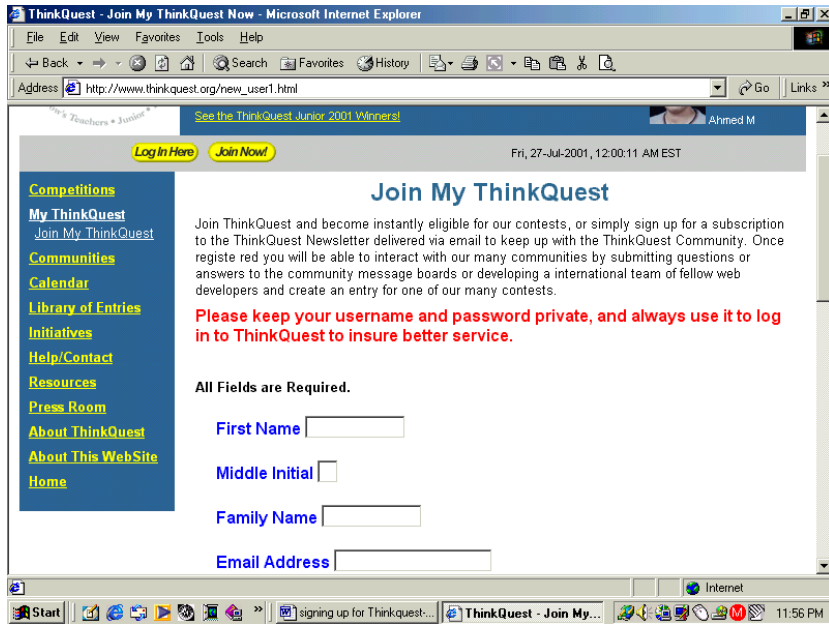
a. Open web browser.

b. Input or copy the following location in browser address window:
www.thinkquest.org



c. When you see ThinkQuest web page displayed, click on yellow "Join Now" button near the top of the page.

d. This will take you to the **MY ThinkQuest** registration page. Fill in the requested information including a user name and password for yourself. Write down and keep handy both your user name and password, you will need them every time you enter the MY ThinkQuest section of the ThinkQuest web site.



e. Click on "Join My ThinkQuest." If your registration information is appropriate you will see a page with a button that says "Enter My ThinkQuest". Click the button and your My ThinkQuest page will be displayed.

Go to register your team.

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Step 2: Coach registers for team on ThinkQuest

a. On the **My ThinkQuest** page you will see a section titled "Special Programs" and a space to enter a special code. Enter "sqcoach" (no capital letters or spaces) in the box and click "enter".

b. If you have entered the code correctly you will go to a page titled "Proceed with Registration". Click on "continue here" to go to the "Join or Start a ScienceQuest Team" page.

c. Fill in your team information and click on "Start your Team." This will take you to the team Administration page. On the Admin page you enter your students' names one at a time, and then you will be able to enter the team proposal (a very short description of the project.)

d. Once you have entered the team member names and the proposal, click on "Save proposal".

This will take you to a congratulations page telling you that you will receive your Science Quest web account and uploading information in an email message (user ID and password). You should get the email message in 24 hours. Follow instructions for accessing your web account and uploading your web pages to it.

That's it.

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Step 3: Coach uploads web site on ThinkQuest server.

You can upload your team's web site on the ThinkQuest server in one of two ways:

- [FTP your files using free software](#) such as "WS_FTP" (Windows), "Cute FTP" (Windows), or "Fetch" (Macintosh). We strongly encourage ScienceQuest participants to upload their web sites using this method.
- [Publish](#) your files through Netscape Compose 4
- [Upload your web site using Dreamweaver.](#)

Important:

Your top page MUST be named "index.htm" or "index.html"- See Thinkquest "Dev tools" site at <http://www.thinkquest.org/resources/wsftp.html> for more information on WS_FTP.

FTP Your Files Using Free Software (recommended)

- Download free FTP software:
 - [WS_FTP](http://www.ipswitch.com/cgi/download_eval.pl?product=WL-1000) (http://www.ipswitch.com/cgi/download_eval.pl?product=WL-1000)
 - [Download.com](#) (has free Cute FTP and WS_FTP software)
- Get [directions](#) on uploading your web site using WS_FTP (or programs like it) from ThinkQuest. (<http://www.thinkquest.org/resources/wsftp.html>)
- Get [directions](#) on uploading your web site using Fetch from ThinkQuest. (<http://www.thinkquest.org/resources/fetch.html>)

Upload your web site using Netscape Composer

Get directions on [uploading with Composer](#) from ThinkQuest. (<http://www.thinkquest.org/resources/composer.html>)

Upload your web site using Dreamweaver

Get directions on [uploading with Dreamweaver](#) from ThinkQuest. (PDF) <http://www.thinkquest.org/resources/dreamweaver/sld001.htm>

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Step 4: Viewing your web site on the ThinkQuest Server

To view your web site, use the URL: http://library.thinkquest.org/TEAM_ID#

To make your pages publicly viewable without a password, you may need to contact Thinkquest or ScienceQuest.