



2020 VIRTUAL NHD NATIONAL CONTEST REGISTRATION INSTRUCTIONS

Through the online contest registration, you will:

- ✓ Confirm your participation in your contest division and category.
- ✓ Provide essential contact information.
- ✓ Submit your project in the approved format.
- ✓ Nominate your entry for a Special Prize.
- ✓ Submit payment for applicable fees.

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DEADLINES

Registration: 11:59 PM EDT on Friday, May 22, 2020

Website Lock-Out Date: 11:59 PM EDT on Friday, May 22, 2020

Documentary, Exhibit, Performance, Paper Upload Date: 11:59 PM EDT on Friday, May 22, 2020

Due to NHD Office:

Checks & Purchase Orders: Monday, June 1, 2020



BEFORE YOU BEGIN REGISTRATION:

Carefully read all registration instructions and make sure you have all required information ready.
This will make the registration process quick and easy.



PREPARING TO REGISTER

Who MUST Complete Contest Registration & Payment:

- Competing students, accompanied by their parents.
- Teachers of competing students.

*Please note: **ALL** students in a group entry must register and pay registration fees for an entry to be evaluated.*

NECESSARY INFORMATION FOR REGISTRATION

ALL registrants need to provide the following items:

- Home Telephone Number
- Home Contact Information
- Email Address (**Valid email addresses are required.**)

Students need to provide these additional items:

- Teacher Name and School
- Entry Category, Division, Title
- If part of a Group Entry, the entry's "Team/Project Key" (Only needed if students did NOT use the online registration system for their affiliate contest. Details on **page 4.**)
- Credit Card Number (if applicable)

REGISTRATION WILL CLOSE PROMPTLY AT 11:59 PM EDT ON FRIDAY, MAY 22, 2020.

A \$50 Late Fee will be assessed for all registrants who do not complete contest registration and submit payment before the deadline. The late fee will increase to \$60 if this is not completed by 11:59 PM EDT Saturday, May 23 and will increase to \$75 if this is not completed by 12:00 PM EDT on Wednesday, May 27. If you need to complete your registration after this deadline, you must contact the NHD National Office. Contact information is on **page 13.**



PREPARING TO REGISTER (CONTINUED)

When Can You Register?

You will be able to register for the National Contest ONLY AFTER your affiliate contest. You will receive an email notifying you when registration is open for your affiliate. If you have not received any notification several business days after your contest, please contact your affiliate coordinator. You can find your coordinator's contact information on the NHD website: www.nhd.org/affiliate.

Why Do You Need Parent/Guardian Information?

Parents are expected to assist their child in completing the account creation and registration process. This includes agreeing to authorizations within the system. Each student will need to list at least one parent/guardian in their registration. Parents should not create a separate account.

How Do You Register Group Entries?

If you are registering in a group entry, **each person in your group must create a student account and register individually.** However, only one member of your group will enter the entry information. Once entry information is submitted, the student who created the entry will inform group members of the Team/Project Key (i.e., b965f631-a8a0-4eff-8145-d1698f3618d3). For more detailed instructions on group entries, see instructions on **page 4.** *Please note: All group members must complete registration and payment for an entry to be evaluated.*

How Should I Register a Documentary, Exhibit, or Performance Project for the Virtual National Contest?

Please see **pages 9-12** for details on how to prepare and upload your project for the virtual contest.

How Do You Nominate Your Entry for a Special Award?

At the National Contest, a number of organizations sponsor prizes awarded to the entry that best exemplifies the specific prize criteria. Special prizes are topic specific. To see if your entry is eligible for a special prize, browse the list on the NHD website, www.nhd.org/special-prizes. To nominate your entry, you must first complete your student registration and payment. On the confirmation page, you will see a blue "Special Award Nomination" button that will take you to the nomination screen. Or you can log back into your account and click on your name in the top right corner, and choose My Profile. Then click the "Special Awards Nominations" tab. You can scroll to find the special awards that interest you and click the "Nominate" button below the award. You may nominate your entry for **up to two** awards.

How Do You Receive Emails from the Registration System?

In the registration system, you need to accept emails from **zfairs.com** to receive the system's automatic email messages. If you do not receive a message, check your email spam folder. If you are using a school email address, you may need to check with your IT department to make sure you can receive outside messages. You may also request that emails coming from the NHD registration system be approved to be received, or "white listed." If you have questions, please contact your contest coordinator.

How Do You Access Your Registration Profile?

After you have completed your registration, you will be able to log back in to access your profile information at any time before the deadline. To do so, log in and click on your name in the top right corner. Choose "My Profile." There you will see tabs to view your basic information, special award nominations, orders, and to re-submit medical information. Teachers will see tabs for their basic information and additional teacher details.



STUDENT REGISTRATION

For Students Who Did NOT Register Online for the Affiliate Contest:

1. Once your teacher created an account, click on the link provided by your affiliate coordinator, which will take you to the homepage of National Contest Registration.
2. Click on the Create Account tab at the top of the page, next to Home. Then select “Student.”
3. Verify your email address by clicking on the link in the system email (zfairs.com) that you receive.
4. Complete personal contact information: address, city, zip, phone number, email address, parent email address, and you will create a password. **NOTE: if you use your browser’s autofill tool, PLEASE DOUBLE CHECK that the information is correct and has not been overwritten.** Click the “Save and Continue” button.
5. Select your school, teacher, and grade from the provided drop down lists. (In the school field, you can begin typing the name of your school and similar names will appear from which to choose.) Click the “Save and Continue” button.
6. Enter information about your entry. Either create an entry or link to a group project that your teammate has already created.
 - a. **IF YOU ARE REGISTERING AS A GROUP PROJECT** The first student in a group to register will create the entry. That student will give other group members the “Team/Project Key.” This Team/Project key will appear in a confirmation screen for that student, as well as in that student’s profile when logged into the account. **Sample Team/Project Key: b965f631-a8a0-4eff-8145-d1698f3618d3.**
 - i. The other group members will create their student accounts and enter the “Team/Project Key” for their entry. This will bring up the title and description for their entry that was filled out by the group member who created the entry.
 - b. **THERE ARE SPECIFIC INSTRUCTIONS TO REGISTER FOR EACH CATEGORY. PLEASE SEE PAGES 9 TO 12 FOR DETAILS.**
7. Confirm your basic information. ***Please confirm that your name, mailing address, phone number, email address, and any category-specific information is complete and accurate. This information is necessary for NHD staff to contact you in case an issue arises, or to mail back your certificate packets after the contest.***
8. You and your parent/guardian must agree to NHD permissions and waivers.
9. Enter payment information for any contest fees or purchased items. Registration is complete ONLY once fee has been paid.
 - a. The \$75 Student Registration Fee is automatically added to your cart. Select any other items you wish to purchase and continue.
 - b. View your cart to see all fees and submit payment. Payment instructions are on **pages 7 to 8.**
10. Once you have entered payment, you will see a confirmation screen with your entry information, including your Team/Project Key. Here, you may nominate your entry for a special prize by clicking on the “Special Award Nomination” button.
11. You can also nominate your entry for a special award by logging back into your account and clicking the “Special Award Nomination” tab when viewing your profile.



For Students Who Registered for the Affiliate Contest Online:

1. Click on the link provided by your affiliate coordinator, which will take you to the homepage of National Contest Registration.
2. Click the LOGIN button on the top right of the page. Do not create a new account.
3. Use the SAME username and password that you created for your affiliate contest registration to log in to your National Contest Registration profile.
4. Read the welcome message, “there are a few things to take care of...” and you will click the blue “Next” button.
5. You and your parent/guardian must agree to NHD permissions and waivers.
6. Next you will see the merchandise page. Add the Student Registration Fee, along with any other desired items, to your cart and submit payment. Registration is considered complete ONLY once fee has been paid. Payment instructions are on **pages 7 to 8.**
7. Once you have submitted payment, you will see a confirmation screen. Click the “complete first time login” button below. This will take you to the main page where you can access your profile. Click on your name in the top right corner of the screen, and choose My Profile. ***Please confirm that your name, mailing address, phone number, email address, and any category-specific information is complete and accurate. This information is necessary for NHD staff to contact you in case an issue arises, or to mail back your certificate packets after the contest.***
 - a. You may nominate your entry for up to two special prizes by clicking the “Special Award Nomination” tab when viewing your profile.
 - b. You can also view your Team/Project key in your profile.
8. **THERE ARE SPECIFIC INSTRUCTIONS TO REGISTER FOR EACH CATEGORY. PLEASE SEE PAGES 9 TO 12 FOR DETAILS.**



TEACHER REGISTRATION

For Teachers Who Did **NOT** Register Online for the Affiliate Contest:

1. Click on the link provided by your affiliate coordinator, which will take you to the homepage of National Contest Registration.
2. Click on the Create Account tab at the top of the page, next to Home. Then select “Teacher.”
3. Complete personal contact information: address, city, zip, phone number, and gender. Create a password. **NOTE: if you use your browser’s autofill tool, PLEASE DOUBLE CHECK that the information is correct and has not been overwritten.** Click the “Save and Continue” button.
4. Choose your school from a list. (To easily find a school, you can use the search command by typing “ctrl” and “F” on a PC or “command” and “F” on a Mac.) You can select multiple schools by holding down the “ctrl” key.
5. Answer additional questions regarding NHD participation at your school.
6. Agree to NHD permissions and waivers and click the “Save and Continue” button. This will confirm your information.
7. After completing registration, make sure that all information is correct by accessing your profile. To do so, click on your name in the top right corner of the screen, and choose My Profile.
Confirm that your name, mailing address, phone number, and email address are complete and accurate. This information is necessary for NHD staff to contact you in case an issue arises.

For Teachers Who Registered for the Affiliate Contest Online:

1. Click on the link provided by your affiliate coordinator, which will take you to the homepage of National Contest Registration.
2. Click the LOGIN button on the top right of the page. Do not create a new account.
3. Use the SAME username and password that you created for the affiliate contest registration to log in to your National Contest Registration profile.
4. Read the welcome message, “there are a few things to take care of...” and click the blue “Next” button.
5. Answer additional questions regarding NHD participation at your school.
6. Agree to NHD permissions and waivers and click the “Next” button. This will confirm your information and bring you to the main page.
7. After completing registration, make sure that all information is correct by accessing your profile. To do so, click on your name in the top right corner of the screen, and choose My Profile.
Confirm that your name, mailing address, phone number, and email address are complete and accurate. This information is necessary for NHD staff to contact you in case an issue arises.

Viewing Student Information

1. When logged in, click on the “My Students” tab on the top of the page. This will take you to a list of the students to whom you are linked in the system.
2. By clicking on a student, you can choose to view and edit information, or link/unlink the student to an entry.



FEES AND PAYMENTS

Student Contest Fees - Each student must pay the **\$75 registration fee** for the contest. Teachers can process all contest registration payments for their students at once. Please check with your teacher to find out how you should proceed with payment. Otherwise, you must use a credit card to pay online or indicate that you intend to mail a check for the full amount.

Teacher Contest Fees - There are NO mandatory fees for teachers.

Submitting Payment - Individual fees cannot be split between multiple forms of payment (i.e., credit card and check). Each order must be paid in full by a single form of payment. For example, if your Student Registration Fees are being paid by a check from your school, the check must cover the full amount (\$75) of your Student Registration Fee. If you have any fees being paid by another party, in addition to the fees you are paying yourself, you need to complete separate transactions. If your NHD Affiliate program is paying for any of your fees, this will be reflected in your cart upon checkout.

SUBMITTING FEE PAYMENT

Registration Fees

- **Student Registration Fees**

- At the bottom of the “Permissions and Waivers” page, acknowledge the registration fees associated with the contest.
 - **If you did NOT use the registration system for your affiliate contest:** the Student Registration Fee is automatically applied to your student registration account. This will appear in your cart once you enter the checkout process.
 - **If you registered online for your affiliate contest:** When you are taken to the Merchandise page, select the Student Registration Fee to add it to your cart.
- If additional items are desired, add them to the cart and click “Continue.” If not, simply click “Continue.”
- The cart will show any items selected and will also show the Student Registration Fee, listed as “Registration Fee.”
- Select either “Pay Online” to pay with a credit card, or “Generate Invoice” to pay by check. ***Credit card payments preferred.***
- Either enter credit card information or print the invoice to mail with a check to complete payment.
- To see a record of orders and payments, log in, access your profile, and click on “Orders.”

Note: If your NHD Affiliate program is paying for any of your fees, this will be reflected in your cart upon checkout.

- **Teachers Paying for Students**

- Log in to your teacher account and then click on the “Store” tab.
- Click on the “Students” tab, next to the “Order History” tab.



- All of your students will appear in the list. Check the box next to the student(s) for whom you are paying.
- Add the fees to the cart.
- Click the blue “Checkout & Pay” button.
- If you are paying by credit card, select “Pay Online.”
 - Complete the required fields.
 - Click “Pay Now.”
- If you are paying by check, select “Generate Invoice.”
 - Confirm the information is accurate and print this invoice.
 - Present this invoice to your school or paying organization’s finance office to obtain the check.
 - Mail the invoice along with the check, as instructed.

Note: If your NHD Affiliate program is paying for any of your fees, this will be reflected in your cart upon checkout.

PAYMENT OPTIONS

○ **Paying with Credit Card**

- ***Credit card payments preferred.***
- Click on the blue “Pay Online” button.
- Complete the required fields.
- Click “Pay Now.”

○ **Paying by Check**

- Click on the “Generate Invoice” button.
- Confirm the information is accurate and print this invoice.
- Mail the invoice, along with a check (made out to National History Day), to:
National History Day, 4511 Knox Road, Suite 205, College Park, MD 20740.



CATEGORY INSTRUCTIONS

VIRTUAL SUBMISSIONS FOR EXHIBIT STUDENTS

- Do you have access to your physical exhibit? Please complete one of the templates below.
 - [Google Slides](#) (Google will ask you to input a Google email address to create a copy)
 - [PowerPoint](#)
- Do you NOT have access to your physical exhibit? Please [download these instructions](#) THEN **create an account and recreate your exhibit using Google Draw.**
- Did you complete your exhibit [like this](#) for your affiliate contest? We will accept this type of submission. Please download the slides as a PDF document.
- **If you are having trouble accessing these templates (because of a school email address), please go to the National Contest registration page to find a copy of the templates.**

Then...

1. Export/download your virtual exhibit as a PDF (regardless of which format you used).
2. Combine your title page, process paper, and annotated bibliography and save as one additional PDF.
3. Combine your exhibit PDF and paperwork PDF into **a single PDF file.** (Free apps for this include [Small PDF](#) and [I Love PDF](#)).
4. Name the file your first and last names (ex: SpongebobSquarepants.pdf).
5. Go to the National Contest registration link (provided by your affiliate coordinator) and log in to your NHD student profile.
6. Upload your PDF file into the **Entry's Paper** field.
7. Click **Save.**

VIRTUAL SUBMISSIONS FOR PAPER STUDENTS

1. Create one PDF that includes your title page, paper, and annotated bibliography. You can only upload one PDF so it must include all of these components.
2. Name the file your first and last names (ex: SpongebobSquarepants.pdf).
3. Go to the National Contest registration link (provided by your affiliate coordinator) and log in to your NHD student profile.
4. Upload your PDF file into the **Entry's Paper** field.
5. Click **Save.**

VIRTUAL SUBMISSIONS FOR PERFORMANCE STUDENTS

- **No videos of performances will be accepted, only scripts and required paperwork. A single photo of your set (props) is optional and can be included with the script.**
- Please complete one of the templates below to input your script.
 - [Google Docs](#) (Google will ask you to input a Google email address to create a copy)
 - [Microsoft Word](#)
- Export/download your script as a PDF.
- **If you are having trouble accessing these templates (because of a school email address), please go to the National Contest registration page to find a copy of the templates.**



Then...

1. Combine your title page, process paper, and annotated bibliography and save as one additional PDF.
2. Combine your script PDF and paperwork PDF into **a single PDF file**. (Free apps for this include [Small PDF](#) and [I Love PDF](#)).
3. Name the file your first and last names (ex: SpongebobSquarepants.pdf).
4. Go to the National Contest registration link (provided by your affiliate coordinator) and log in to your NHD student profile.
5. Upload your PDF file into the **Entry's Paper** field.
6. Click **Save**.

VIRTUAL SUBMISSIONS FOR WEBSITE STUDENTS

1. Your website must be built in NHDWebCentral.
2. Complete your revisions and click **Save**.
3. Be sure that your process paper and annotated bibliography are embedded in your website.
4. Go to the National Contest registration link (provided by your affiliate coordinator) and log in to your NHD student profile.
5. Double check that your site key is correct in your NHD student profile.

VIRTUAL SUBMISSIONS FOR DOCUMENTARY STUDENTS

Documentary students will upload SHAREABLE **.MP4** video files of their projects to Google Drive, One Drive, or DropBox to allow judges to view projects remotely. Process papers & bibliographies will be converted to PDF files and uploaded as well.

PLEASE... allow yourself ample time to complete this process before the deadline. Files typically upload faster over a wired connection instead of WiFi.

Follow These Steps:

STEP 1 Create **one** PDF file that contains your title page, process paper, and annotated bibliography. You may only upload **one** PDF, so it must include all of your required paperwork. Name the file your first and last names (ex: SpongebobSquarepants.pdf).

STEP 2 Upload the **.MP4** file of your documentary to Google Drive, One Drive, or DropBox.

STEP 3 Make your Google Drive, One Drive, or DropBox link shareable. See instructions below for each platform.



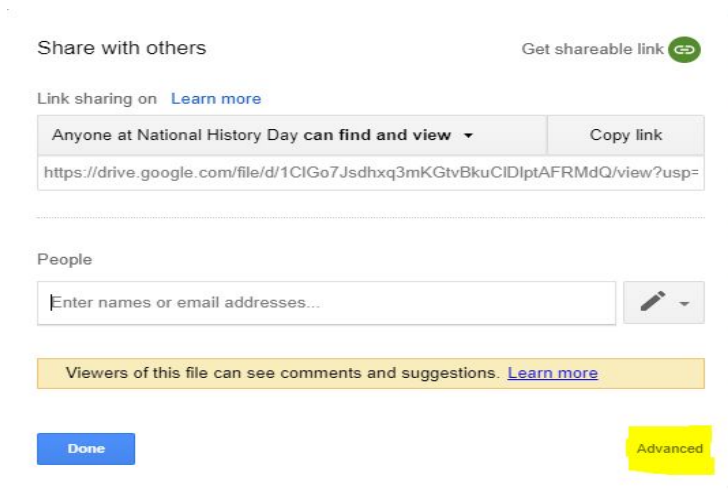
DropBox Share Steps

Hover over the .MP4 file and click the Share button. A pop-up box will appear. Find “Share a link instead,” create a link, and set it to “Anyone with a link can view.” Copy the link.



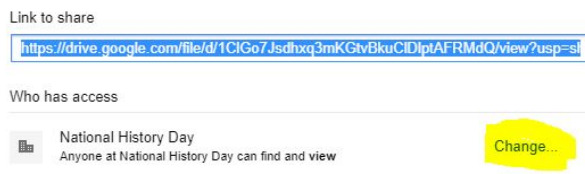
Google Drive Share Steps

Right-click on the file you are submitting from your Google Drive. Select the “Share” option from the menu. Select the Advanced option in the bottom right of the window.



Select the Change option on the first line under Who Has Access.

Sharing settings



Change the option to “ON - Anyone with the link” and Save.

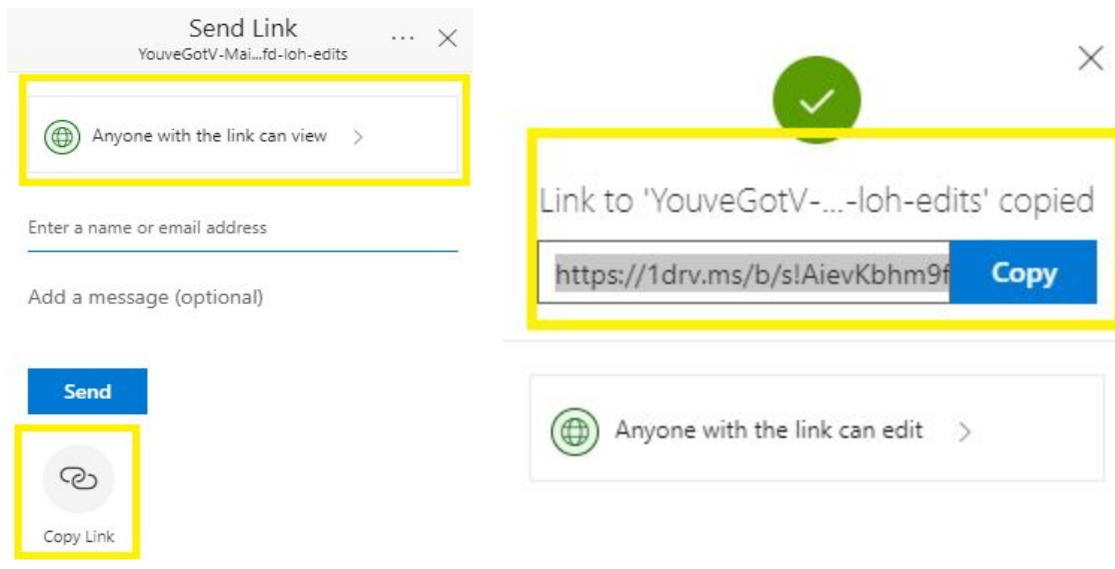
Return to the window displaying Who Has Access and select/copy the Link to Share.



One Drive Share Steps

Right-click on the file you are submitting from your One Drive.

Select the “Share” option from the menu. Change settings to “Anyone with the link can view.” Copy the link.



Check that you have created a shareable link. Open an incognito browser tab and copy and paste your link there. If the video is not shared, repeat Step 3. If the video appears, advance to Step 4.

How to Open Incognito Browser Tab

1. Windows, Linux, or Chrome OS: Press Ctrl + Shift + n.
2. Mac: Press ⌘ + Shift + n.

STEP 4 Submit your project to the contest:

- A. Go to the National Contest registration link (provided by your affiliate coordinator) and log in to your NHD student profile.
- B. Upload your PDF file into the **Entry’s Paper** field.
- C. Paste your video link into the **Project Link** field.
- D. Click **Save**. That’s it!

We will test all links and PDFs and will contact you if there are problems with the files.



CONTACT INFORMATION

Please note: We **DO NOT** have access to our office phones during the Maryland government mandated Stay-at-Home order. We are processing questions via email. Please review the information below to contact the appropriate email address for your question.

For technical support issues, please email IT@nhd.org.

For payment and billing questions, please email lorena@nhd.org.

For judge questions, please email judges@nhd.org.

For registration system and contest questions, please email registration@nhd.org.