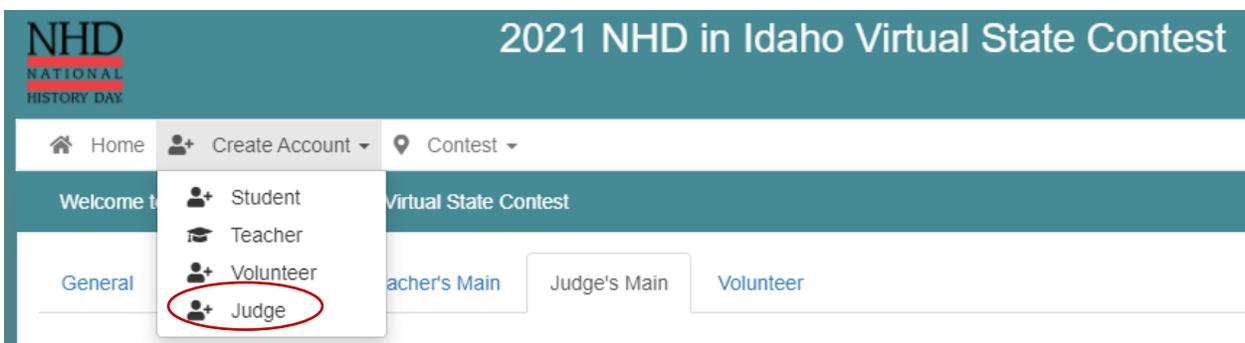




# Online Judging Portal Instructions

## Step 1: Create Your Judge Account

- Go to the [registration link](#) for the first contest you will be judging.
- Select **Create Account** from the top menu bar and select Judge from the dropdown menu.



- Enter your name and email address and click Next.

### Registration

Registration form fields:

**First Name:**

**Last Name:**

**E-Mail:**

I'm not a robot  reCAPTCHA  
Privacy - Terms

- Confirm your email works: Go to your email inbox and look for the **Confirm Email Address** message from [NoReply@zfairs.com](mailto:NoReply@zfairs.com) (it may be in your spam folder). Click on the link inside the email and follow prompts.
- Return to the **Verify Email Address** page and continue your registration.
- Complete the *Personal Information* section.

Judge's Personal Information:

<b>First Name:</b>	<input type="text" value="Ben"/>
<b>Last Name:</b>	<input type="text" value="Knapp"/>
<b>Phone:</b>	<input type="text" value="(208) 780-5191"/>
<b>Cell Phone:</b>	<input type="text" value="Cell Phone Number"/>
<b>Email:</b>	<input type="text" value="ben.knapp@ishs.idaho.gov"/>
<b>Gender:</b>	<input type="text" value="Male"/>
<b>Username:</b>	<input type="text" value="BenKnapp2"/>
<b>Password:</b>	<input type="password" value="....."/>
<b>Confirm Password:</b>	<input type="password" value="....."/>

- Write down your username and password and keep them in a safe place. Click **Save and Continue**.
- Agree to the *Conflict of Interest* statement and click **Next**.

**Conflict of Interest:**

**I agree to the below statement**

I agree to let a Fair judging coordinator know if a conflict of interest exists in judging a student, or category with several students, in which I have mentored a participant, personally know a participant or have previously judged a participant this year.

- Agree to the *Permissions and Waivers* and click **Continue**.

**Permissions and Waivers**

Please note that you must submit 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.

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 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 my/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.

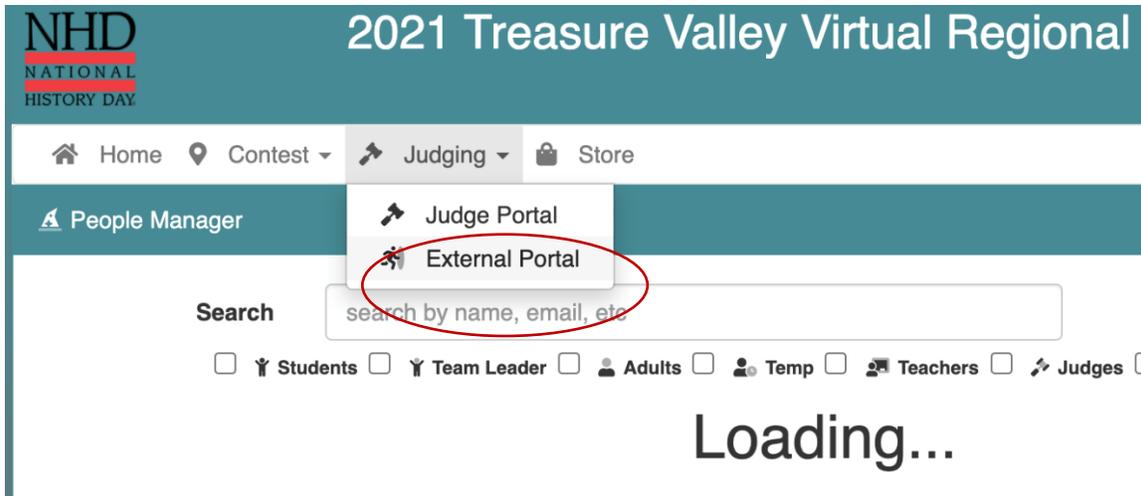
**If no, please explain:**

**I have read the above statement and agree; I meet the requirements to be a Judge.**

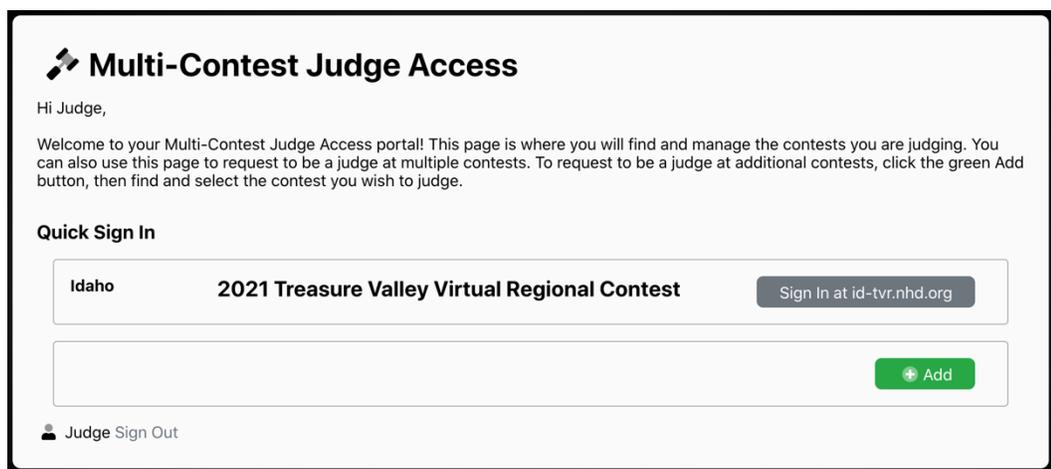
- Registration complete!

**Step 2: Using the Multi-Contest Judge Access Portal to Judge at Multiple Contests**

- Log in to your original contest.
- Click **Judging** in the top toolbar, then select **External Portal** from the drop-down menu. This will bring you back to the *Multi-Contest Judge Access Portal*.

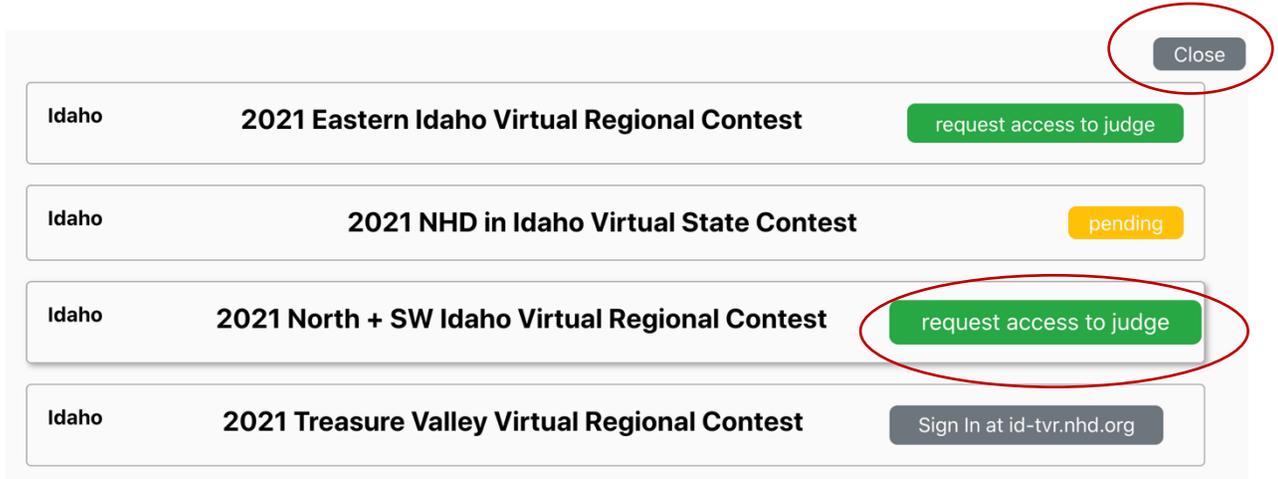


- After you access the *Multi-Contest Judge Portal* through your original contest one time, you can access the portal to login to all of your contests this way:
  - Go to [register.nhd.org](https://register.nhd.org)
  - Click the **Multi-Contest Judge Access** box.
  - Insert the email address and password used to create your initial judge account and click the blue **Sign-in** button.



## Online Judging Portal Instructions

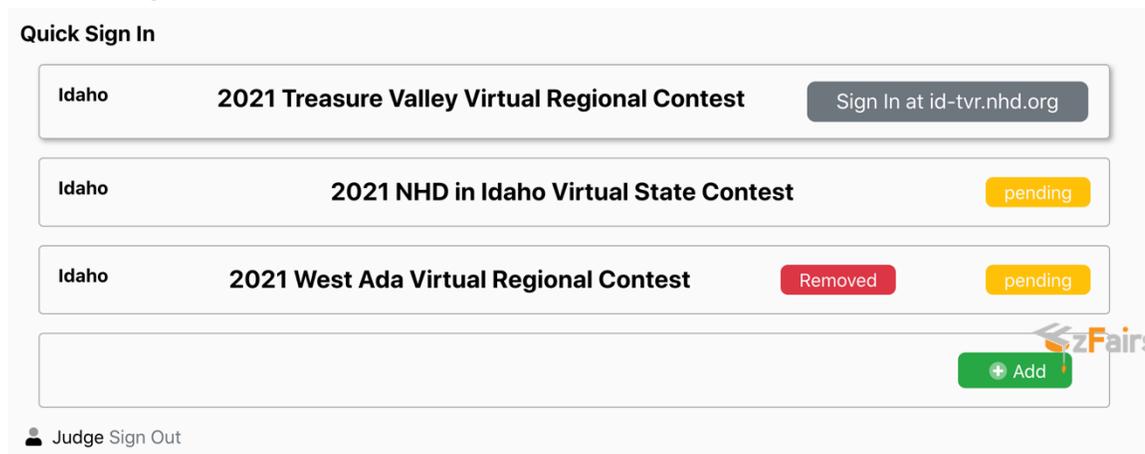
- Click the green **Add** button to view the list of all NHD contests. Scroll down to any contest for which you would like to judge and click the green **Request Access to Judge** button. You can request to judge at multiple contests.
- After your request access, you will see a yellow **Pending** button next to the contest name.



A screenshot of the contest selection interface. It shows a list of four contests, each with a button to request access or sign in. The 'Close' button at the top right is circled in red. The 'request access to judge' button for the '2021 North + SW Idaho Virtual Regional Contest' is also circled in red.

Contest Name	Status/Button
Idaho 2021 Eastern Idaho Virtual Regional Contest	request access to judge
Idaho 2021 NHD in Idaho Virtual State Contest	pending
Idaho 2021 North + SW Idaho Virtual Regional Contest	request access to judge
Idaho 2021 Treasure Valley Virtual Regional Contest	Sign In at id-tvr.nhd.org

- When you are finished requesting access to the contest(s) for which you want to judge, click the gray **Close** button at the top of the screen. This will bring you back to the homepage of the **Multi-Contest Judge Access Portal**. Here, you can track the status of the contests you requested to judge. Check back as often as desired, being sure to use the login you created for your initial judge account.
  - The yellow **Pending** button means your judge status in that contest is pending.
  - The red **Removed** button means that your request was removed for that contest (i.e., the contest already has enough judges).
  - The gray **Sign in at ...nhd.org** means that your request was approved and now you can sign into that contest.



A screenshot of the 'Quick Sign In' interface. It shows a list of three contests with buttons for sign in, pending, or removed. The 'Add' button at the bottom right is highlighted with a red circle.

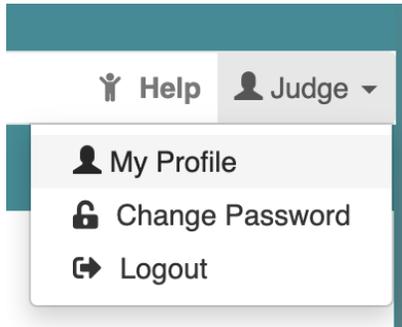
Contest Name	Status/Button
Idaho 2021 Treasure Valley Virtual Regional Contest	Sign In at id-tvr.nhd.org
Idaho 2021 NHD in Idaho Virtual State Contest	pending
Idaho 2021 West Ada Virtual Regional Contest	Removed pending

Quick Sign In

Judge Sign Out

## Online Judging Portal Instructions

- After being approved at a contest, click the gray **Sign in at ...nhd.org** button next to the contest's name.
- Once in the contest, click your name in the top right corner.



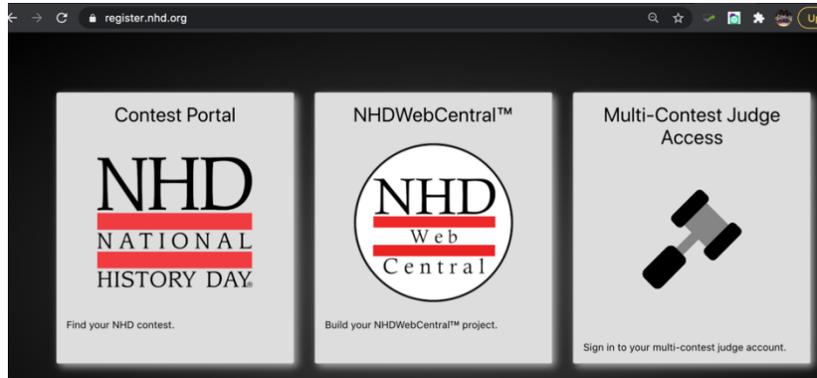
- In the drop-down menu, click **My Profile**.
- In your profile, complete the prompts and answer the questions on each of the tabs.
- **Note:** Click the blue **Save** button once you complete the sections.

A screenshot of the 'My Profile Manager' form. The form has a teal header with the text 'My Profile Manager'. Below the header is a light blue box with the text 'Feel free to update your profile or correct any errors.' The form has three tabs: 'My Info', 'Judge', and 'Link Login'. The 'Judge' tab is selected. The form contains several input fields: 'First Name' (with 'Judge' entered), 'Last Name' (with '1' entered), 'Address' (with 'Address' entered), 'Address 2' (with 'Address' entered), 'City, State, Zip' (with 'City' entered, a dropdown menu set to 'Alabama', and 'Zip Code' entered), 'Phone Number' (with 'Phone Number' entered), 'Cell Phone' (with 'Cell Phone Number' entered), 'Work Phone' (with 'Work Phone Number' entered), and 'E-Mail' (with 'johanna.bringhurst@ishs.idaho.gov' entered).

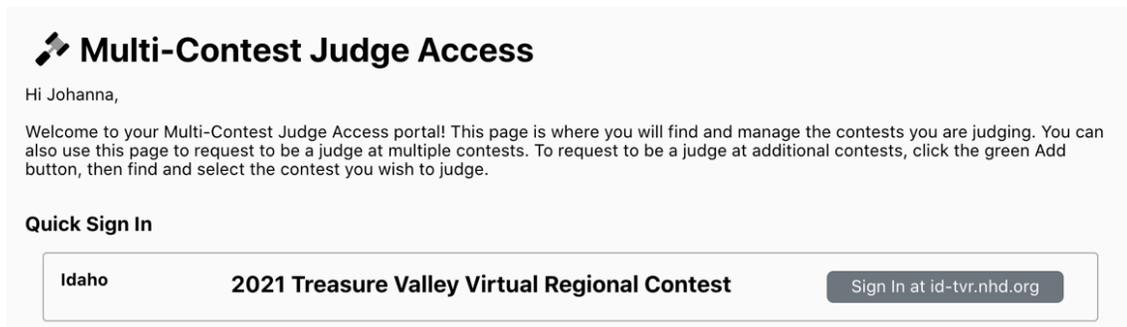
### Step 3: Log In to Judge

- When it is time to begin judging, go to [register.nhd.org](https://register.nhd.org).
  - Click the **Multi-Contest Judge Access** box.

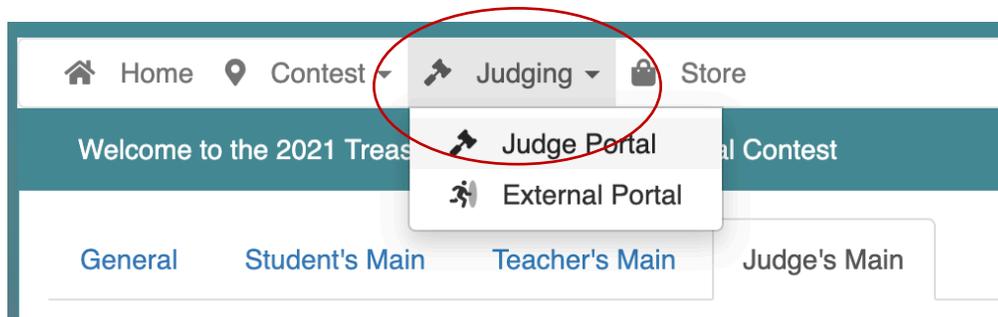
# Online Judging Portal Instructions



- Insert the email address and password used to create your initial judge account, and click the blue **Sign-in** button.
- On the **Multi-Contest Judge Access Portal** homepage, select the gray **Sign in at ...nhd.org** button next to the contest name. This will bring you to the homepage for that contest.



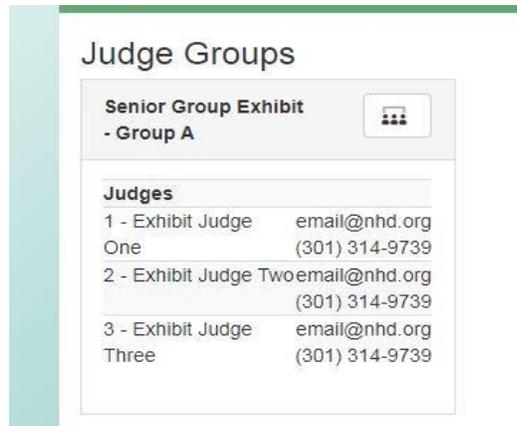
- Click **Judging** in the top toolbar, then select **Judge Portal** from the drop-down menu to access your judge assignments.



- Your home screen will show:

## Online Judging Portal Instructions

- **Judge Group:** Your team name (i.e. *Senior Group Exhibit - Group A*) as well as team members' names, email addresses, and phone numbers. There is also a button next to your team name (rectangle icon with three people) which gives your team the option to open a video conference on this page.
  - **Note:** If you have multiple judging assignments in this contest, there will be multiple Judge Group listings, each on its own tab.



- **Judging Assignments:** The entries you are judging.

## Judging Assignments

Jr Group Documentary

Division: **Junior**      Building: **Virtual**  
Category: **Group**      Room: **1**

[Submit Ranking](#)  
[Print Ranking Sheet](#)  
[Print Eval Sheet\(s\)](#)

**Documentary**  
[View & Print Notes - Judge 1](#)  
[View & Print Notes - Judge 2](#)  
[View & Print Notes - Judge 3](#)

12:00 PM Quidditch: A History Documentary Link	<a href="#">Print Eval Sheet(s)</a> <a href="#">Special Award Nominations</a>	Judge 1 <a href="#">View &amp; Evaluate</a> Not Started Judge 2 <a href="#">View &amp; Evaluate</a> Not Started Judge 3 <a href="#">View &amp; Evaluate</a> Not Started
1:00 PM Defense Against the Dark Arts Documentary Link	<a href="#">Print Eval Sheet(s)</a> <a href="#">Special Award Nominations</a>	Judge 1 <a href="#">View &amp; Evaluate</a> Not Started Judge 2 <a href="#">View &amp; Evaluate</a> Not Started Judge 3 <a href="#">View &amp; Evaluate</a> Not Started
2:00 PM Hogwarts Herstory Documentary Link	<a href="#">Print Eval Sheet(s)</a> <a href="#">Special Award Nominations</a>	Judge 1 <a href="#">View &amp; Evaluate</a> Not Started Judge 2 <a href="#">View &amp; Evaluate</a> Not Started Judge 3 <a href="#">View &amp; Evaluate</a> Not Started

### Step 4: View Student Projects

- Click the blue **View & Evaluate** button next to the project’s title to start evaluating. This will open a new browser tab. This tab will show the project title and links to the project and/or project’s written materials at the top left of the page.
  - **Paper category** – Click **View Paper**, which opens the paper, including the required written materials (title page, process paper, and annotated bibliography), in a new browser tab.
  - **Website category** – Click **View Website**, which opens the website in another browser tab. Process papers and annotated bibliographies are incorporated into the websites.
  - **Exhibit category** – Click **View Written Materials**, which opens the title page, process paper, annotated bibliography, and exhibit as a single PDF, in a new browser tab.
  - **Documentary category** – Click **View Written Materials**, which opens the title page, process paper, and annotated bibliography as a single PDF, in a new browser tab. Then, click on the **Documentary Link** to view the documentary.
  - **Performance category** – Click **View Written Materials**, which opens the title page, script, process paper, and annotated bibliography as a single PDF, in a new browser tab. Then, click on the **Performance Link** to view the performance.

### Step 5: Evaluating Student Projects

- Underneath the title and links, you will find the digital evaluation sheet.
- Select a circle for each of the evaluation criteria.
  - **Note:** If a section of the evaluation has two evaluative items (i.e. Historical Argument), you can select one circle under one column and another under a different column, if desired.

Evaluation					
Historical Quality - 80%					
	Superior	Excellent	Good	Fair	Not Evident
Historical Argument	<input type="radio"/> Well-formulated historical argument supported by thorough analysis	<input type="radio"/> Historical argument supported by some analysis	<input type="radio"/> Basic historical argument supported by basic analysis	<input type="radio"/> Weak historical argument with little or no analysis	<input type="radio"/> Not Evident
	<input type="radio"/> Annual theme woven throughout the project	<input type="radio"/> Annual theme addressed in the project	<input type="radio"/> Annual theme mentioned in the project	<input type="radio"/> Annual theme connection is unclear	<input type="radio"/> Not Evident

## Online Judging Portal Instructions

- Under the **Rules Compliance** section, select **Yes** or **No** for each of the category rules. If you select **No**, you will be asked to provide an explanation. Please discuss all rules compliance violations with your team. If you all agree on a violation, each of you must mark the violation. Students will receive this section of the form.

Rules Compliance	
Time is $\leq$ ten minutes.	<input checked="" type="radio"/> Yes <input type="radio"/> No
Entry is student-produced.	<input checked="" type="radio"/> Yes <input type="radio"/> No
Entry includes source credits at the end.	<input checked="" type="radio"/> Yes <input type="radio"/> No
Process Paper is submitted.	<input checked="" type="radio"/> Yes <input type="radio"/> No
Annotated Bibliography is submitted.	<input checked="" type="radio"/> Yes <input type="radio"/> No
Process Paper word count is listed on the Title Page.	<input checked="" type="radio"/> Yes <input type="radio"/> No

- Under the **Feedback and Notes** section, write your evaluative comments. There is a required minimum of 300 characters for each of the comments sections. There is not a character maximum. Students will receive these comments.

Feedback & Notes

**STRENGTHS & AREAS FOR IMPROVEMENT**

**GENERAL COMMENTS**

## Online Judging Portal Instructions

- Under the **Personal Notes** section, you have the option to write your own comments here (i.e. notes on the project). Students will not see these notes.

**Personal Notes: (Students will not see these notes)**

- To save an in-progress evaluation, click the blue **Save** button. This will save your progress, but not share it with your team or submit it to the contest admin.



- After you have completed an evaluation, click the light blue **Save & Submit** button to save the evaluation and allow your team members and your contest admin to view it. You may still make changes to the evaluation after clicking **Save & Submit**; just be sure to click it again to update your evaluation.
- After saving, close out of the tab.
- Repeat this process with each of your projects. When you are finished with all of the evaluations, be sure to **Save & Submit** your evaluation for each entry.
- As you complete evaluations, the judge system will update your progress status. You will also be able to view your team members' progress status for each project. For each project, you will see three different statuses: **Not Started**, **In Progress**, and **Finished**.
- **Not Started**: This evaluation has not been started.
- **In Progress**: This evaluation has some progress, but the evaluation is not completed.
- **Finished**: This evaluation is completed and have been submitted to the NHD contest admin.

Judge 1		<a href="#">View &amp; Evaluate</a>	In Progress
Judge 2		<a href="#">View &amp; Evaluate</a>	Not Started
Judge 3		<a href="#">View &amp; Evaluate</a>	Not Started

### Step 6: Virtual Team Meeting

- Your Judge Captain will set up an online meeting. Your team may use any online meeting platform of your choosing. If your team chooses to use the built-in online meeting platform, click on the icon (rectangle with three people) at the top of your Judge Portal to join the meeting at your agreed-upon time.

Judges	
1 - Judge 1	johanna.bringhurst@ishs.idaho.gov
2 - Judge 2	johanna.bringhurst@ishs.idaho.gov
3 - Judge 3	johanna.bringhurst@ishs.idaho.gov

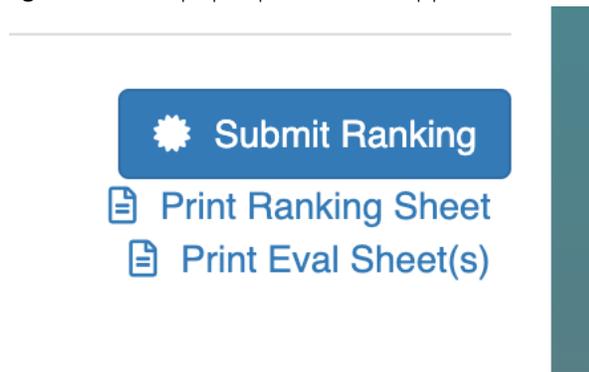
- During the meeting, discuss the projects, review any rules compliance issues, and develop a consensus ranking for the entries in your group. It is important that all of you agree on rules violations (and mark them as such) so that students receive a consistent message.
- After your meeting, please return to the Judge Portal to complete or revise your evaluations as needed, adding or removing rules compliance flags in accordance with your consensus discussion. When you are finished with all of the evaluations, remember to click the light blue **Save & Submit** button for each entry's evaluation. All of your progress statuses should now show as **Finished**.



- Notify your captain that you are finished with your evaluations. Once your Judge Captain submits the rankings and evaluations, your team's access to the evaluations will be locked.

## Online Judging Portal Instructions

- For Judge Captains: to rank projects, go to your Judge Portal and select the blue **Submit Rankings** button. A pop-up menu will appear to insert the rankings. Click



Save.

- a) To submit the rankings and evaluations to the contest admin, click the blue **Submit to NHD** button. A pop-up message will ask you to confirm the submissions and lock the room (from further judging). Click the blue **Okay** button.
- b) **Note:** If a change needs to be made following this point, contact your contest admin.