



National Biology Olympiad description: how to enter it on the IBO website

Please notice: all **changes** you make on the IBO web
will NOT be visible immediately! (webmaster validation is compulsory)

One of the IBO coordinators duties is to supply the Coordinating Center with information concerning the national competitions used to select IBO contestants (Organization Rules, § 5, 3, b).

This is now an **on-line procedure**, straightforward and transparent.

The first time, the coordinator must **create** its national BO page on the website; **afterwards** he/she just keeps it up-to-date (this on-line process replaces the former NBO form in Word/PDF format).

A. **Creating your NBO page** (page 2)

This process includes 6 steps:

1. Receiving an e-mail from IBO Site Administrator.
2. Using the included link (reveals Login Name and sets Password).
3. Accessing the website and going to « Countries ».
4. Logging in.
5. Creating a country description (= NBO page).
6. Filling it in.
7. Saving and logging out.

B. **Modifying published NBO data** (page 11)

Once the NBO description exists (created, saved and published on-line) the country coordinator can access it and modify it at any time. It is good practice to **review this information** at least once a year.

The process is:

1. Accessing the website and going to “Countries”.
2. Logging in.
3. Retracting your country NBO from the published status.
4. Updating your NBO information.
5. Saving and logging out.

C. **Modifying unpublished NBO data** (page 13)

Imagine you saved your NBO description but **it is not published yet** (no active link on the website “Countries” page). Still you need to work on it again! The process is:

1. Accessing the website and going to “Countries”.
2. Logging in.
3. Finding your country; clicking on your name in the “author” column. Opening your NBO data page.
4. Updating your NBO information.
5. Saving and logging out.

D. **Changing password** (page 14)

In case you need to change your password... Follow the procedure on page 14.



A. CREATING NBO PAGE: detailed process

1. You receive an e-mail from IBO Site Administrator (ibo@naturalsciences.be). It looks \pm like this (your own data will be different; in this example the coordinator's name is "Oliquidin Guelpard"):

Someone requested that the password to your account at 'International Biology Olympiad' be reset.

If this was not you, you may safely ignore this mail. If you wish to proceed and reset your password, please visit this address:

<http://www.ibo-info.org/passwordreset/e7232a6ecbd4e9b5655deaad580eabdc>

*This password reset request will expire in
168*

hours on

Jun 22, 2011 04:56 PM.

Note: it is important that you react before the link expires: within 7 days (168 hours). The system mentions the exact expiry date & time (GMT + 1).

2. Click the link in the e-mail. Your web browser opens and you see the screen below.

Your **username** is predefined. It appears in the orange box "My user name is" (in this example: oguelpard is the user name; yours will begin with the ISO code of your country: BE for Belgium, JP for Japan, etc.)

Choose a password and type it in the box "New password". Re-enter it in the box "Confirm password".

The screenshot shows the IBO website interface. At the top left is the IBO logo and the text "IBO International Biology Olympiad". A search bar is at the top right. Below the logo is a navigation menu with links: "What is the IBO?", "Rules & Syllabus", "Next IBOS", "Previous IBOS", "Countries", "Bank information", and "Contact". The main content area is titled "Set your password" and contains the instruction "Please fill out the form below to set your password." The form has three sections: "My user name is" (with a text box containing "oguelpard"), "New password" (with a text box), and "Confirm password" (with a text box). A red circle highlights the "New password" and "Confirm password" fields. A green dashed circle highlights the "My user name is" section. At the bottom of the form is a button labeled "set my password".

Important:

- The link included in the original e-mail from IBO Site Administrator (ibo@naturalsciences.be) can be used only once. For changing your password again, see at the end of this manual (p. 14).
- **Write down your Login Name** (= user name) and **Password** in a safe place for future use! They are your "keys" to website access!



The next screen confirms the process is OK:

The screenshot shows the IBO website interface. At the top right, there are links for 'site setup' and 'log in'. A search bar labeled 'Search Site' is also present. The IBO logo and name 'International Biology Olympiad' are on the left. A navigation menu on the left includes links for 'What is the IBO?', 'Rules & Syllabus', 'Next IBOs', 'Previous IBOs', 'Countries', 'Bank information', and 'Contact'. A central content area has tabs for 'contents', 'view', 'edit', 'rules', and 'sharing'. The 'view' tab is active, displaying a 'Password set' message: 'Your password has been set successfully. You may now log in with your new password.' The footer contains the text '© Coordinating Centre of the International Biology Olympiad, Prague'.

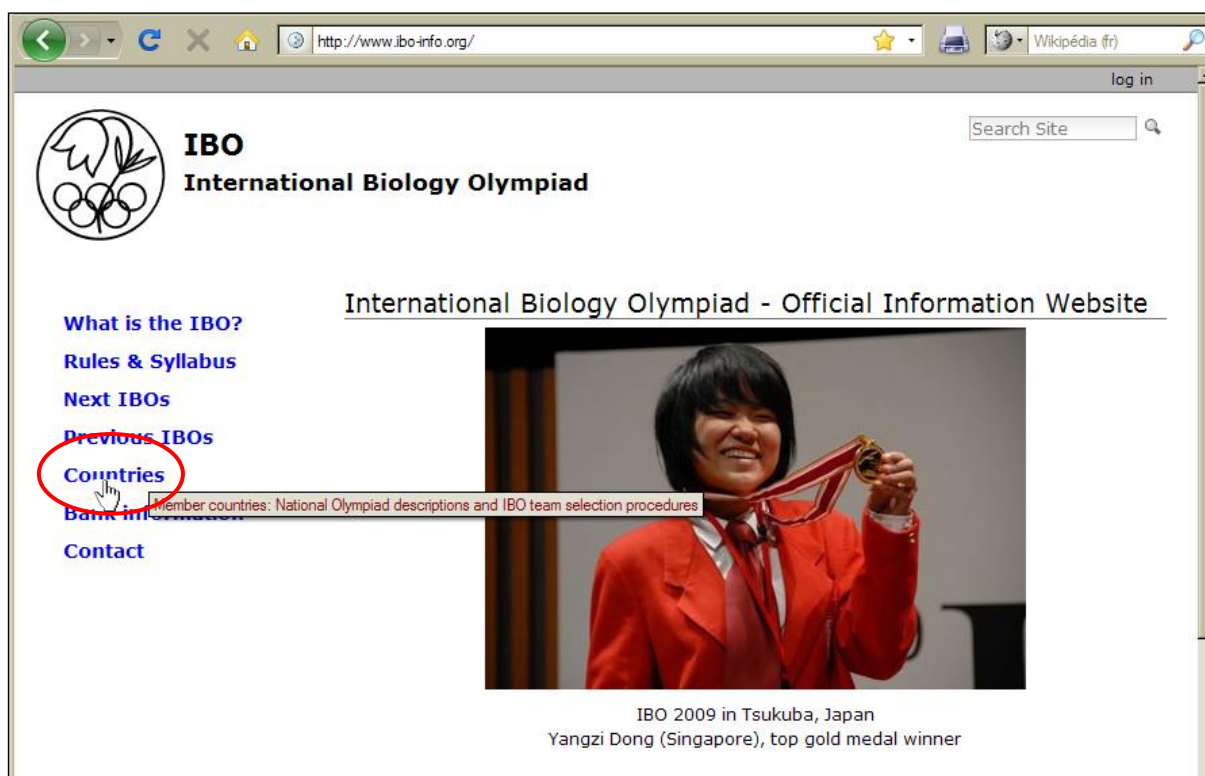
At this point you are ready to go on and enter your data.

Note

It is possible – but not recommended – to interrupt your job at this point: just close your Web browser window. When you choose to finish the job, start again from point 3 below.

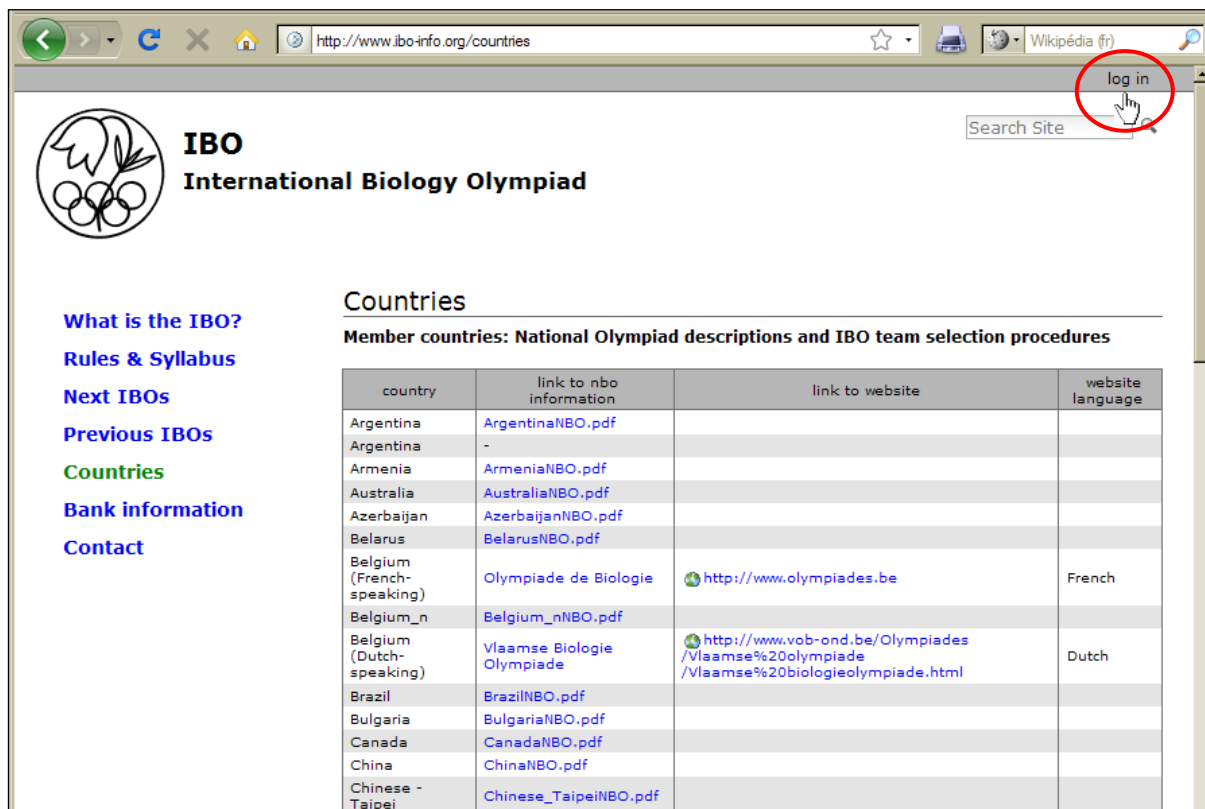


3. Access the website: www.ibo-info.org ; click « Countries » in the left Menu



You should see the screen below.

4. **Log in:** click on the top right of the screen.





You reach the Login screen below.

Type your Login Name (= user name); it is mentioned in the e-mail from IBO Site Administrator (ibo@naturalsciences.be), see point 1. Type your password (you defined it in point 2).

Please log in

Login Name

Password

log in

Forgot your password?
If you have forgotten your password, [click here to retrieve it.](#)

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You get the screen below.

5. Now you may create your **country description**.

In the green bar, click “add new”...

actions | add new... | state: published

Info Welcome! You are now logged in. Add new items inside this item

Countries

Member countries: National Olympiad descriptions and IBO team selection procedures

country	link to nbo information	link to website	website language	author	type	modified
Argentina	ArgentinaNBO.pdf			Fabienne Pereira	File	Jul 16, 2009 03:42 AM
Argentina	-			Gérard Cobut	Country Description	Aug 04, 2009 10:05 PM
Armenia	ArmeniaNBO.pdf			Fabienne Pereira	File	Jul 16, 2009 03:47 AM
Australia	AustraliaNBO.pdf			Fabienne Pereira	File	Jul 16, 2009 03:48 AM
Azerbaijan	AzerbaijanNBO.pdf			Fabienne Pereira	File	Jul 16, 2009 03:49 AM
Belarus	BelarusNBO.pdf			Fabienne Pereira	File	Jul 16, 2009 03:49 AM



... and select "country description".

The screenshot shows the IBO website interface. On the left is a navigation menu with links: "What is the IBO?", "Rules & Syllabus", "Next IBOs", "Previous IBOs", "Countries", "Bank information", and "Contact". The main content area has a "Countries" section with a table of member countries. A dropdown menu is open over the table, with "country description" selected. A tooltip "A description for a NBO" is visible next to the selected item.

country	link to nbo information	link to website	website language	author	type	modified
Argentina	ArgentinaNBO.pdf			Fabienne Pereira	File	Jul 16, 2009 03:42 AM
Argentina	-			Gérard Cobut	Country Description	Aug 04, 2009 10:05 PM
Armenia	ArmeniaNBO.pdf			Fabienne Pereira	File	Jul 16, 2009 03:47 AM
Australia	AustraliaNBO.pdf			Fabienne Pereira	File	Jul 16, 2009 03:48 AM
Azerbaijan	AzerbaijanNBO.pdf			Fabienne Pereira	File	Jul 16, 2009 03:49 AM
Belarus	BelarusNBO.pdf			Fabienne Pereira	File	Jul 16, 2009 03:49 AM

This is the screen you get.

The screenshot shows the "Add Country Description" form on the IBO website. The form is titled "Add Country Description" and has a subtitle "A description for a NBO". It contains several input fields and a dropdown menu:

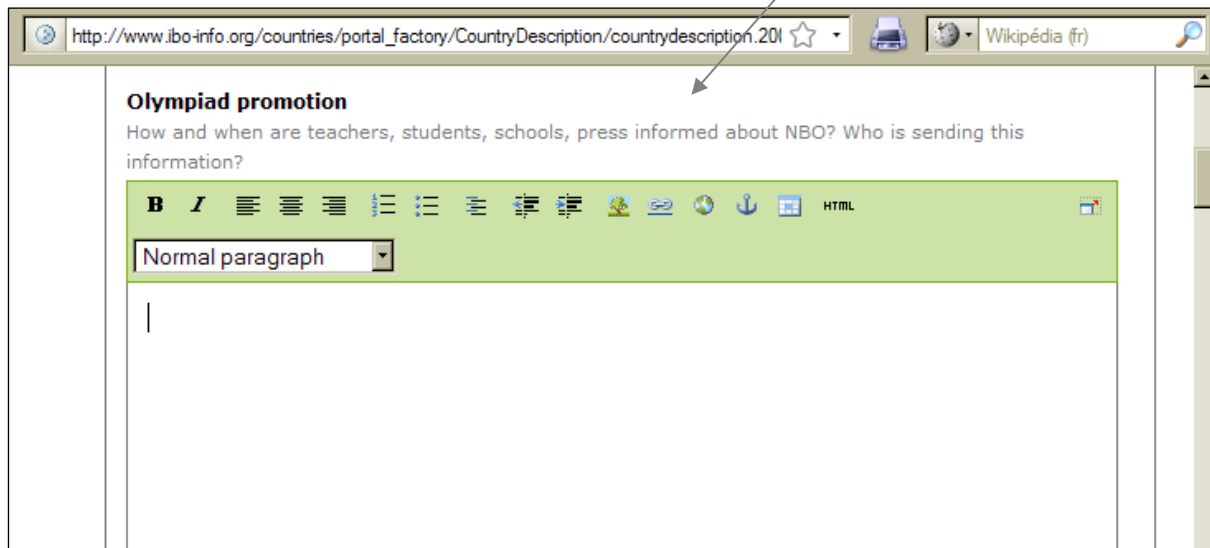
- Name of the country:** A text input field.
- Name:** A text input field with the label "Name of the NBO."
- Established:** A text input field with the label "In which year the NBO was established."
- Website URL:** A text input field with "http://" pre-filled.
- Website language:** A dropdown menu currently set to "English".
- Olympiad promotion:** A text input field with the label "How and when are teachers, students, schools, press informed about NBO? Who is sending this".



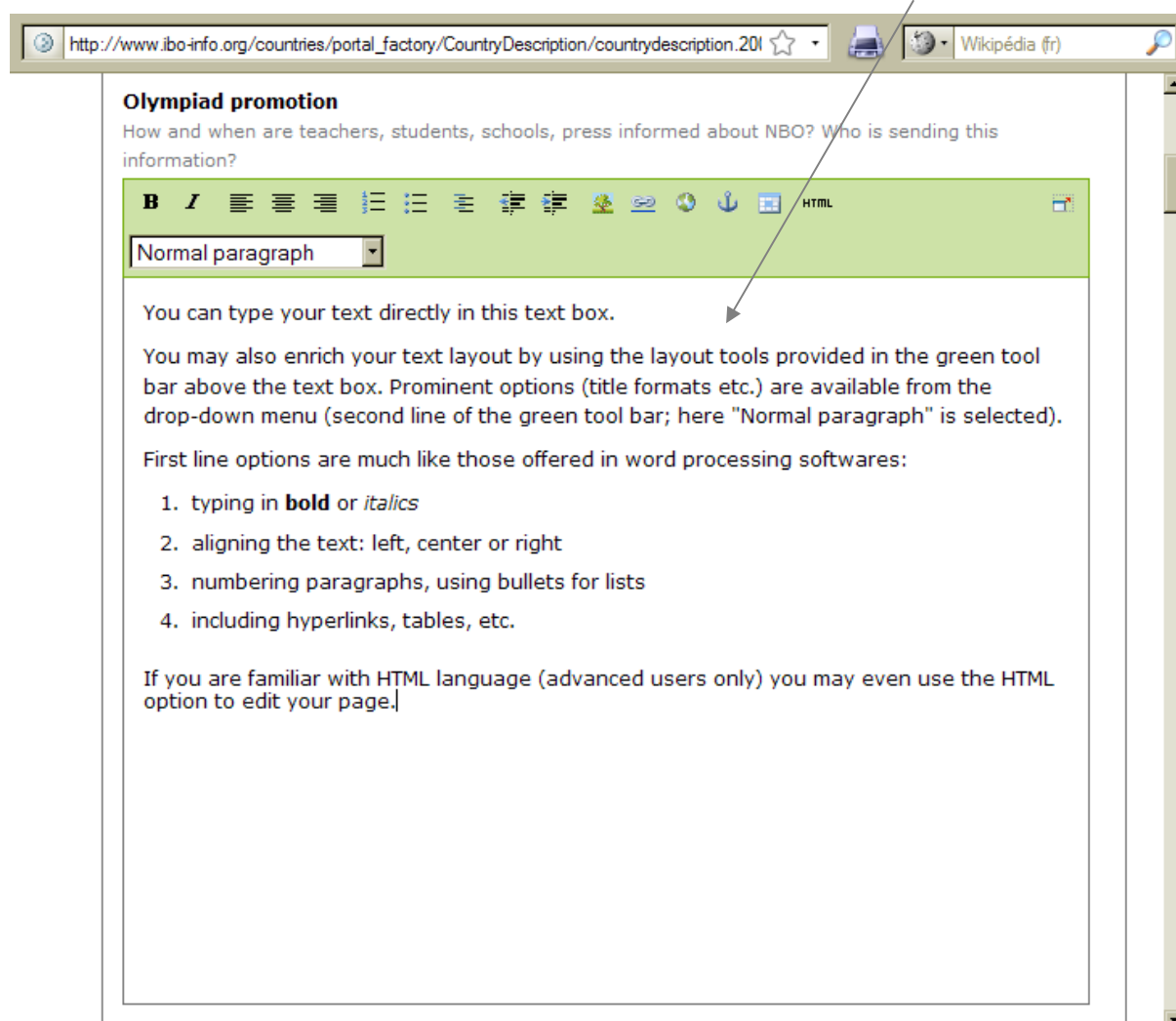
6. Fill in your complete IBO description.

Tip: most fields include an explanation of the expected content (see example below).

Attention: fields marked with a red square ■ are **compulsory (required)**! You cannot save your job if such a field is left blank.



Text fields allow you to perform some simple layout (see explanation in the text box below!)





7. Fill in **all** relevant fields.

Save: when you reach the form bottom you should save your work!

http://www.ibo-info.org/countries/portal_factory/CountryDescription/countrydescription.201

Wikipédia (fr)

Logo
If possible, attach an example of the NBO logo.
 Parcourir...

Poster
If possible, attach an example of the NBO poster (as image).
 Parcourir...

Poster PDF File
If possible, attach an example of the NBO poster (as pdf).
 Parcourir...

Leaflet
If possible, attach an example of the NBO leaflet (as image).
 Parcourir...

Leaflet PDF File
If possible, attach an example of the NBO leaflet (as pdf).
 Parcourir...

In case a **required field** ■ is wrong you will be noticed; correct it and save again.



http://www.ibo-info.org/countries/portal_factory/CountryDescription/countrydescription.201

Wikipédia (fr)

IBO coordinator name ▪ (Required)
IBO coordinator name is required, please correct.

IBO coordinator address ▪ (Required)
IBO coordinator address is required, please correct.

IBO coordinator email ▪ (Required)
IBO coordinator email is required, please correct.


IBO coordinator institution
Name and address of prominent representative national institution appointing the Coordinator.

You're finished! You may logout by clicking "log out" in the upper right part of your screen.
Below is the confirmation of your logout.

http://www.ibo-info.org/logged_out

log in

Search Site

 **IBO**
International Biology Olympiad

You are now logged out
You can log in again below.

Please log in

Login Name

Password

Forgot your password?
If you have forgotten your password, [click here to retrieve it.](#)

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Good to know: on-line publication delay!

The information you have submitted **will not be immediately visible** on the website. The IBO Site Administrator has to validate it first (the system warns him / her automatically).



Validation is used to avoid unauthorized / illegal data entry.

The validation delay will probably be short, but please be patient (timezone, possible day out of the Administrator, etc.)

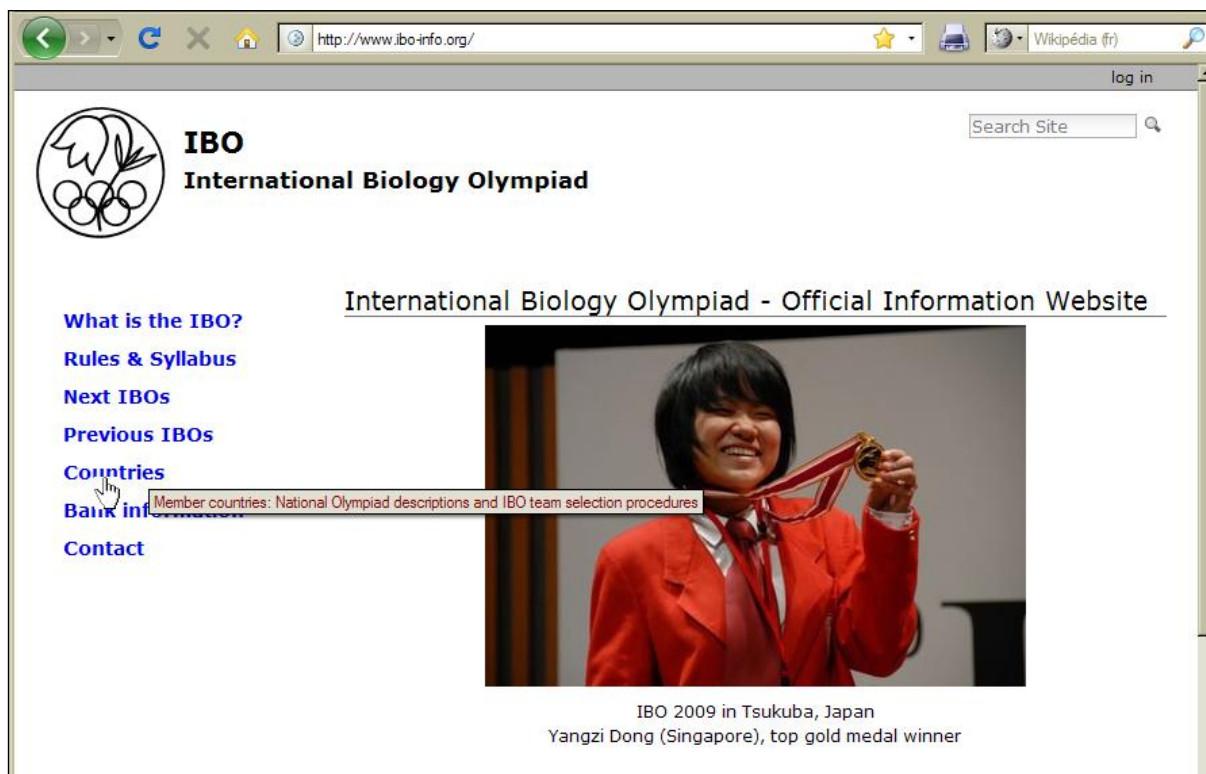


B. Modifying NBO data: detailed process

As soon as the description exists (created, saved) the country coordinator can access it and modify it at any time. Country coordinators are advised to review this information at least once a year.

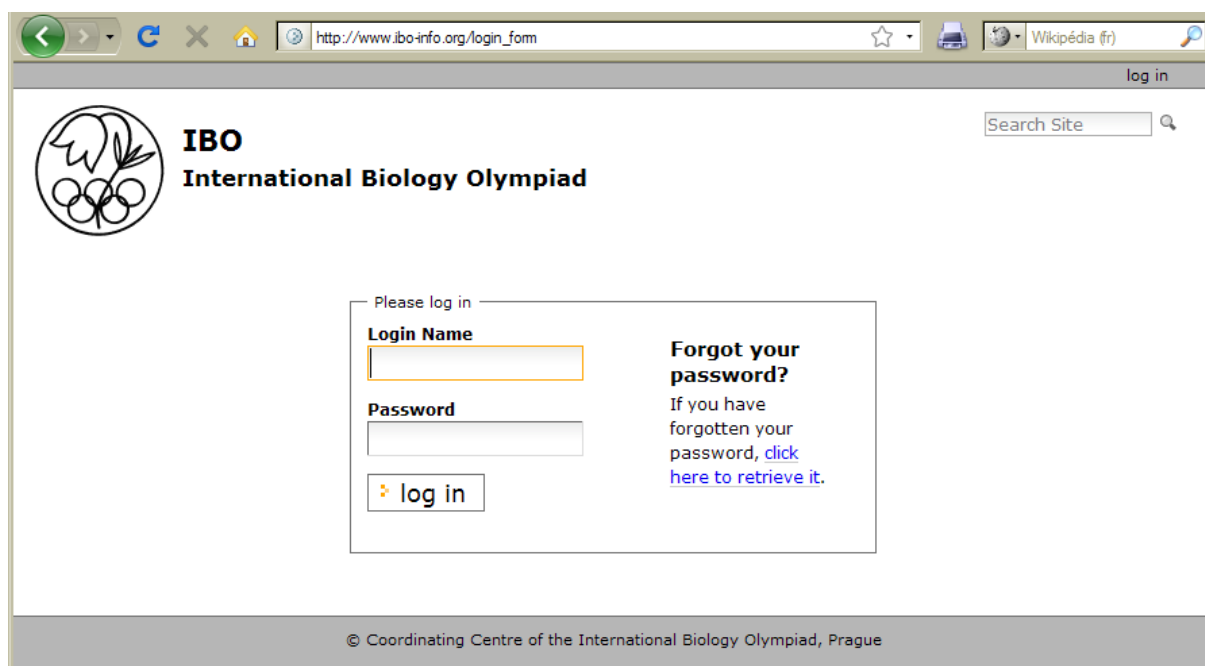
The process is very similar to creation:

1. Access the website www.ibo-info.org and go to « Countries ».



Then click “log in” in the upper right part of the screen.

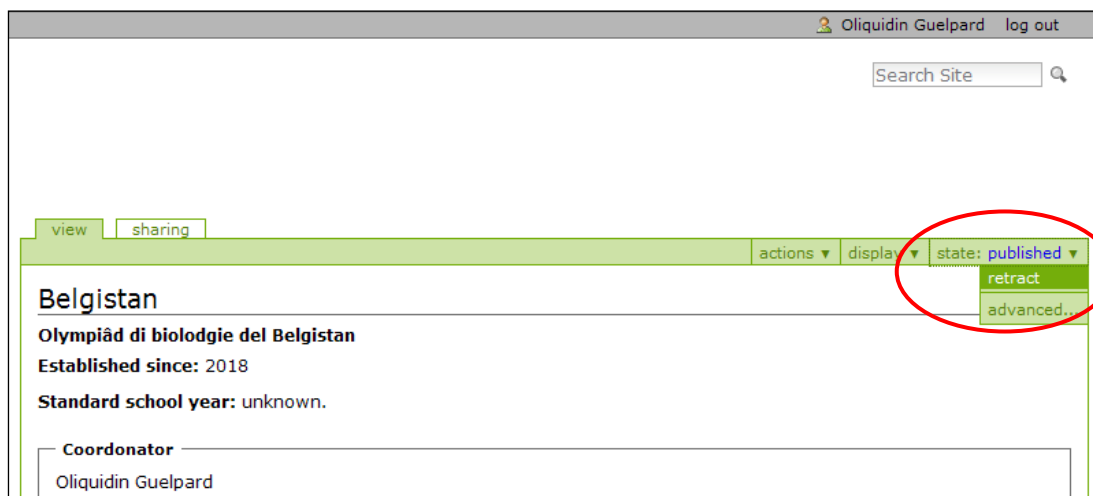
2. Login as below, using your personal data (Login Name = user name; Password).



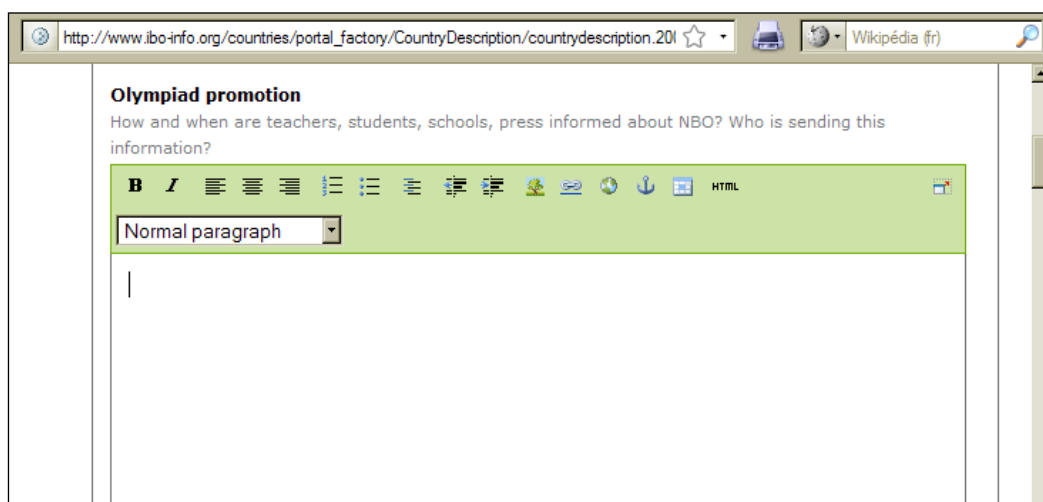


3. **Retract** your country NBO from the **published** status.

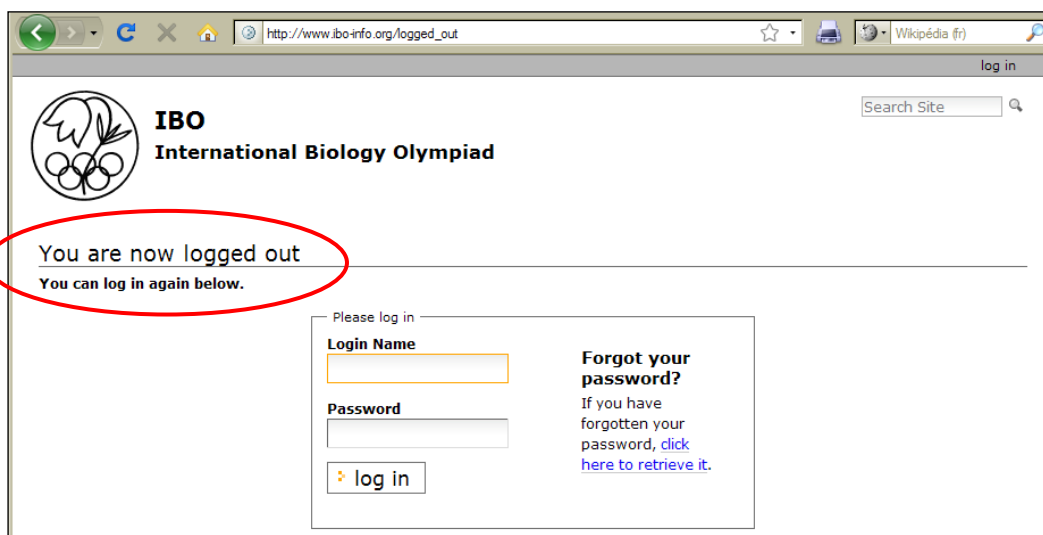
To do this, access your own country NBO page. In this page (see below) click on the rightmost part of the green bar: you have to change the state from “published” to “retract”. (Retracting the page from its “published” state unlocks the data: you are now allowed to edit them.)



4. Click the <edit> tab (green) and update your country NBO information.



5. Save (go to page bottom and click “save”) and logout.





C. *Modifying unpublished NBO data: detailed process*

Imagine you saved your NBO description but **it is not published yet** (no active link on the website “Countries” page). Still you need to work on it again!

1. Access the IBO website and go to “Countries”.
2. Log in.
3. Find your country in the list (there is no active link in the second column, so you have to use another access method).

Click on your name in the “author” column (5th column).

You get the next screen; your country description is visible here!

country	description
Belgistan	Mar 11, 2010

[All content created by Oliquidin Guelpard...](#)

Click you country name.

This opens your data page!

4. Update your NBO information.
5. Save and log out.



D. PASSWORD change

If you need to change your password:

- Log in with your user name and "old" password.
- In any resulting screen (example below), click your user name in the upper right part of the screen.

The screenshot shows the IBO website interface. At the top right, the user name 'Oliquidin Guelpard' is displayed next to a 'log out' link, both of which are circled in red. Below the user name is a search bar labeled 'Search Site'. The main content area features a table titled 'Countries' with the subtitle 'Member countries: National Olympiad descriptions and IBO team selection procedures'. The table has columns for country, link to nbo information, link to website, website language, author, type, and modified. The data rows are as follows:

country	link to nbo information	link to website	website language	author	type	modified
Argentina	ArgentinaNBO.pdf			Fabienna Pereira	File	Jul 16, 2009 03:42 AM
Argentina	-			Gérard Cobut	Country Description	Aug 04, 2009 10:05 PM
Armenia	ArmeniaNBO.pdf			Fabienna Pereira	File	Jul 16, 2009 03:47 AM
Australia	AustraliaNBO.pdf			Fabienna Pereira	File	Jul 16, 2009 03:48 AM

- In the resulting screen find and click [Change Password](#)
- Follow the on-screen procedure.

Comments?

The IBO web team hopes this online database to be useful.

Please send any feedback to ibo@naturalsciences.be.