Capstone Design Expo Student Registration

Student Guide

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Georgia Tech

Please contact webmaster@capstone.gatech.edu for any technical questions

Step 0

- Only **one student per team** should create the team and add members

- All team members can edit project info AFTER the team lead has first entered the team/project info, up until the registration deadline

- All team members can update the project description, project poster, and video demo link until 5:00 pm of the business day before the expo.

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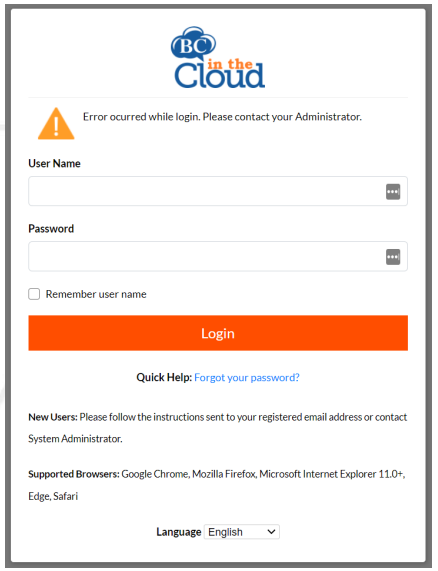
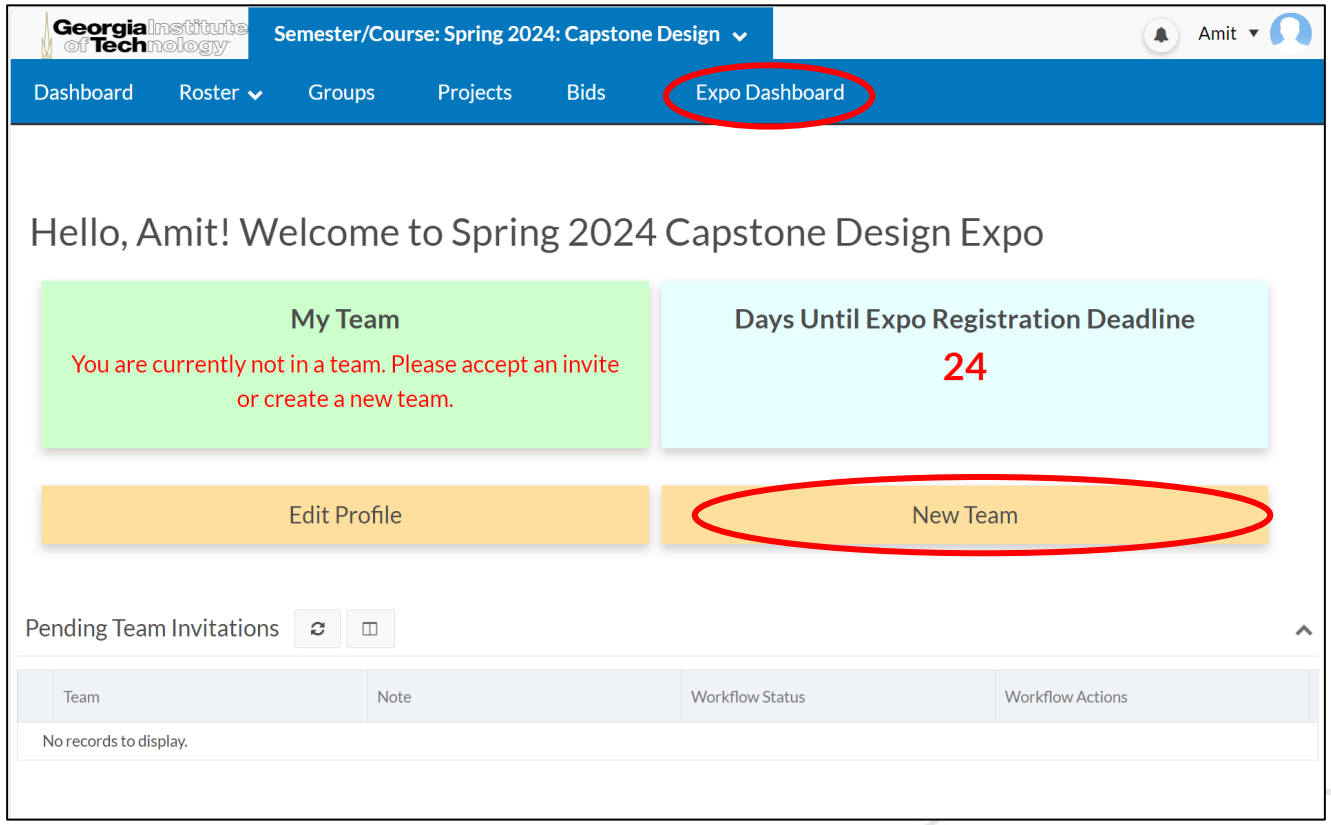
Step 1: Team lead enters profile information

- Login with your GT credentials on this site: http://capstone.gatech.edu/expo_register
  - You should be directed to Georgia Tech's Single Sign On

- Create a **New Team**

Please contact webmaster@capstone.gatech.edu if you encounter the following error:





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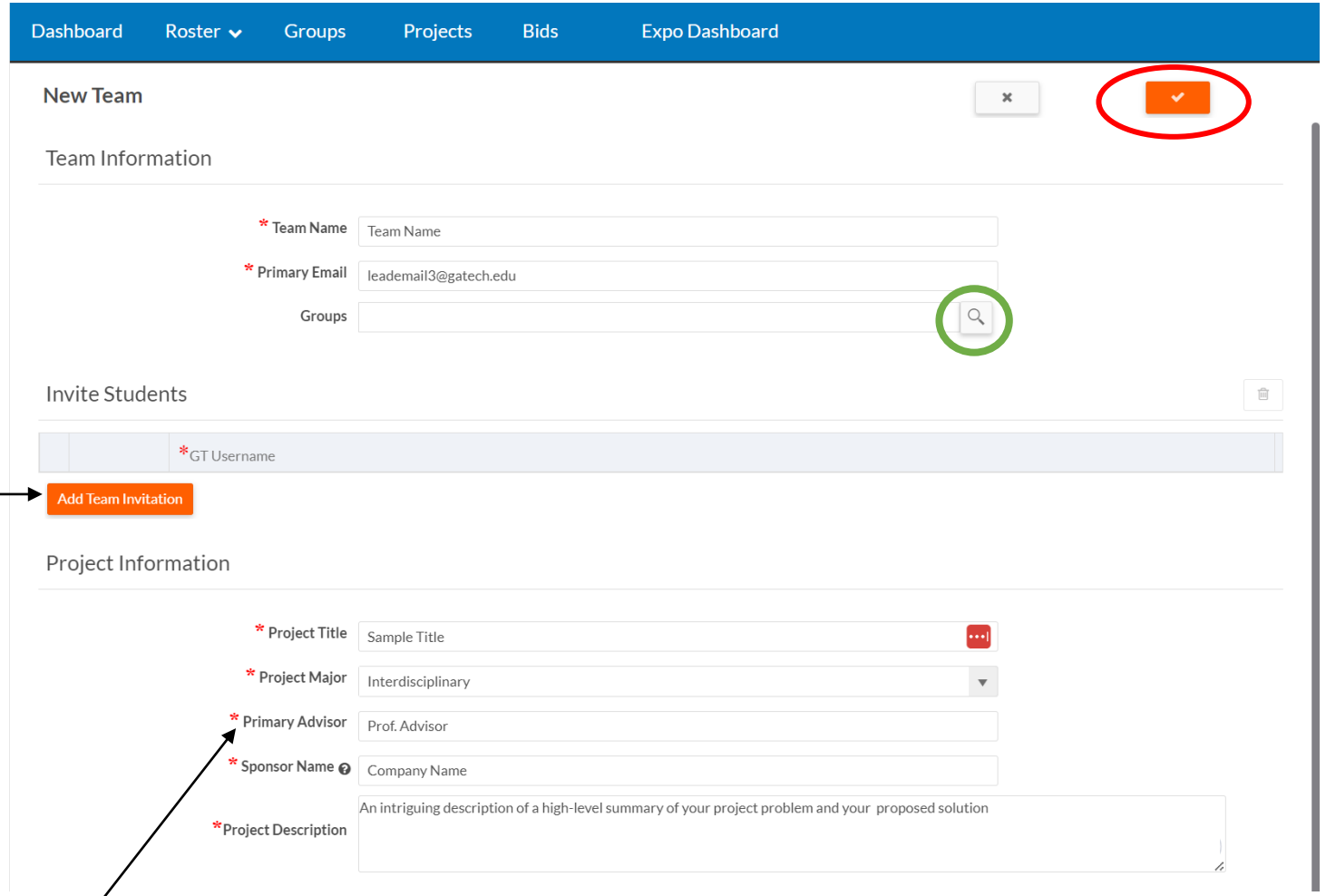
Step 2: Team Lead registers team

- Input team name and primary contact
- **If** your "**group**" was previously created in this portal, using the group search feature will pull information from your past group.
- Invite your group members with their **GT Usernames** with "**Add Team Invitation**"
- Enter **project details**
- Any team member can update all details until the expo registration deadline
- Click orange tick on top right when complete



The project major is not necessarily the major of team lead student. Example: Students from ME4723 typically would choose "***Interdisciplinary***" as project major

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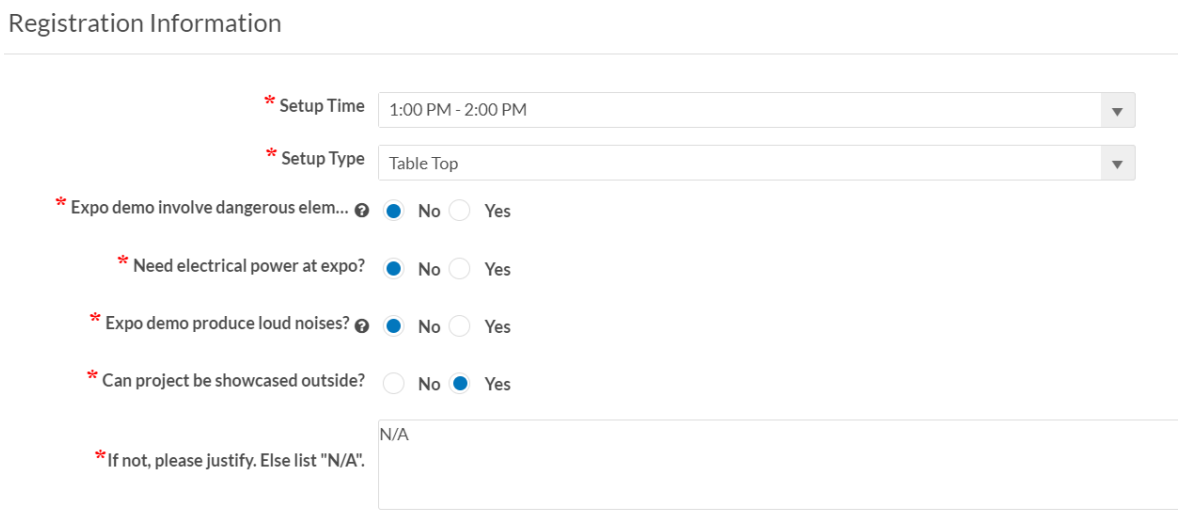
Step 2: Expo Setup Types

- The options available are floor, poster, tabletop, and vehicle.

1. Select **Floor** if you plan to bring your prototype that needs to be placed on the group (cannot be placed on a table, for example, robot, cooler, etc)
2. Select **Poster** if you do not need a table and only plan to bring a poster. The organizers might place teams with only poster requirements closer if there are overall space constraints.
3. Select **Tabletop** to receive a 6' x 3' table
4. Select **Vehicle** if you plan to bring a real size car

For posters, please bring a poster backing board, for example a tri-fold poster board



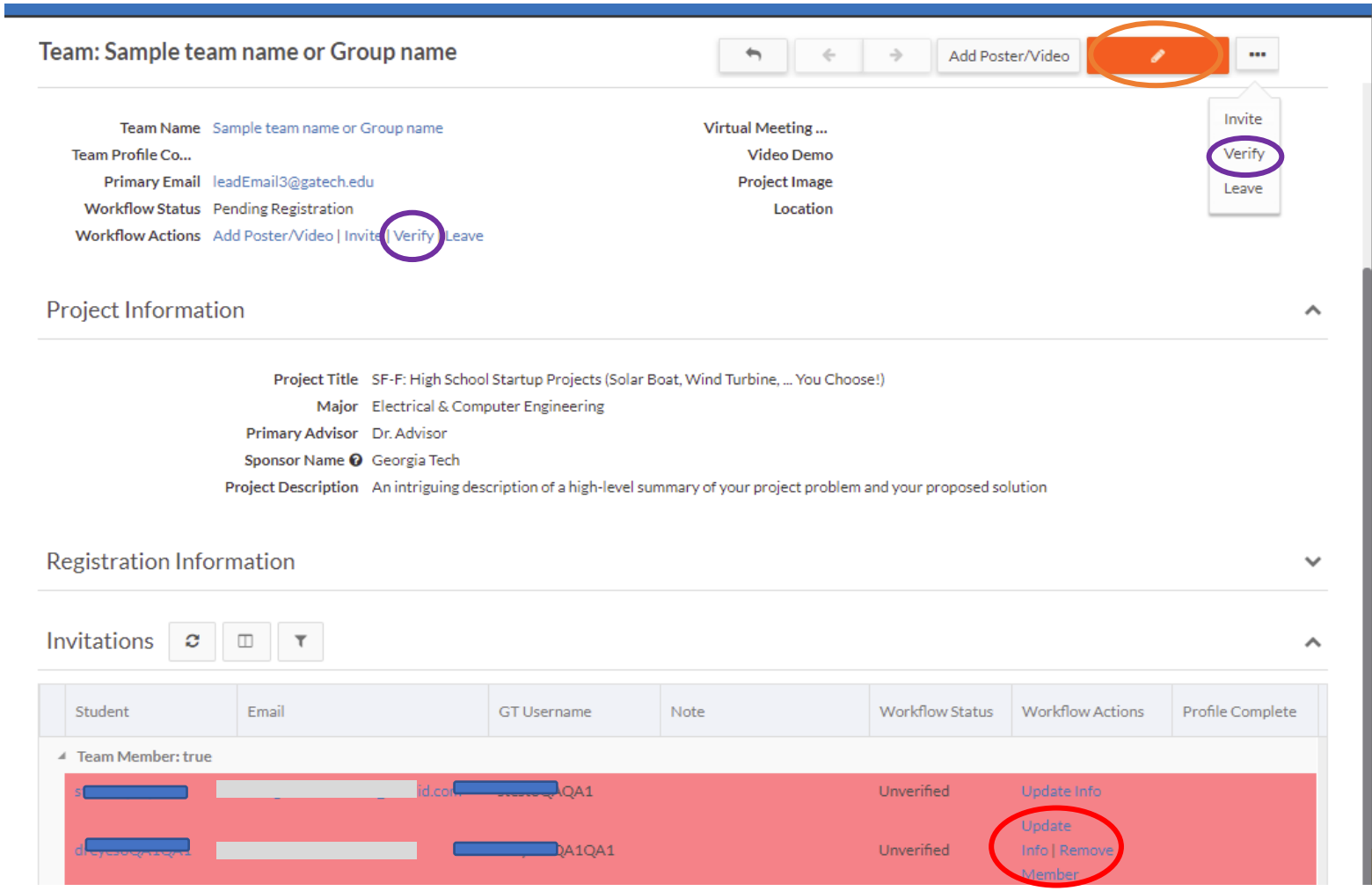
Step 3: Update project info

- Navigate to your team's homepage and scroll down to "Invitations" Section

- After the team lead creates a team/project, **ALL** team members can visit the expo portal, http://capstone.gatech.edu/expo_register, to update info

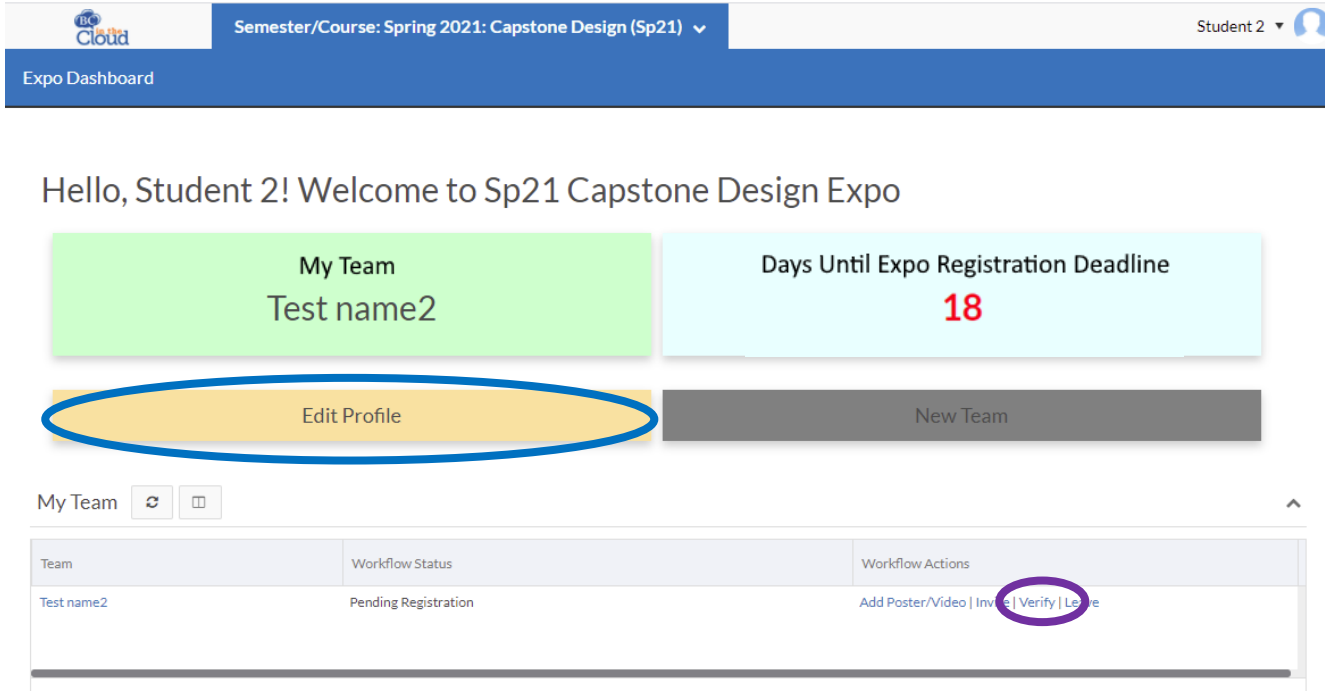
1. Click "**Update Info**" to update the profile details of the team member (more on this in the next slide)
2. You may edit the project details information by using the **orange pencil** button at the top right
3. If your personal details are correct, then click "**Verify**" on top right (*optional step and can only be done by team members previously added by the team lead*)

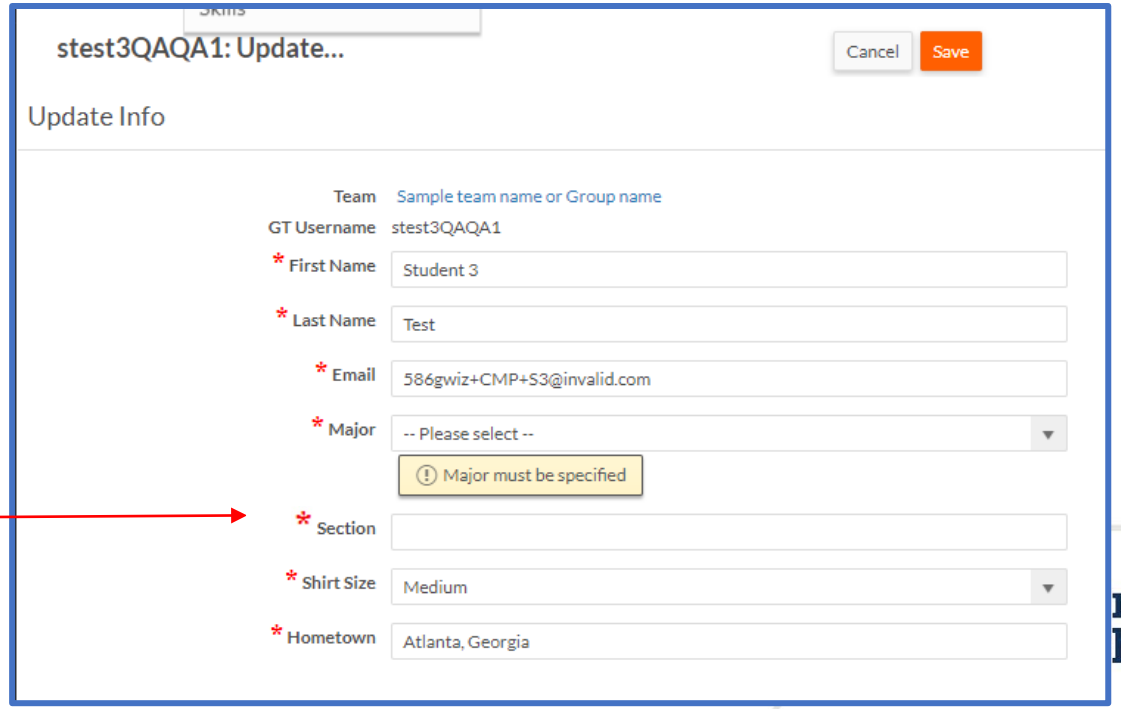
- If information is missing, an error will appear.



Step 4: Update Team Member Info and Verify

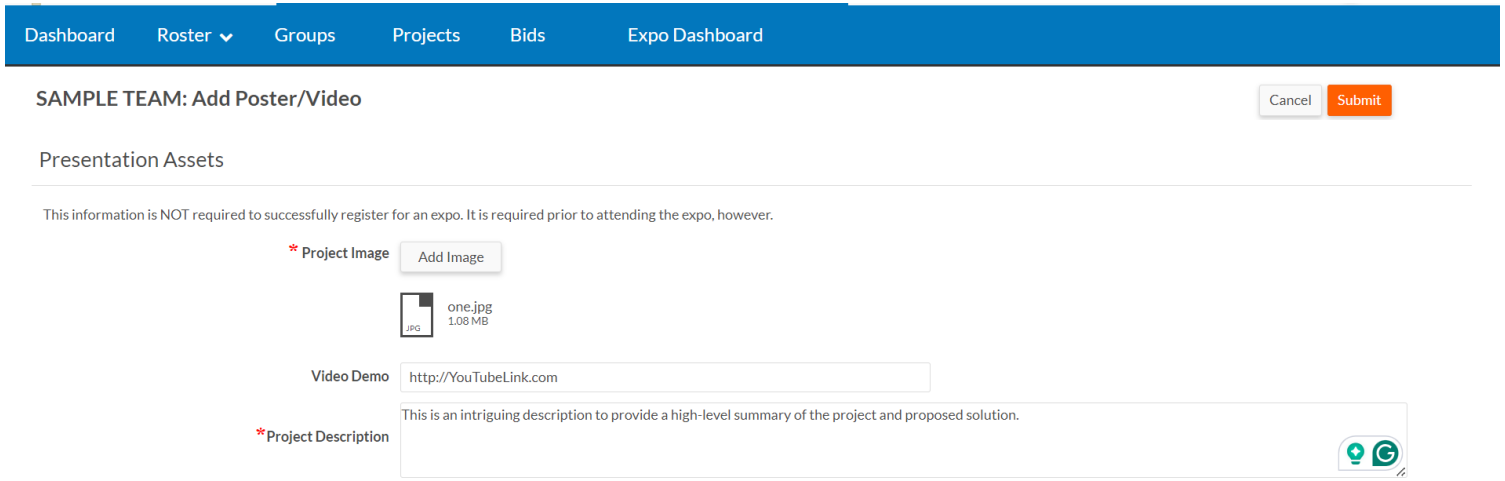
- Users will see an updated dashboard view with their team when logging in.
- User Profiles can be updated in two ways:
  - Team lead can change user information after clicking "**Update Info**"; as shown in the prior slide, user information can be updated as shown in the bottom photo.
  - Individual members can "**Edit Profile**" to update their information
- After the individual's information is correct, only individual users can save and "**Verify**" their personal details. (See the previous slide for other verification methods)
- Ensure all fields are correctly updated.
  - Type [Course Number – Section] into the section
  - ME4182 – A

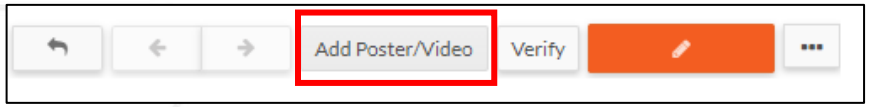




Step 4: Team members upload posters and/or video

- Navigate to your team's homepage and Click on "Add Poster/Video"
- The **image** (.PNG/.JPEG) of the poster should be added under "Project Image"
- If the team has a video, **a URL** should be linked to it in the "Video Demo" section





Project description and poster/video updates can be made until **5:00pm** the business day before the expo. Any changes made after this time will not be shared with the expo judges.

Suggested Poster Specifications:

1. Create a MS PowerPoint slide and change slide size to 48 in width x 36 in height (4:3 aspect ratio)
2. Save the slide as .jpeg

NOTE: This is how Judges will be able to access your poster and video during the expo. If this is not completed, Judges will not be able to view your materials before the expo.

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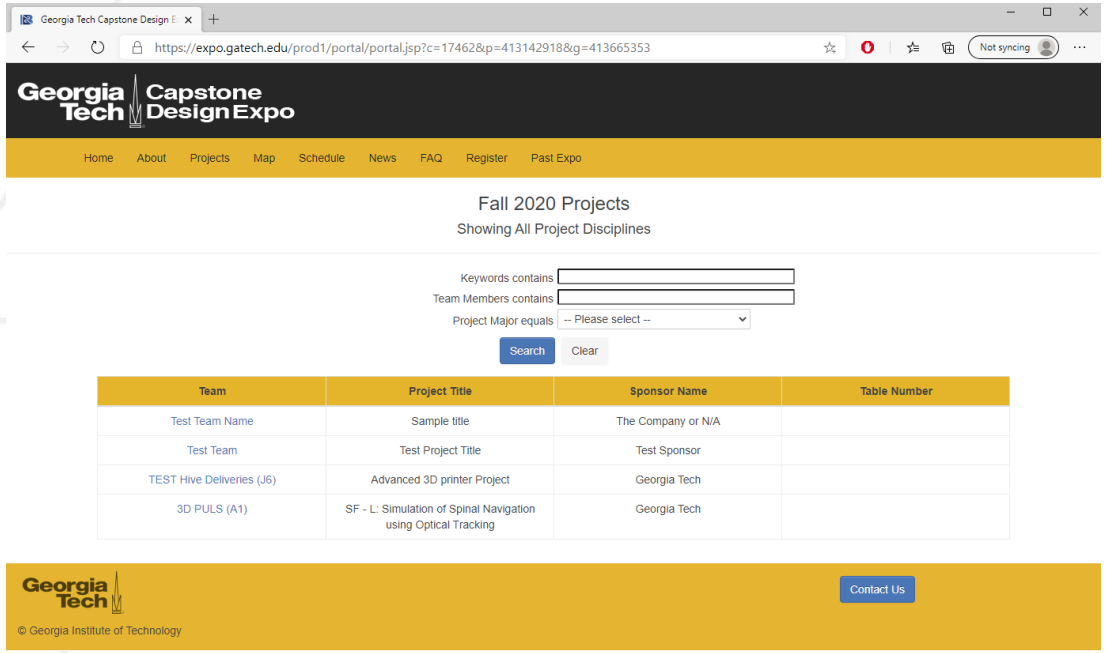
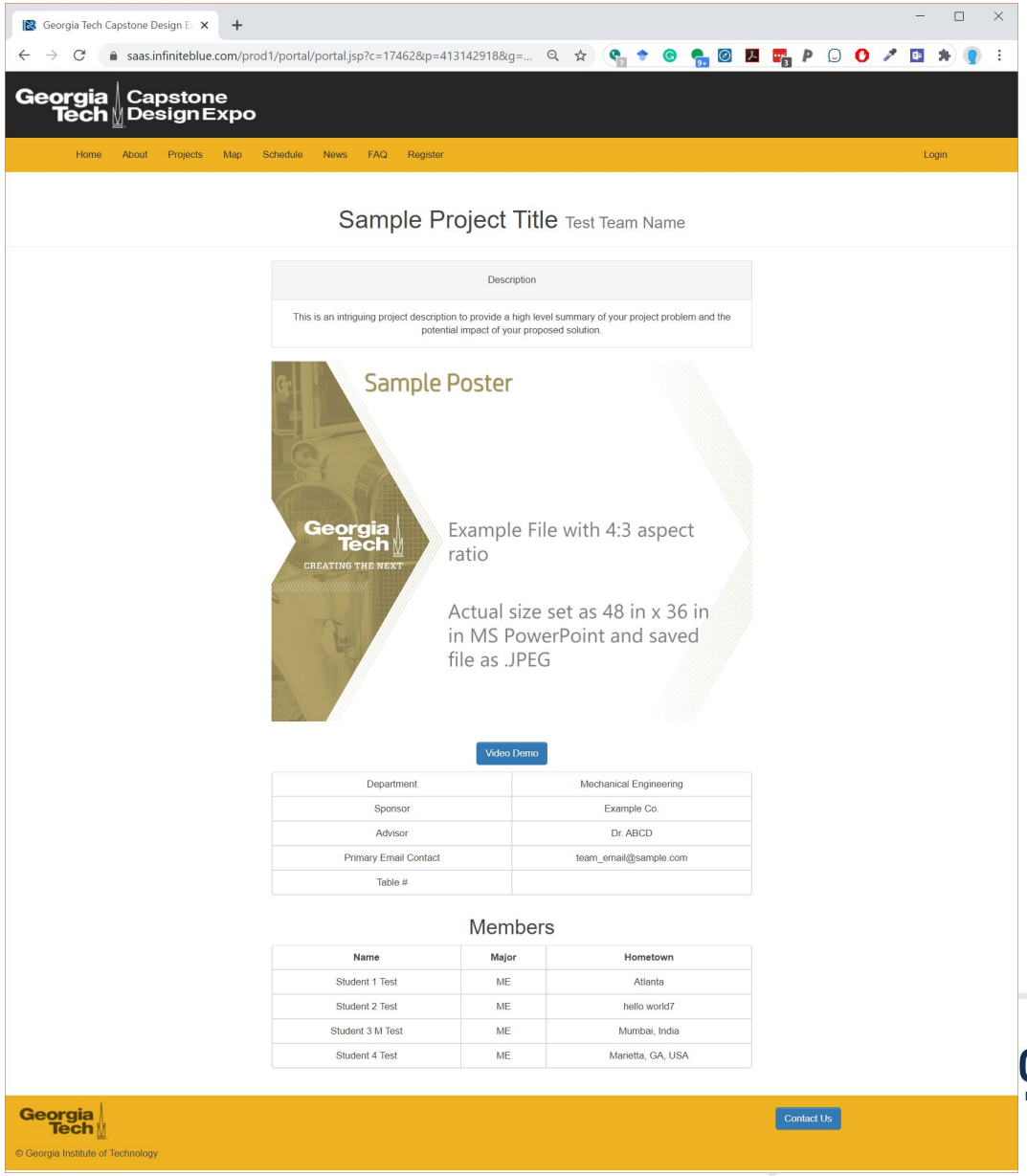
Step 5: Check your team info on the public Expo Site

- Visit this link: https://capstone.gatech.edu/projects
- Check your team name and click to see the team details