

Supervisor's guide

How to register and sign in, add your students — one by one or a whole class from Excel — and enter them for a round.

The two addresses, and what to have ready

To register brainiacsolympiad.com/registration

To sign in brainiacsolympiad.com/login

Have ready A list of your students: first name, last name and grade (3–12). An email address is optional.

- 1 Create your account
- 2 Sign in
- 3 Your cabinet at a glance
- 4 Add students one at a time
- 5 Add a whole class from Excel
- 6 Your group, and what you hand to the students
- 7 Enter students for a round
- 8 Pay for the entries
- 9 What comes next, and common questions

The people, dates and fees shown in the pictures are examples. The real rounds, dates and fees are the ones you see in your own cabinet.

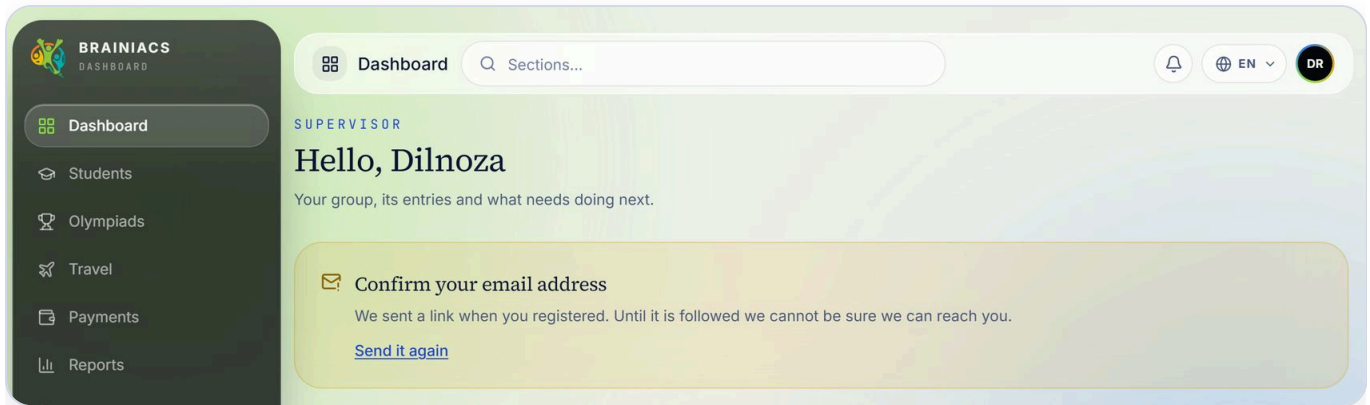
1 Create your account

Open brainiacsolympiad.com/registration in your browser and fill in the form. If the organisers have already made an account for you, skip to step 2.

The screenshot shows the 'Create an account' page for Brainiacs Olympiad. The form is titled 'Create an account' and includes a sub-header 'One account for every discipline you enter. It takes a minute.' The form is divided into sections: 'I AM A' (with 'Student' and 'Supervisor' options), 'Personal Information' (First name, Last name, Email, Phone), 'Country' (a dropdown menu), 'School' (a dropdown menu with 'My school is not listed' selected), 'Login' (a text field), 'Password' (a text field with a toggle for visibility), 'Repeat password' (a text field with a toggle for visibility), and 'Terms & Conditions' (a checkbox). The 'CREATE ACCOUNT' button is at the bottom, and a 'Sign in' link is at the very bottom. Red circles with numbers 1 through 10 highlight the following elements: 1. Supervisor button, 2. First name field, 3. Last name field, 4. Email field, 5. Phone field, 6. Country dropdown, 7. School dropdown, 8. Login field, 9. Password field, 10. Repeat password field.

- 1 Choose **Supervisor**.
- 2 Your **first** and **last name**.
- 3 Your **email**. One letter is sent to it, to confirm the address.
- 4 Your **phone** number.
- 5 Your **country**.
- 6 Your **school**: choose it from the list. If it is not there, choose **My school is not listed** and type its official name.
- 7 A **login** of your own — letters and digits. You can sign in with it or with your email.
- 8 A **password** of at least eight characters, typed twice.
- 9 Tick **I agree with the Terms & Conditions**.
- 10 Press **Create account**.

After you register



You can start at once. The account is ready the moment it is made: you arrive in your cabinet and can add students straight away. The organisers check new supervisors afterwards.

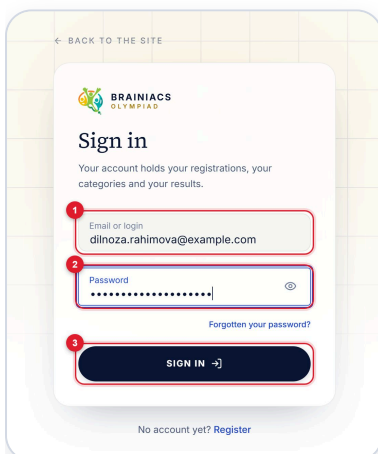
Confirm your email. Open the letter from Brainiacs Olympiad and press the link in it. If it has not arrived, press **Send it again**. Check the spam folder too.

If your first page says **Waiting for the organisers**, they have chosen to check supervisors before they start: you can look around, and you can add students as soon as they have confirmed you.

If the registration page says **Registration is closed for now**, the organisers are making the accounts themselves: write to them and they will send you an email and a password.

2 Sign in

Whenever you come back, open brainiacsolympiad.com/login. It is worth saving the page as a bookmark.



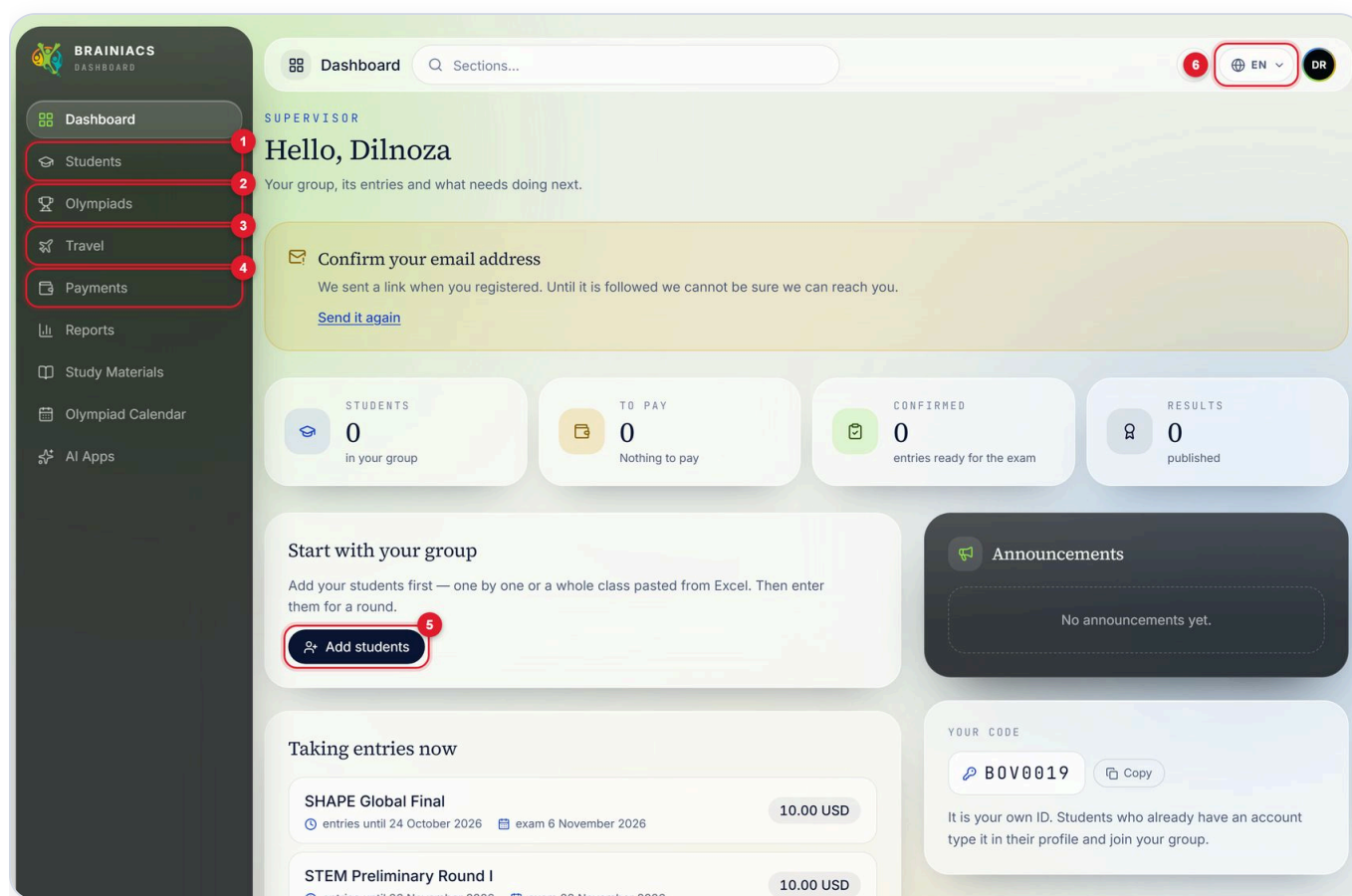
- 1 Type your **email** or your **login**.
- 2 Type your **password**. The eye on the right shows what you typed.
- 3 Press **Sign in**. You arrive in your cabinet.

The **Sign in** and **Register** buttons at the top of brainiacsolympiad.com lead to these same pages.

Forgot your password? Press **Forgotten your password?** under the form and a link to set a new one is sent to your email.

3 Your cabinet at a glance

Everything is in the menu on the left. You will mostly use four pages.



- 1 **Students** — your group: add students, correct a name, give a new password.
- 2 **Olympiads** — the rounds of the season; here you enter your students and follow their entries.
- 3 **Travel** — for the Global Final: the travel list and the hotel details of your party.
- 4 **Payments** — what the entries cost, what is still to pay, and your payments.
- 5 A new group starts here: **Add students** takes you to the Students page.
- 6 The language of the cabinet: English or Russian.

4 Add students one at a time

Open **Students**. To add a whole class at once, go straight to step 5.

- 1 Press **Add a student**. A row of fields opens under it.
- 2 **First name** — written the way it should appear on the certificate.
- 3 **Last name**.
- 4 **Grade**, from 3 to 12. The grade decides the student's category.
- 5 **Email** — optional. A student without an email still gets a login.
- 6 Press **Add**.

The account is made at once

The cabinet creates an account for the student and shows its **login** and **password**.

ID	Name	Grade	Login	Password
1 B0S0108	Aziza Karimova	7	aziza.karimova	x75us-3mtm4

- 1 The student's ID, login and password. **The password is shown only now** — it is not shown again after you leave the page.
- 2 **Excel** saves them as a spreadsheet; **PDF cards** prints a card for each student, with the login and password, to cut out and hand over.

5 Add a whole class as a list

On the **Students** page press **Import**, on the right. Hand the class over in whatever you have it in: nothing is added until you have checked what was read.

Add a list of students

Hand the list over as you have it. Nothing is added until you have looked at what was read.

1



Drop files here, or paste with Ctrl+V

Excel, Word, PDF, a photo or a screenshot, text - up to 5 files, 6 MB each

2

Choose files

3

Or type the list, or paste rows copied from anywhere

Aziz	Karimov	7	
Madina	Rahimova	9	madina@example.com

 A list in the template's shape is read as it is. Any other — a school's own spreadsheet, a photo, a letter — is read by the olympiad's AI assistant: for that it is sent to Google's Gemini, and it is not kept.

4

 Download the Excel template

The surest way: fill in the template and send it back.

5

 Read the list

- 1 **Drop your files here** — an Excel or Word file, a PDF, a photo of a printed list, a screenshot. Up to 5 files at a time. You can also press **Ctrl + V** anywhere in the window to paste a file, a picture or copied rows.
- 2 Or press **Choose files** and pick them from your computer.
- 3 Or type the list, or paste rows copied from a spreadsheet or a message: first name, last name, grade, and an email if there is one.
- 4 **Download the Excel template**: four columns — first name, last name, grade, email. A list typed into the template is always read exactly as written.
- 5 Press **Read the list**.

A list that is not in the template's shape — your school's own spreadsheet, a photo, a letter — is read by the olympiad's **AI assistant**. It finds the students and puts each name and grade in its place. It can misread, so the next step is yours.

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Check the list, then add it

Check the list

Correct anything that was read wrongly, untick or remove whoever should not be added. Names go on the certificates as they are written here.

	First name	Last name	Grade	Email (optional)	
☒	Timur	Sadykov	7		
☒	Madina	Nazarova	8	madina.nazarova@example.com	
☒	Bekzod	Aliev	5		
☒	Nilufar	Saidova	9		
☒	Farrukh	Yusupov	11		

← Back Students read: 5 **Add 5 students**

- 1 Every student that was read, one per row. Correct a name, a grade or an email right in its field. A row that still needs a name or a grade is marked, and the list cannot be added until it is filled in or left out.
- 2 Untick a student to leave them out. A student who is already in your group is unticked for you, so nobody is added twice.
- 3 Or take a row out altogether.
- 4 Press **Add ... students**. A long list is added a few students at a time; wait until the window closes.

The accounts are then shown as in step 4: every student has an ID, a login and a password.

Accounts made — hand these over

Excel PDF cards

Passwords are shown only now. Download them before leaving the page.

Nº	ID	Name	Grade	Login	Password
1	B0S0109	Timur Sadykov	7	timur.sadykov	5gtg9-ahpuq
2	B0S0110	Madina Nazarova	8	madina.nazarova	unh4t-m3e8d
3	B0S0111	Bekzod Aliev	5	bekzod.aliev	rzj45-p69yh
4	B0S0112	Nilufar Saidova	9	nilufar.saidova	5ysg8-w9fr7
5	B0S0113	Farrukh Yusupov	11	farrukh.yusupov	xdmjf-4md97

- 1 The logins and passwords of the whole list.
- 2 Take them as **Excel** or **PDF cards** before you leave the page: the passwords are shown only once.

6 Your group, and what you hand to the students

The Students page shows the whole group at once. This is where you look after it.

The screenshot shows the 'Students' page in the Brainiacs Dashboard. The page is divided into several sections:

- Header:** Includes the Brainiacs logo, a search bar for 'Sections...', and user settings (EN, DR).
- Left Sidebar:** Contains navigation links: Dashboard, Students (highlighted), Olympiads, Travel, Payments, Reports, Study Materials, Olympiad Calendar, and AI Apps.
- Main Content Area:**
 - Students Section:** Features a summary bar with four metrics: TOTAL STUDENTS (6), ENTERED FOR A ROUND (0), NOT ENTERED YET (6), and AWAITING PAYMENT (0). Below this is a search bar for 'All students' and a list of students with their details (ID, Name, Grade, Email, Password, and Actions like 'New password' and 'Remove').
 - Structure Section:** Shows a tree view of the group structure, including 'Gymnasium No. 1' and a list of grades (5, 7, 8, 9, 11) with student counts.
 - Bottom Section:** Includes a 'YOUR CODE' field (B0V0019), 'Import' and 'Export' buttons, and a link to 'Enter them for a round'.

Numbered callouts (1-9) highlight specific features and actions on the page.

- 1 The group in figures: how many students, how many are entered for a round, how many entries are still to pay.
- 2 Find a student by name or login.
- 3 Show the group as a list or as cards.
- 4 Correct a name or a grade typed wrongly.
- 5 **New password** — if a student has lost theirs. The new one is shown to you once.
- 6 Remove a student from your group.
- 7 **Structure**: your grades and how many students are in each. Press a grade to see only its students.
- 8 **Import** adds a list (step 5); **Export** saves the group as a file for Excel.
- 9 Go on to enter the group for a round (step 7).

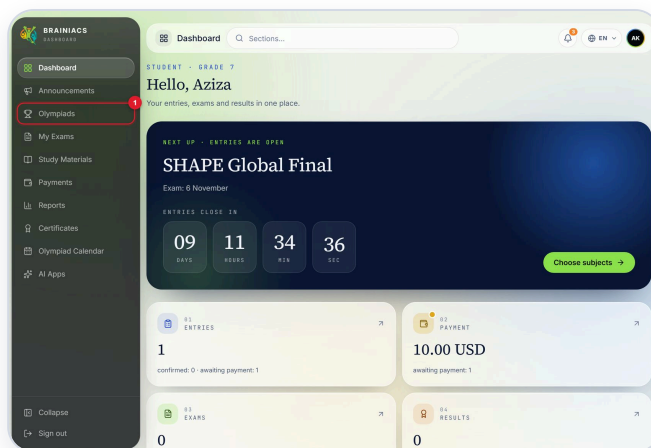
What each student receives from you

Give every student their **login** and **password**, and the address to sign in:

brainiacsolympiad.com/login .

Signed in, a student sees their own entries, sits the online exams under **My Exams**, and later finds results and certificates.

A student who registered by themselves joins your group by typing **your code** — at registration, or later in their profile. Your code is your own ID: it starts with BOV and is shown at the top of the Students page.



7 Enter students for a round

Open **Olympiads**. Under the season's roadmap is the form **Enter students for a round**.

- 1 **Choose a round.** Only rounds that are taking entries are listed, each with its fee.
- 2 **Choose one subject or several.** Each shows the grades it is open to.
- 3 **Select everyone eligible**, or tick students one by one. A student whose grade does not fit the subject cannot be ticked.
- 4 Press **Enter**. The number on the button is how many entries will be made.

The entries of the group

Each entry appears in the list under the form, with the exam date and its status.

- 1 **To pay** shows what is owed for the entries that are **Awaiting payment** and takes you to the Payments page. An unpaid entry made by mistake can be withdrawn with **Cancel entry**.

8 Pay for the entries

An entry is confirmed once it is paid. Open **Payments**.

Payments

What your group's entries cost, what is still to pay, and every payment you made for them.

1

TO PAY
60.00 USD
awaiting payment: 6

PAID
—
transactions: 0

2 Pay online. You will be taken to Alif's secure payment page. Your entries are confirmed as soon as the payment goes through. About 559.20 TJS will be charged, at Alif's rate at the moment of payment. **Pay 60.00 USD →**

Invoices

NO.	ENTRY	DATE	AMOUNT	STATUS
173	Farrukh Yusupov Mathematics · STEM Prelimina... pay by 27 Nov 2026	15 Oct 2026	10.00 USD	3 Awaiting payment
172	Nilufar Saidova Mathematics · STEM Prelimina... pay by 27 Nov 2026	15 Oct 2026	10.00 USD	Awaiting payment
171	Timur Sadykov Mathematics · STEM Prelimina... pay by 27 Nov 2026	15 Oct 2026	10.00 USD	Awaiting payment
170	Madina Nazarova Mathematics · STEM Prelimina... pay by 27 Nov 2026	15 Oct 2026	10.00 USD	Awaiting payment

Transaction history

No payments yet.

- 1** What is still to pay for your group, and what you have paid already.
- 2** **Pay** opens the bank's secure payment page; one payment covers all the unpaid entries. The amount charged in the bank's currency is shown before you pay.
- 3** Each entry and its status. After the payment it changes to **Confirmed**, and the payment appears under **Transaction history** with a receipt you can download.

If your school pays the organisers directly — in cash or by bank transfer — the organisers record the payment themselves and the entries change to **Confirmed** without anything further from you.

What comes next, and common questions

Exams. Students sit the online papers in their own cabinet, under **My Exams**, on the day of the round. On your **Olympiads** page you can see who has sat and who has not.

Results and certificates. Once the organisers publish the results they appear under **Reports**, and **Certificates of the group** on the Students page downloads all the certificates at once.

Global Final. Once the final is open for registration, enter the students who are going under **Olympiads** → **Global Final**, the same way as for a round; the organisers check the list against the results. Then open **Travel**: everyone entered is on your party's list, and for each guest you fill in the document, the flights and the room — a **King Room** or a **Twin Room**, chosen right in the guest's form.

I cannot sign in.	Sign in at brainiacsolympiad.com/login with the email or login you registered with. If the password is lost, use Forgotten your password?
I registered, but I cannot add students.	Your first page says Waiting for the organisers : they have not confirmed you yet. The notice disappears when they have.
The Global Final button says registration opens later.	Registration for the final opens on the date the organisers set. Until then the final is shown, but students cannot be entered for it.
A student has lost the password.	Students page → New password beside the student. Give them the new one.
A name or a grade is wrong.	Students page → the pencil beside the student. A new grade applies to entries made after the change.
I entered a student by mistake.	Olympiads page → Cancel entry beside the entry, while it is still unpaid.
"No round is taking entries right now."	The organisers have not opened a round yet, or its deadline has passed. The Olympiad Calendar page shows the dates.
I closed the page before saving the passwords.	Use New password for each student, or Export the list for their logins.