

Capstone Design Expo Student Registration

Student Guide

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

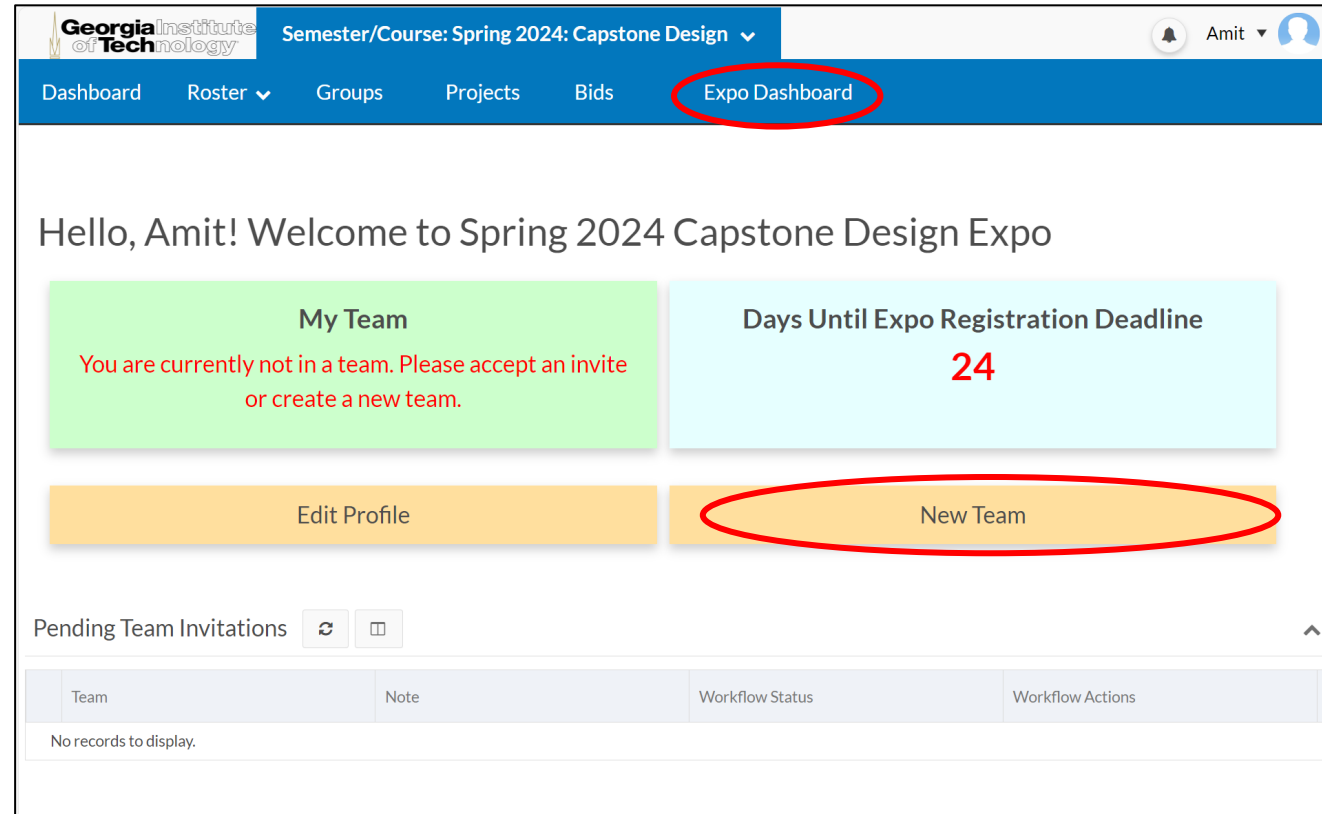
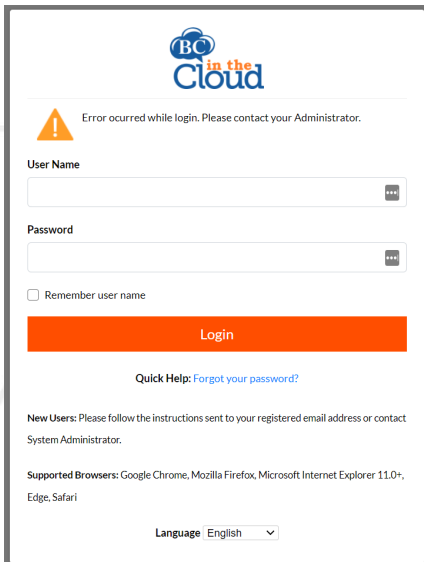
Step 0

- 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.

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:



Georgia Institute of Technology Semester/Course: Spring 2024: Capstone Design

Dashboard Roster Groups Projects Bids Expo Dashboard

Hello, Amit! Welcome to Spring 2024 Capstone Design Expo

My Team
You are currently not in a team. Please accept an invite or create a new team.

Days Until Expo Registration Deadline
24

Edit Profile New Team

Pending Team Invitations

Team	Note	Workflow Status	Workflow Actions
No records to display.			

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

Dashboard Roster ▾ Groups Projects Bids Expo Dashboard

New Team [X] [✓]

Team Information

* Team Name

* Primary Email

Groups [Search]

Invite Students [Trash]

	* GT Username

[Add Team Invitation]

Project Information

* Project Title [More]

* Project Major ▾

* Primary Advisor

* Sponsor Name

* Project Description

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

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

Registration Information

* Setup Time	1:00 PM - 2:00 PM
* Setup Type	Table Top
* Expo demo involve dangerous elem...	<input checked="" type="radio"/> No <input type="radio"/> Yes
* Need electrical power at expo?	<input checked="" type="radio"/> No <input type="radio"/> Yes
* Expo demo produce loud noises?	<input checked="" type="radio"/> No <input type="radio"/> Yes
* Can project be showcased outside?	<input type="radio"/> No <input checked="" type="radio"/> Yes
* If not, please justify. Else list "N/A".	N/A

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.

Team: Sample team name or Group name

Team Name: Sample team name or Group name

Team Profile Co...

Primary Email: leadEmail3@gatech.edu

Workflow Status: Pending Registration

Workflow Actions: Add Poster/Video | Invite | **Verify** | Leave

Virtual Meeting ...

Video Demo

Project Image

Location

Invite

Verify

Leave

Project Information

Project Title: SF-F: High School Startup Projects (Solar Boat, Wind Turbine, ... You Choose!)

Major: Electrical & Computer Engineering

Primary Advisor: Dr. Advisor

Sponsor Name: Georgia Tech

Project Description: An intriguing description of a high-level summary of your project problem and your proposed solution

Registration Information

Invitations

Student	Email	GT Username	Note	Workflow Status	Workflow Actions	Profile Complete
Team Member: true						
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Unverified	Update Info	
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Unverified	Update Info Remove Member	

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

BC Cloud

Semester/Course: Spring 2021: Capstone Design (Sp21) ▾

Student 2 ▾

Expo Dashboard



Hello, Student 2! Welcome to Sp21 Capstone Design Expo

My Team
Test name2

Days Until Expo Registration Deadline
18

Edit Profile

New Team

My Team  

Team	Workflow Status	Workflow Actions
Test name2	Pending Registration	Add Poster/Video Invite Verify Leave

stest3QAQA1: Update...

Cancel

Save

Update Info

Team

Sample team name or Group name

GT Username

stest3QAQA1

* First Name

Student 3

* Last Name

Test

* Email

586gwiz+CMP+S3@invalid.com

* Major

-- Please select --

! Major must be specified

* Section

* Shirt Size

Medium

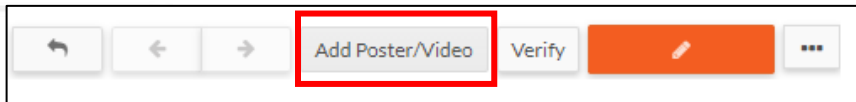
* Hometown

Atlanta, Georgia

rgia h.

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

A screenshot of a web form titled 'SAMPLE TEAM: Add Poster/Video'. The form has a blue header with navigation links: Dashboard, Roster, Groups, Projects, Bids, and Expo Dashboard. Below the header, there's a 'Presentation Assets' section. It contains a note: 'This information is NOT required to successfully register for an expo. It is required prior to attending the expo, however.' The form has three main sections: 1. 'Project Image' with an 'Add Image' button and a file upload area showing 'one.jpg' (1.08 MB). 2. 'Video Demo' with a text input field containing 'http://YouTubeLink.com'. 3. 'Project Description' with a large text area containing the placeholder text 'This is an intriguing description to provide a high-level summary of the project and proposed solution.' There are 'Cancel' and 'Submit' buttons at the top right.

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.

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

Georgia Tech Capstone Design Expo

Home About Projects Map Schedule News FAQ Register Past Expo

Fall 2020 Projects
Showing All Project Disciplines

Keywords contains

Team Members contains

Project Major equals -- Please select --

Search Clear

Team	Project Title	Sponsor Name	Table Number
Test Team Name	Sample title	The Company or N/A	
Test Team	Test Project Title	Test Sponsor	
TEST Hive Deliveries (J6)	Advanced 3D printer Project	Georgia Tech	
3D PULS (A1)	SF - L: Simulation of Spinal Navigation using Optical Tracking	Georgia Tech	

Georgia Tech

Contact Us

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Georgia Tech Capstone Design Expo

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Sample Project Title Test Team Name

Description

This is an intriguing project description to provide a high level summary of your project problem and the potential impact of your proposed solution.

Sample Poster

Example File with 4:3 aspect ratio

Actual size set as 48 in x 36 in in MS PowerPoint and saved file as .JPEG

Video Demo

Department	Mechanical Engineering
Sponsor	Example Co.
Advisor	Dr. ABCD
Primary Email Contact	team_email@sample.com
Table #	

Members

Name	Major	Hometown
Student 1 Test	ME	Atlanta
Student 2 Test	ME	hello world?
Student 3 M Test	ME	Mumbai, India
Student 4 Test	ME	Marquette, GA, USA

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