

TEACHERS

How To Register For Your Local NHD Contest

BEFORE YOU BEGIN

Teachers Register First

Teachers must register BEFORE their students can register. When students register, they will select you from a list of registered teachers.

Choose the Correct Contest

Depending on where your students live and the school they attend, their first contest may be at the district or regional level. If you aren't sure which contest to choose, contact kansashistoryday@gmail.com.

Email Addresses

Teachers and students need to provide a working email address that will accept mail from zfairs.com. **If your school blocks student accounts from receiving outside email:** have your students provide a personal or parent's email (gmail, etc.) that is checked regularly. Users may put the same email address in all email fields, and parents with more than one child participating can use the same email for all children.

Your NHD Account Lasts All Year

You will only create one NHD Teacher Account for the entire year. You will use the **SAME TEACHER LOGIN** for each contest as your students advance through local, regional, state, and national levels. **Save your username and password** so you can easily access and update your information. **Do not open additional accounts.**

Your MY STUDENTS List

You can view your students' registration status and edit their information using your **My Students** list. You'll find this in your NHD Teacher Account. A thumbs-up next to a student's name means they have completed their registration. You can edit student and project information, and link or unlink students from an entry.

Registration Fees: \$10

To register, go to www.kansashistoryday.org, Then go to the contest page and look for your district. Registration link is located in your district information.

TEACHERS: HOW TO REGISTER

STEP 1. Create Your Teacher Account

- Select **Create Account** from top menu bar → select **Teacher** from the dropdown menu.
- Enter your name and email address and click **Next**. Prove you're not a robot.
- Complete personal contact information. Provide your preferred mailing address.
- Create a password. Write down your username and password and keep them in a safe place.
- Click **Save and Continue**.

STEP 2. Link Your Account to Your School

- Select your school from the **Schools I Teach At** list.
- **If your school does not appear on the list, stop here and contact the contest coordinator. Tell them to add your school to the system.**
- Continue registering after your school has been added.

STEP 3. Answer Additional Questions, Permissions, Waivers

- **Please help us by providing the total number of your students who are using NHD in any way this year, even if they will not register for a contest.** This is how we gather student participation for the entire state, and we depend on you to make these numbers as accurate as possible. Thanks!
- Agree to NHD permissions and waivers.
- Save and exit.

You'll Know Your Teacher Account is Complete When:

- You arrive at the **Registration Complete** screen that shows your username.
- You receive a **Registration Complete** email from NoReply@zfairs.com (check your spam folder).
- **Your students may begin registering after your account is complete.**

How to Find Your MY STUDENTS List

- Login to the correct contest, using the username and password established above.
- Look for the **My Students** button in the top white menu bar.

If Your Students Advance to Regionals/State/Nationals

- **Do not create a new Teacher Account. The system will advance your account to the next contest automatically.**
- You will receive an email from zfairs.com with a link to access the next contest.
- Click on the link. Use the username and password you established above to login to your Teacher Account.
- Always access the contest in which your students are currently competing. Once they have advanced, you cannot edit information in previous contests.