

Registering for Personal Project 2016

To register a single candidate:

- A. Make sure the session is set to June 16
- B. Go to **Candidate > Candidate Registrations** tab
- C. Go to the **Pre-Registrations** tab and click the **School Subjects Offered** link
- D. Click the + **Add subjects** link to add **Personal Project** to your schools offered list
- E. Go to the **Registrations** tab, and complete steps 1-4.
 1. In step 1 add the personal details
 2. In step 2 add the session information
 3. In step 3 add the subject to the candidates' registration
 4. In step 4 submit the registration

To register multiple candidates:

Complete steps A to D above; then:

- E. Go to the **Registrations** tab, and complete the following steps
 1. For a bulk upload of personal details, click the **Upload Personal Details (Step 1 alternative)** link
 - a. Download the template
 - b. Complete the candidates details
 - c. Save the file
 - d. Upload the list of candidates details back into IBIS

To perform a bulk upload you must use Mozilla Firefox browser and enter the date of birth manually (not copied and pasted). Please note the bulk upload is an alternative option, you can still register multiple candidates individually on the step 1 personal details link

2. In step 2 add the session information
3. Choose Step 3 and use the – **Multiple Candidate Subject Registrations** option
 - a. **Select all** candidates
 - b. Choose **Add Personal Projects**
This will allocate to all candidates at once.
4. In step 4 submit the registration

There is also a **candidate registrations user guide** and a **step by step workflow** document in the IBIS Library.