

## **How to complete an Online Project Summary Page**

1. Log in to the national website.
2. Write down the membership ID # for the student you need.  
*\*\*It is important that the student can actually access the email address listed for them in the system. Stop and change the email to YOUR EMAIL address now while you are in the student's info as the adviser. Click save.*
3. Click the update student passwords button that is BLUE towards the top. Make the password something easy and have your student write it down
4. Log out.
5. Log in under the student tab. Use the membership ID and the new password you just made.
6. Click surveys and applications in the grey tabs.
7. Click Surveys and Applications > Competitive Events > 25-26 STAR Events Online Project Summary Form.
8. Have the student fill out the Form. Click submit. It will email to the address on file for the student.
9. Print this document from email. Sign and fill it out.