



Drupal Content Management

National History Day – Contest System: Contest

Registration Instructions, Kansas

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smarter websites

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Introduction

Welcome to the National History Day Contest Management system. Within this guide you will see a description of key terms within the contest system along with step by step instructions on how to set up accounts, and manage contests and schools. Enjoy!

Key Terms

Below is a list of terms mentioned throughout the training guide.

User Dashboard: The User Dashboard is unique to each user and user type. Below is a list of things you will be able to do on your User Dashboard: Your User Dashboard allows gives you access to the following:

- Edit your Profile
- Create a Contest
- Create a School
- Access information about your Contest
- Read notifications
- Review Registration Tickets

Contest Hub: The Contest Hub is where you go to manage all aspects of a contest. This includes: managing people, entries, pages, scheduling, ticketing, entry progression, etc. As a Student, Teacher, Judge, or Other user they will have access to a simple version of the Contest Hub where they will see general information about the contest along with notifications and contact information for contest administrators.

Non-admin user view:

The screenshot displays a web interface for an 'Affiliate Arizona' contest. The page is divided into two main sections: 'ABOUT THIS CONTEST' and 'COORDINATORS'. The 'ABOUT THIS CONTEST' section lists key dates and details: Contest Begins (Friday, August 12, 2016 12:00 am EDT), Contest Ends (Friday, August 12, 2016 11:30 am EDT), Location (United States), Registration Opens (Friday, August 12, 2016 11:30 am EDT), Registration Closes (Friday, August 12, 2016 11:30 am EDT), Entry Submission Deadline (Friday, August 12, 2016 11:30 am EDT), Contest Type (Affiliate), and NHD Affiliate (Arizona). The 'COORDINATORS' section features a profile for 'Konstance Lissa' with contact information: test_admin_172_affiliate@abc.abc and 2025468946. At the bottom, there are two prominent buttons: a red 'Register for this Contest' button and a teal 'View Contest Winners' button.

School Hub: The School Hub is where you go to manage all aspects of a school. This includes: managing people, entries and updating school information. Based on your role within the contest system you will see different buttons on the School Hub. For example, if you are a Student you will see buttons for creating or updating entries, and buttons to add others to your entry. Teachers will see the same information as Students but also will have the ability to grant other teacher's access and to update basic school information. Contest Admins will be able to see all the information listed above and can update school information.

Accounts & User Dashboards

How to create your NHD account

Follow the steps below to create your National History Day Contest account. Once your account is created, you will be able to login to that account year after year to complete contest registration. Account creation is a two-step process. The first step is entering your information on the <https://register.nhd.org> website. The second step is verifying your email address and setting a password for your account.

1. Go to: <https://register.nhd.org>
2. Click on "Create an Account" from the homepage.
3. Create a username & fill in all required information. Be sure to use an email address to which you will have access. (See paragraph below for more information on the email address requirement.)
4. Once your account has been created, you will receive an email at the email address that was used to create your account. You must verify your email address to complete the account creation process. If you do not receive this verification email from registration@nhd.org, check your spam folder or talk to your IT department to make sure emails from NHD are not blocked.
5. From this email, click on the link within the email to set your NHD Contest System password. This is the final step in setting up your NHD Contest System account. You will then be able to access your user dashboard and complete tasks related to the contest that you are registering for.

A unique email address is required for each account. You can log in to your account using either your username or your email address. You must have access to the email address you provide to receive your confirmation message and finalize your account creation. If you are using a school email address, be sure that you will be able to receive messages from outside the school. It may be helpful to talk with the school IT department to approve NHD's email address so that you will receive the important notifications from the registration system. All emails coming from the system will be sent using registration@nhd.org. This email address is owned by NHD and is only used to send important notifications regarding registration and to respond to user inquiries. If you have questions, please contact your contest coordinator.

Logging into the NHD Contest System

Once you have created an account and set your password you can now login to the NHD Contest System to access your dashboard and start creating your entry. To login to the Contest system follow the steps below:

1. Go to: <https://register.nhd.org>
2. Click on the “Login” link in the upper right corner of the screen, or the “Login to My Account” link in the center of the homepage.
3. Enter your username/email & password.

How to reset your password

If you forget your password, follow the steps below to create a new password.

1. Go to: <https://register.nhd.org>
2. From the homepage click “Reset my Password” or click on the “Login” link in the upper right corner of the screen and then click on the tab “Reset Password”.
3. Once you are on the Reset Password screen enter your username or email address.
4. Click the “E-mail new password” button.
5. Shortly after submitting your username or email address you will receive a one-time login link via email.
6. Click on the link in your email to reset your password.

User Dashboard

Once you create your NHD Contest System account you will be able to access your User Dashboard. To access your dashboard, you must be logged into the Contest System. Once you are logged in, you can access your dashboard in two ways 1) by clicking on “View my dashboard” 2) clicking on “User dashboard” in the upper right corner of the screen.

Your User Dashboard allows gives you access to the following:

- Edit your Profile
- Create a Contest
- Create a School
- Access information about your Contest
- Read notifications
- Review Registration Tickets

How to edit your profile

Follow the steps below to update information about your user profile.

1. From your User Dashboard click on the “Edit Profile” link listed below your name on the left side of the screen.
2. Make edits & updates to fields within your profile.
3. Click save when complete.

Instructions for Teachers and Students

This section of the guide is designed to provide you with the steps that Teachers and Students will need to take to participate in a contest. These instructions outline how to create an entry, complete registration, manage judging roles and more.

How to create an entry & add group members and teacher(s)

Follow the steps below to create your NHD Entry. Remember you can only have one entry per school year! If you are part of a group entry, **only ONE student** in the group will create the entry. You then will add the other group members and the teacher(s) to the entry. All students and teachers must create an account to be added to an entry. If you do not see your group members or your teacher in the list when searching, they have either not created their account or they are associated with another entry. Check with your group members and your teacher to be sure your entry is not duplicated. If you notice that there are duplicate entries because two group members created the same entry, you must notify your contest coordinator.

1. From your User Dashboard click on your school link under the “My School” section of the dashboard
2. Once you are on your School Hub, click on the button “Create an Entry”
3. Next select your category from the following list:
 - a. Individual Documentary
 - b. Group Documentary
 - c. Individual Exhibit
 - d. Group Exhibit
 - e. Paper
 - f. Individual Performance
 - g. Group Performance
 - h. Individual Website
 - i. Group Website

4. Fill in all required fields for your entry and click "Save"
5. Add your teacher(s) to the entry by clicking in "Add Teachers"
6. Search for your teacher by typing their first name or last name. Once you select their name click "Save".
7. If you created a group entry you will need to add your group members to the entry by clicking on "Add Members"
8. Search for other students in your school to add to the entry by typing their first or last name. Once you select their name click "Save"

How to edit an entry

Follow the steps below to make any edits to your Entry before the contest lock out date.

1. From your User Dashboard click on the Entry Title displayed within the "My Entry" section of the dashboard
2. Click on the "Edit" Tab
3. Make any necessary edits or updates to your entry.
4. Click "Save"

How to nominate your entry for a Special Award

Follow the steps below to nominate your entry for a Special Award. **Note: District contests may not have any special awards.**

1. From your User Dashboard click on the Entry Title displayed within the "My Entry" section of the dashboard
2. Click on the "Edit" Tab
3. Click the checkbox next to the award you would like to nominate your entry for.
4. Click "Save"

How to request teacher access

As a teacher, you have additional permissions to view information about your students including their registration status and their entry information. To get these permissions, you need to follow the steps below to gain teacher access.

1. From your User Dashboard click your school's name listed under the "My School" section of the dashboard.
2. This will take you to the School Hub page. From here click on "Request Teacher Access"
 - a. Note: Only teachers and admins will be able to see "Request Teacher Access".
 - b. Note: A User must be a Teacher in a school to be added as a Teacher on an Entry. So, if an admin needs to be listed as a Teacher on an entry for any reason, that admin will need to request teacher access (as an admin they can grant their own request). After being given the Teacher role in the school, the admin will become available to add to an entry as a Teacher.
3. After clicking this button a notification will be sent to the Contest Administrator alerting them of your access request.
4. Once they approve your access, you will receive an email.

If you have issues with gaining access, please contact your Contest Administrator. You can find their contact information on the Contest Hub page.