

2021 NHD National Contest Registration Instructions

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Congratulations!

Congratulations on advancing to the NHD National Contest!
The virtual National Contest will take place the week of **June 13-19, 2021**.

Visit nhd.org/register for additional details on the
2021 Virtual National Contest.

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.

Learn more about National History Day[®]: nhd.org/about

Important Dates

Registration Closes: 11:59 PM EDT on Tuesday, May 18, 2021

All Projects Due (Regardless of Category): 11:59 PM EDT on Tuesday, May 18, 2021

Projects must be uploaded into the registration system by this date. Websites will be locked from editing at this time and will be unlocked after the National Contest.

Due to NHD Office:

Checks & Purchase Orders (if applicable): Tuesday, June 1, 2021



BEFORE YOU BEGIN REGISTRATION:

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

Preparing to Register

Who MUST Complete Contest Registration:

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

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
- Valid Address (**Address to receive certificate and any medals or awards after contest**)

Please note: NHD Staff will send these items after the contest. Make sure the provided address can be used over the summer.

- Email Address (**Valid email addresses are required**)

Students need to provide these additional items:

- Teacher Name and School
- Entry Category, Division, Title
- Credit Card Number (if applicable)

REGISTRATION WILL CLOSE PROMPTLY AT 11:59 PM EDT ON TUESDAY, MAY 18, 2021.

*Registrants who do not complete contest registration and submit payment before the **11:59 PM EDT Tuesday, May 18** deadline will face a **\$50 Late Fee.** The late fee will **increase to \$60 on Thursday, May 20.** If registration and payment are not completed by **Friday, May 21**, the late fee will **increase to \$75.** If you need to complete your registration after the May 18 deadline, you **must** contact the NHD National Office. Contact information is on **page 13.***

Registration FAQs

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/guardians 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/guardians should **not** create a separate account.

How Do You Register Group Projects?

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

How Do You Nominate Your Entry for a Special Award?

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, 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 Nominations 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 **only**.

How Do You Receive Emails from 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 "whitelisted." If you have questions, please contact your affiliate contest coordinator. You can find their contact information on the NHD website: www.nhd.org/affiliate.

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. Click My Profile. There you will see tabs to view your basic information, special award nominations, and payments. Teachers will see tabs for their basic information and additional teacher details.

Student Registration

Creating a Student Account (Did not use Zfairs at affiliate contest)

- **After** your teacher(s) create their accounts, follow the steps below to begin registration.
- Use the National Contest private registration link to access the registration homepage. This will be sent from Zfairs.com and/or your affiliate coordinator.
- Click **Create Account** in the toolbar, then select **Student** from the drop-down menu.
- Insert your first name, last name, and email address. Click the checkbox next to **I am Not a Robot**. Then, click the blue **Next** button.
 - **Please Note:** This is the email contest coordinators will use to contact you.
- Complete the Student's Personal Information section. This includes uploading a profile photo. This photo is optional, and may be used in the Awards Ceremony. Then, click the blue **Next** button.
- Complete the Student's School & Teacher section. Then, click the blue **Next** button.
- Complete the Student's Additional Questions section. Then, click the blue **Next** button.
- Complete the Student's Project section. Then, click the blue **Next** button.
 - **Group Projects Only**
 - **IF YOU ARE REGISTERING AS PART OF 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 the first student, as well as in that student's profile when logged into the account. **Sample Team/Project Key: b965f631-a8a0-4eff-8145-d1698f3618d3**.
 - 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.
- **Category Instructions (More details on page 12)**
- Complete the Student's Project Questions section. Then, click the blue **Next** button.
- Review the registration information. Then, click the blue **My Information is Correct** button.
- Complete the Student Permissions and Waivers section with a parent/guardian. Then, click the blue **Next** button.
- Follow the prompts to pay any contest registration fees.
- Registration is complete. Your username will appear on this screen. Record your system username and password.
- You will receive a registration confirmation email from Zfairs. Check your spam folder if you did not receive the email.
- For additional assistance, click [here](#) for video instructions.

Student Registration

Promoted Students (From an earlier Zfairs contest)

- Use the National Contest private registration link to access the registration homepage. This will be sent from Zfairs.com and/or your affiliate coordinator.
- Click the **Login** button on the top right of the page. **Do NOT create a new account.**
- Use the same username and password that you created for your regional/affiliate contest registration to log in to your National Contest profile.
- Read the welcome message, “**there are a few things to take care of...**” click the blue **Next** button. Follow the prompts to complete registration.
- Complete the Student Permissions and Waivers section with a parent/guardian. Then, click the blue **Next** button.
- Follow the prompts to pay contest registration fees.
- Once you have submitted payment, you will see a confirmation screen. Click the **Complete first time login** button. 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 your certificate packet after the contest.
- You can also upload a profile photo. This photo is optional, and may be used in the Awards Ceremony.
- **Category Instructions (More details on page 12)**
 - Under **My Profile**, upload an **updated** version of your project.
- Registration is complete. You will receive a registration confirmation email from Zfairs. Check your spam folder if you did not receive the email.
- For additional assistance, click [here](#) for video instructions.

Logging into Student Account (After Registering)

- Go to the National Contest Registration page.
- Click **Login** in the top right corner.
- Insert your username and password.
 - If you forgot your username and/or password, click the white **Forgot Password / Username** button and follow the prompts to reset.

Editing Student Account Information

- After logging in to your student account, click your name in the top right corner.
- Select **My Profile** from the drop-down menu to edit your personal information, project information, or other registration information **before** contest registration ends.
- Select **Change Password** to change the password for your account.

Teacher Registration

Creating a Teacher Account (Did not use Zfairs at affiliate contest)

- Teachers need to register **before** their students can begin to register. Follow the steps below to begin registration.
- Go to the National Contest registration homepage: <https://national.nhd.org/>
- Click **Create Account** in the toolbar, then select **Teacher** from the drop-down menu.
- Insert your first name, last name, and email address. Click the checkbox next to **I am Not a Robot**. Then, click the blue **Next** button.
- Complete the Teacher's Personal Information section. Then, click the blue **Next** button.
- Complete the School section. Then, click the blue **Next** button.
- Complete the Additional Information section. Then, click the blue **Next** button.
- Complete the Teacher's Permissions and Waivers section. Then, click the blue **Next** button.
- Registration is complete. Your username will appear on this screen. Record your system username and password.
- You will receive a registration confirmation email from Zfairs. Check your spam folder if you did not receive the email.
- For additional assistance, click [here](#) for video instructions.

Promoted Teachers (From an earlier Zfairs contest)

- Go to the National Contest registration homepage: <https://national.nhd.org/>
- Click the **Login** button on the top right of the page. **Do NOT create a new account.**
- Use the same username and password that you created for your regional/affiliate contest registration to log in to your National Contest profile.
- Read the welcome message, "**there are a few things to take care of...**" click the blue **Next** button. Follow the prompts to complete registration.
- Answer additional questions regarding NHD participation at your school.
- Agree to NHD Permissions and Waivers and click the **Next** button. This will confirm your information and bring you to the main page.
- 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.
- Registration is now complete. You will receive a registration confirmation email from Zfairs. Check your spam folder if you did not receive the email.
- For additional assistance, click [here](#) for video instructions.

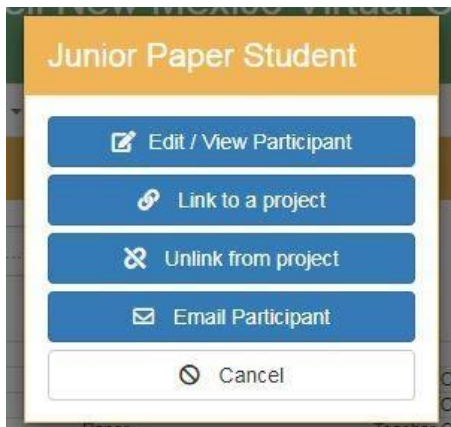
Teacher Registration

Logging into Teacher Account (After Registering)

- Go to the National Contest Registration [homepage](#).
- Click **Login** in the top right corner.
- Insert your username and password.
 - If you forgot your username and/or password, click the white **Forgot Password / Username** button and follow the prompts to reset.

Editing Teacher Account Information

- After logging in to your teacher account, click your name in the top right corner.
- Select **My Profile** from the drop-down menu to edit your personal information before registration ends.
- Select **Change Password** to change the password for your account.



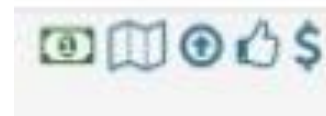
Checking Your Students' Registration Progress

- After logging in to your teacher account, click **My Students** in the top toolbar.
- This page lists each of your students. Click on a name to bring up a pop-up menu. You can **Edit/View Participant** profile, **Link/Unlink** Projects, and **Email Participants**. This is optional, and it can only be done before contest registration closes.

Registration Symbol Key

Under **My Students**, each student has a series of icons next to their name/entry:

- **A dollar bill:** The color of the symbol (red or green) shows whether the student's registration fee is paid.
- **A map:** If you hover over the map it will show you which affiliate the student is registered under.
- **An arrow:** This symbol will only appear if the student has been promoted into the contest. Students are only promoted if the previous contest uses the system and has advanced winners.
- **Thumbs up:** This icon will appear if the student has agreed to the permissions and waivers as part of registration.
- **Dollar sign:** This symbol will only appear if the student's registration fee payment is on an invoice that they created or that their teacher created. If students paid by credit card, this symbol will not appear.



Registration Fees

Student Contest Fees - Each student must pay the **\$150 student 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. *Please note:* There is no Teacher Registration Fee for the 2021 National Contest.

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 (\$150) of your Student Registration Fee. If your NHD Affiliate program is paying for any of your fees, this will be reflected in your cart upon checkout.

Submitting Registration Fees

Student Registration Fees

- At the bottom of the Permissions and Waivers page, acknowledge the registration fees associated with the contest.
- If your affiliate contest did **NOT** use Zfairs: 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 your affiliate contest **DID** use Zfairs: When you are taken to the Merchandise page, select the Student Registration Fee to add it to your cart. Click Continue.
- Select either **Pay Online** to pay with a credit card or **Generate Invoice** to pay by check. *Please note:* Credit card payments are preferred.
 - Either enter credit card information or print the invoice to mail with a check to complete payment.
 - If paying by check, 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.
- To see a record of orders and payments, log in, access your profile, and click on Orders.
 - *Please 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 Student Registration Fees

- Log in to your 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.
 - *Please note:* If your NHD Affiliate program is paying for any part of student fees, this will be reflected in your cart upon checkout.

Category Instructions

Documentary Category

- During registration, upload a single PDF of your **Written Materials** (title page, process paper, and annotated bibliography) **and** insert a shareable **Documentary Link** from Google Drive, OneDrive, or Dropbox.
- [Click here](#) for the accepted Documentary formats and submission assistance.
- **Please Note:** Only one student in a Group Project needs to submit the project PDF and URL.

Exhibit Category

- During registration, upload a single PDF of your **Written Materials** (title page, process paper, annotated bibliography, and exhibit).
- [Click here](#) for the accepted Exhibit formats and submission assistance.
- **Please Note:** Only one student in a Group Project needs to submit the project PDF.

Paper Category

- During registration, upload a single PDF of your **Paper** (title page, process paper, annotated bibliography, and paper).
- [Click here](#) for submission assistance.

Performance Category

- During registration, upload a single PDF of your **Written Materials** (title page, process paper, annotated bibliography, and performance companion worksheet) **and** insert a shareable **Performance Link** from Google Drive, OneDrive, or Dropbox.
- [Click here](#) for the accepted Performance formats and submission assistance.
- **Please Note:** Only one student in a Group Project needs to submit the project PDF and URL.

Website Category

- During registration, insert your 8-digit **NHDWebCentral Site Key**.
- [Click here](#) for submission assistance.
- **Please Note:** Only one student in a Group Project needs to submit the project Site Key.

Contact Information

registration@nhd.org

*For registration and contest
questions*

it@nhd.org

*For technical support with
project uploads into registration
system*

lorena@nhd.org

*For payment and billing
questions*