

NHD UTAH

TEACHER REGISTRATION INSTRUCTIONS

Remember: Teachers must register before their students can 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, then click **Save and Continue**
- Verify your email address
- Complete personal contact information. Provide your preferred mailing address.
- Create a password. It must be at least 6 characters long, and contain upper- and lower-case letters.
- Write down your password for future reference.
- Click **Save and Continue**.

STEP 2. Select Your School

- **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

- **Help us out 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 data for the entire state to measure impact, and to help us raise program funding. We depend on you to make these numbers as accurate as possible. Thanks!

STEP 4. Agree to Permissions and Waivers

STEP 5. Registration Complete/Username

- **Write down your username and keep it with your password.** You will use this username and password for every NHD contest your students compete in this year.
- **You will receive a Registration Completed** email from NoReply@zfairs.com (check your spam folder).

STEP 6. Your Students May Now Register

- **Your students may begin registering after your account is complete.**
- Be sure your students use an email address that can receive mail from outside your school's firewall.

Your **MY STUDENTS** List

You can monitor your students' registration status and edit their information using your **My Students** list. Your list appears when you are logged into your NHD teacher account. A check mark 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.



STUDENTS: GATHER THIS INFO BEFORE YOU REGISTER

Student Name	Student's Email
Mailing Address	Parent's Email
City & ZIP	Your Teacher

The student email you provide must accept outside mail. If your school blocks student accounts from receiving outside emails, provide a parent's or personal email address in the student email field. We will use this to send contest announcements and information, or if there is a problem with your registration.

Title of Your Project	
Category	<input type="checkbox"/> Documentary <input type="checkbox"/> Exhibit <input type="checkbox"/> Paper <input type="checkbox"/> Performance <input type="checkbox"/> Website
Individual or Group Entry	<input type="checkbox"/> Individual Entry: I worked alone on this project <input type="checkbox"/> Group Entry: I worked in a group of 2-5 students on this project. See Group Project Registration instructions below.
Website Category Site Key	<p>If you created a website for your project, you must enter your NHDWebCentral Site Key when you register for the contest. This is how judges will view your project. Your website will be locked during the judging period and you will not be able to edit it during this time.</p> <p>Your 8-Digit Site Key:</p>
When to Upload Your Project	Exhibit, Documentary, Performance, & Paper Students: You will be prompted to upload your project file/link during registration, but you can wait and upload your project later by logging in to your NHD account. Be sure to upload by the project deadline for your contest.

Write down your NHD username and password here when you register.

Keep in a safe place. You will use these all year to access your NHD account. If you advance to the next contest, you will use the same username and password to register and keep your project information current.

Your NHD Username	
Your NHD Password	
Group Project Registration	<p>Group members should choose one student to register first. The system will assign a Project Key code to your group entry when the first student registers. The other group members will use the Project Key to link themselves to the shared project when they register. Write down the Project Key for your group here.</p> <p>Your Project Key:</p>

NHD Utah respects your privacy. Student and parent emails and addresses are used strictly for contest management purposes. Your information is stored securely and is not shared with organizations outside NHD.

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STUDENT REGISTRATION INSTRUCTIONS

STEP 1. Create Your Student Account (one for each student)

- Select **Create Account** from top menu bar → select **Student** from the dropdown menu.
- Enter your name, username, and email address, click **Save and Continue**.
- Confirm your email address.
- Complete personal contact information and parent/guardian's contact information (provide your phone number, home mailing address, and ZIP).
- Create a password.
- **Keep a copy of your username and password in a safe place, you will need them in the future.**
- Answer additional questions.

STEP 2. Select School, Teacher, Grade

- Select **Start a new entry/link to existing entry** option.
- Select your school from the dropdown menu.
- Select your NHD teacher(s) from the dropdown menu(s).
- Grade: select your year in school from the dropdown menu.
- Click **Save and Continue**.
- **If your school and/or teacher do not appear on the dropdown menus, stop here and email the contest coordinator for assistance.** Continue registering after they have been added.

STEP 3. Enter Project Information

3a. Students competing in an **INDIVIDUAL** category:

- Enter your title (you can change it later).
- Select your category (this cannot be changed).

3b. Students competing in a **GROUP** category:

Student 1:

- Enter your title (you can change it later).
- Select your category (this cannot be changed).
- Continue and complete the registration process.
- Copy down the **Project Key** code and share it with your group. You can find it anytime under **My Profile**.

Students 2-5:

- Each of you will create your own student account as described in Steps 1-3.
- During Step 4, click on **Link/Join Existing Team Project** and enter the Project Key for your group.
- **Do not** create a new project for each student. Connect each student in the group to one project.

WHEN TO UPLOAD YOUR PROJECT

Website Category

Provide your NHDWebCentral Site Key while you register. You can continue to edit your website until the project deadline.

All Other Categories

No need to upload your project during registration. You can continue to work on it after you register. Upload it to your student profile by the project deadline for your contest.

3c. All Students: Review Your Information

- Correct any errors before moving on. Please use proper spelling and capitalization. We will generate the contest program directly from your registration.

STEP 4. Agree to Permissions and Waivers

- **Students and parents** must agree to NHD permissions and waivers. A copy is included here for your records.
- You will be directed to the permissions page before you complete your registration.

STEP 5. You'll Know Your Registration is Complete When:

- On the **Students Main/Welcome Students** tab you'll see two green banners that say **Account Created** and **Waivers Accepted**. You must be logged in to your student account to see them.
- You'll receive a **Registration Complete** email from NoReply@zfairs.com (check your spam folder). This email goes to the address you provided in the Student Email field when you registered.

NHD STUDENT PERMISSIONS AND WAIVERS (copy for your records)

Please note that you must agree to the following authorizations in order to complete online registration and compete at National History Day contests at all levels. If you have further questions, please contact your contest coordinator.

Students will need a parent/guardian to agree to the authorizations and waivers below.

I affirm that the entry submitted for competition was researched and developed during this school year. I have read the National History Day Rule Book and contest registration materials regarding policies governing student behavior and will conform to these rules. I understand that violation of these rules may result in the disqualification of my entry. I accept the decision of the judges as final. I have reviewed and understand the information presented above and acknowledge that my participation in National History Day is conditioned on my agreement with the terms and conditions outlined herein. I further understand that selecting "Yes" for each agreement and creating an account shall have the same force of law as my original signature and that I am not obligated in any way to make such agreement, except as a prerequisite to my participation in this program.

☐ Yes, I agree

By indicating yes below, I agree to indemnify and hold harmless National History Day, Inc., its affiliate programs, and its staff, trustees and sponsors, for any personal injuries or property damages arising out of my child's participation in the National History Day Contest. I also understand that by agreeing, I am certifying that my child understands what is involved in participation, and that I have freely and voluntarily allowed my child to participate and hereby agree to assume and accept any and all risks associated with his/her participation in the National History Day Contest.

☐ Yes, I agree

I give National History Day, Inc., its affiliate programs, and its partners the unlimited right to use the voice and/or image of me and/or my child for publicity, and/or in documentaries, or other education materials and media, including online. I also give National History Day, Inc., and its affiliate programs the right to use images of me/my child's project for teaching and example purposes, including online. If I choose "No," I acknowledge that NHD contest coordinators will do their best to ensure that I and/or my child is not photographed. However, due to the number of participants at the contest this cannot be guaranteed. I am aware that I must remove myself and/or my child from group photography situations, and if necessary, speak to the photographer/media to request that I and/or my child not be photographed.

☐ Yes, I agree ☐ No, I don't agree. Please explain:

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UPLOADING YOUR DIGITAL PROJECT TO THE CONTEST

For NHD Utah 2023 contests, only documentaries, papers, and websites will need to upload their projects directly into your **NHD student account**.

ALL CATEGORIES need to upload a PDF of their process paper and annotated bibliography.

Check the project due dates for your contest. Be sure to submit your finished project before this deadline.

Group Entries: Only one student needs to upload the project files/links.

If You Advance: If you advance to the next level of competition and revise your project (which you are strongly encouraged to do!), you will need to upload the revised files/links into your student profile for the next contest.

Uploading Instructions:

Step 1. Go to the contest website and login to your NHD student account. You'll need the username and password you created when you registered for the contest.

Step 2. Click on your name (top right) → click on **My Profile**.

Step 3. Upload your project files and/or paste your video link into the upload fields for your category.

Step 4. Double-check that your file and/or link shows in the fields.

Step 5. Click **SAVE** at the bottom of the profile box.

Category	Digital Format	Upload to this Field
Exhibit	One PDF that includes your title page, process paper, and annotated bibliography (in that order).	Written Materials (PDF)
Documentary	One PDF of title page, process paper, annotated bibliography Shareable link to video of your documentary	Written Materials (PDF) Documentary Link
Performance	One PDF of title page, process paper, and annotated bibliography (in that order)	Written Materials (PDF)
Paper	One PDF that includes your title page, process paper, paper, and annotated bibliography (in that order).	Paper (PDF)
Website	Your NHDWebCentral Site Key (8 digits). Copy/paste from your website page during registration.	Site Key