



IDAHO STATE
HISTORICAL
SOCIETY

NATIONAL HISTORY DAY IN IDAHO

Student Registration Instructions

All National History Day contests in 2021 will be held virtually in order to accommodate safety and travel concerns as well as provide equitable and fair contests for every Idaho student.

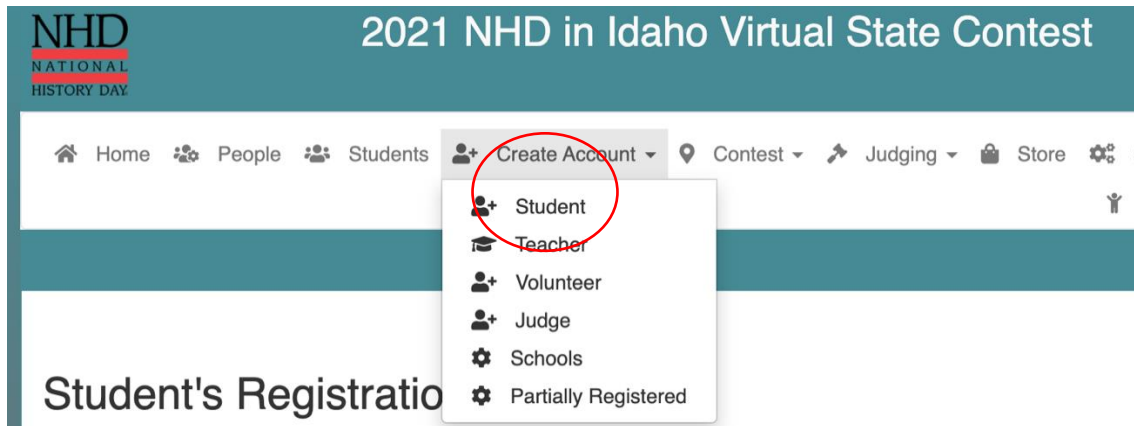
Before You Begin

- Please read the [Virtual Contest Guide](#) for detailed instructions on how to format your project BEFORE you register for a contest.
- **Be sure your teacher has registered. Your teacher must register BEFORE you can register.** If you are *not* working with a teacher, you are an **Independent Student** (see below).
- **Independent Students**
 - ☐ If you are working *without* a teacher, please have a parent or other trusted adult register as your “teacher” in the system. Your “teacher” designee will receive contest related emails and must be able to share them with you. Have them follow the **Teacher Registration Instructions**. Please also send the contest coordinator an email letting them know you are competing independently.
- **Your Email Address**
 - ☐ Please provide a working email address that will accept mail from **zfairs.com**. If your school blocks student accounts from receiving outside mail, use a personal or parent’s email (Gmail, etc.) that is checked regularly.
 - ☐ **Your NHD Account Lasts All Year:** You will only create one NHD Student Account for the entire year. You will use the **SAME STUDENT LOGIN** for each contest if you advance through regional, state, and national levels. **Save your username and password** so you can easily access and update your information. **Do not open additional accounts.**
- **Registration Fees:**
 - ☐ **Regional Contest:** **\$10 per student**
 - ☐ **State Contest:** **\$15 per student**

STUDENTS: HOW TO REGISTER

Step 1. Create Your Student Account – one for each student

- ❑ Select **Create Account** from the top menu bar and select **Student** from the dropdown menu.



- ❑ Enter your name and email address and click **Next**.

A screenshot of the 'Registration' form. It contains four input fields: 'Student's First Name' (with placeholder 'First Name'), 'Student's Last Name' (with placeholder 'Last Name'), 'E-Mail' (with placeholder 'Email Address'), and 'Confirm E-Mail' (with placeholder 'Email Address'). Below these fields is a reCAPTCHA section with a checkbox labeled 'I'm not a robot' and a reCAPTCHA logo with links for 'Privacy' and 'Terms'. At the bottom of the form is a blue 'Next' button.

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

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Registration - Personal Information

Student's First Name	Johanna
Student's Last Name	Bringhurst
Parent/Guardian's First Name	First Name
Parent/Guardian's Last Name	Last Name
Gender	
Address	Address line 1
Address 2	Address line 2
City State, Zip	City Idaho Zip
Phone	Phone
Parent/Guardian's Phone	Phone

- ❑ Create a password. Write down your username and password and keep them in a safe place. Click **Save and Continue.**

Username	BarbaraCarling
Password	Password
Confirm Password	Confirm Password
Save & Continue	

- ❑ Complete the School & Teacher section. Click **Save and Continue.**
 - If your school and/or teacher do not appear on the dropdown list, contact the contest coordinator for assistance.

Registration: School & Teacher

Please select your school, teacher, and your grade. If your School and/or Teacher is not listed please have them register; you will be able to continue the registration process once your school and teacher have registered. Thank you.

School:	Select a School...
Teacher:	
Teacher:	
Teacher:	
Grade:	Select Grade...
Save & Continue	

- ☐ Complete the Additional Questions section. Click **Save and Continue.**

Additional Questions

What size t-shirt do you need? [Click here](#) to see the NHD in Idaho t-shirts.

Do you require any special accommodations at the contest?

How many years have you competed in NHD?

Save & Continue

Step 2. Provide Your Project Information

Students competing in an **INDIVIDUAL** category:

- ☐ Click **Create a New Project.**
- ☐ Enter your title (you can change it later).
- ☐ Select your category (this cannot be changed).

Registration: Project

Create A New Project

Link / Join Existing Team Project

If you are in a team and your teammate has already registered please select "Link/Join Existing Team Project" and type in the Entry Id or team key

Creating New Project

Title:

Project Title

☐ Will this be a Team Project?

☐ Will your display need an electrical outlet?

Category:

select...

Judging Time Preference:

Any

Project Link

Project Link

☐ Submit your project:

- **Documentary Students:**

1. Upload a single PDF of your **Written Materials** (title page, process paper, and annotated bibliography)
2. And insert a shareable **Documentary Link** from Google Drive, OneDrive, or Dropbox.

Category:

Individual Documentary



Written Materials



Upload File

Documentary Link

Project Link

- **Exhibit Students:** Upload a single PDF of your **Written Materials** (title page, process paper, annotated bibliography, and exhibit). You do not need to fill out the project link field.

Category:

Individual Exhibit



Exhibit



Upload File

Project Link



Project Link

- **Paper Students:** Upload a single PDF of your **Paper** (title page, process paper, annotated bibliography, and paper). You do not need to fill out the project link field.

Category:

Paper



Paper



Upload File

Project Link



Project Link

- **Performance Students:**

1. Upload a single PDF of your **Written Materials** (title page, process paper, annotated bibliography, and performance companion worksheet)
2. And insert a shareable **Performance Link** from Google Drive, OneDrive, or Dropbox.

Category: Individual Performance

Written Materials Upload File

Performance Link Project Link

- **Website Students:** Insert your NHDWebCentral **Site Key**. You do not need to fill out the project link field.

Category: Individual Website

Site Key 12345678

Project Link Project Link

Students competing in a **GROUP** category:

Student 1:

- ☐ Click **Create a New Project**.
- ☐ Enter your title (you can change it later).
- ☐ Select your category (this cannot be changed).
- ☐ Continue and complete the registration process as described above for an individual student.
- ☐ Copy down the **Project Key** code and share it with your group. You can find it anytime under **My Profile**.

Basic Info Additional Questions Orders

Student's First Name	Barbara	Project Title:	The Maginot Line
Student's Last Name	Bringhurst	<input type="checkbox"/> Team Project	
Parent/Guardian's First Name	Brenda	Category:	Group Documentary
Parent/Guardian's Last Name	Bringhurst	Written Materials	Upload File
Address	610 North Julia Davis Drive	Project Link	Project Link
Address 2	Address	Project Key:	f9e256df-a239-4fc1-a4ef-5f2adc062237
City State, Zip	Boise Idaho 83702	Project Leader:	Barbara Bringhurst
Phone	(208) 514-0526		1 Team Members:
Cell Phone	Cell phone		Barbara Bringhurst
Parent/Guardian's Phone	(208) 514-0526		

Students 2-5:

- ☐ Each of you will create your own student account as described in Step 1.
- ☐ In the project information section, click on **Link/Join Existing Team Project**.

Registration: Project

Create A New Project Link / Join Existing Team Project

If you are in a team and your teammate has already registered please select "Link/Join Existing Team Project" and type in the Entry Id or team key

Creating New Project

Title:

☐ Will this be a Team Project?

☐ Will your display need an electrical outlet?

Category:

Judging Time Preference:

Project Link:

- ☐ **DO NOT** create a new project.
- ☐ Enter the Team Key that Student 1 was assigned and saved.

Join Existing Team / Project!

Team Key:

*If you are not linking / joining an existing team project; create a new project.

- ☐ Continue and complete the registration process as described above for an individual student.

Step 3: Permissions and Fees

- ☐ Review your registration information and make sure it is correct.
- ☐ **Students and parents must agree to NHD permissions and waivers.** Please contact the NHD Coordinators if you have a concern with the permissions and waivers. Click the blue **Continue** button.

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.

Students: to complete this form, you 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

- ❑ Click the blue **Continue** button again to move forward to the next menu where you can pay the contest registration fee.
- ❑ To pay the contest registration fee:
 - If you are ready to pay now with a credit or debit card, click **Pay Online**.
 - If you are going to pay later or your teacher/school is going to pay your fee, click **Generate Invoice**.

Registration Fee Payment Method:

Cart.

Product	Quantity/Details
Registration Fee	1

Step 4: You Will Know Your Registration is Complete When:

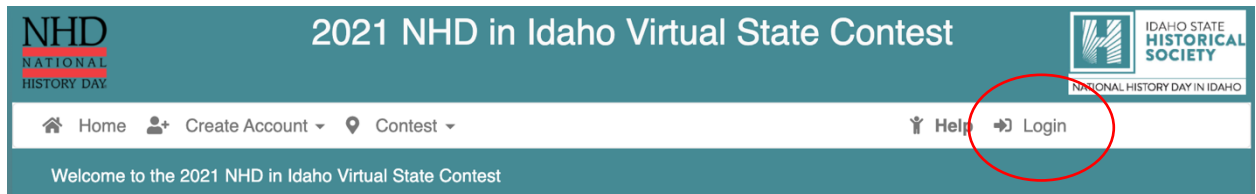
- ❑ In the contest website, look on the **Students Main** page for two banners that say **Account Created** and **Waivers Accepted**. You must be logged in to your student account to see them.



- ☐ **You'll receive a Registration Complete** email from NoReply@zfairs.com (check your spam folder).

Additional Instructions

- ☐ **Logging into Student Account (After Registering)**
 - Go to the contest URL.
 - Click **Login** in the top right corner.



- Insert your username and password.

Sign-In

Username	<input type="text" value="Username"/>
Password	<input type="password" value="Password"/>
	<input type="button" value="Login"/> <input type="button" value="Forgot Password / Username"/>

- If you forgot your username and/or password, click the white **Forgot Password / Username** button and follow the prompts to reset.

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Request Login Information

Submit this form to be emailed a link so you can reset your password and verify your username.

First Name:

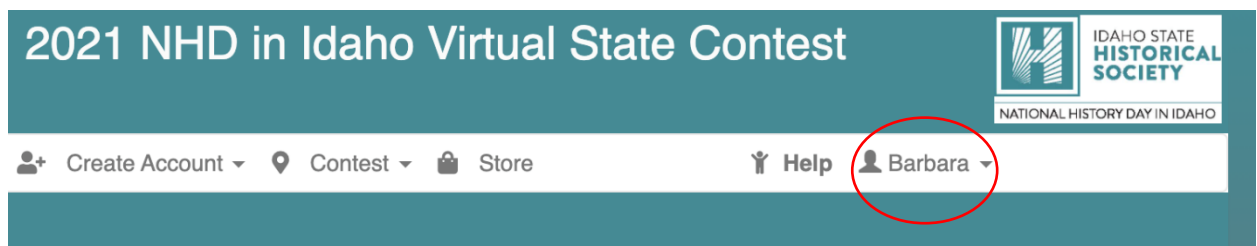
Last Name:

E-Mail:

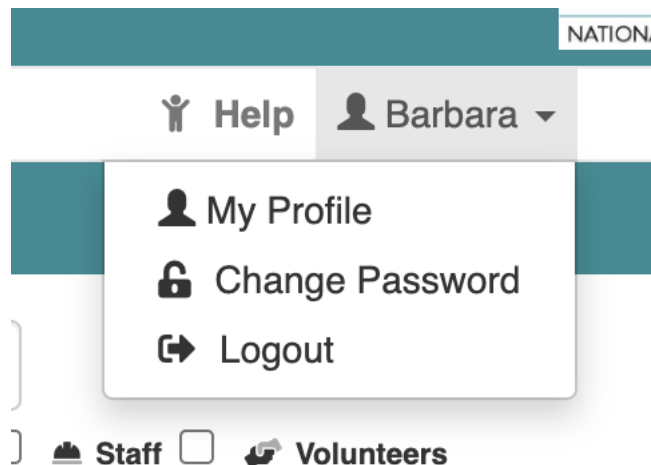
[Recover Username & Password](#) [Back to Login](#)

❑ **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.



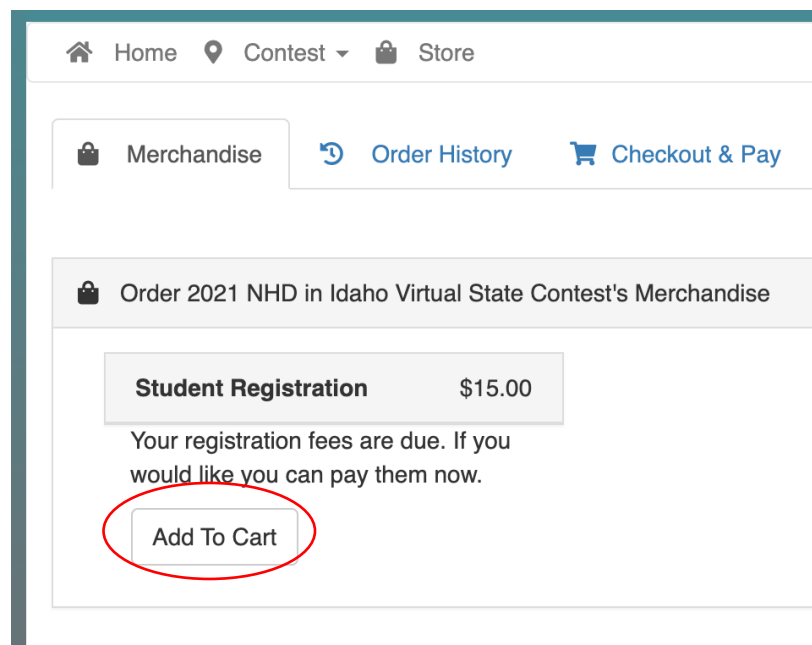
- Select **Change Password** to change the password for your account.

❑ **Pay Contest Fee**

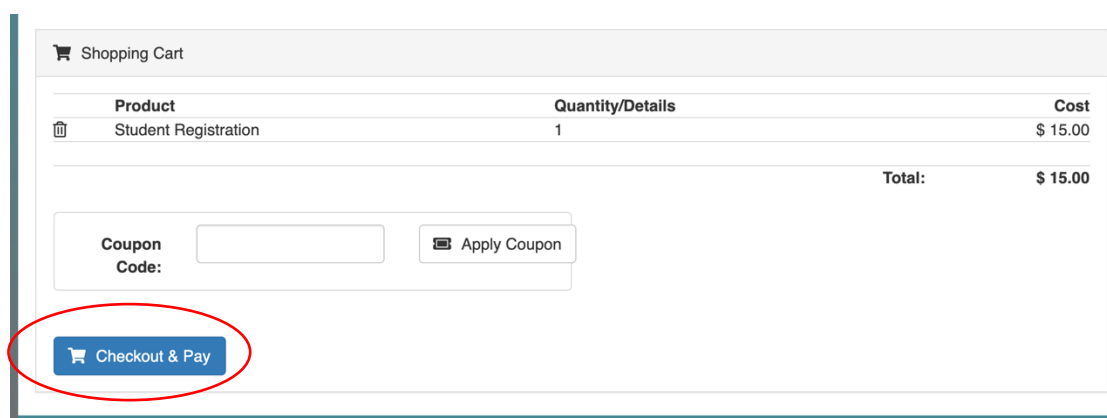
- Click on **Store**.



- Under **Merchandise**, click **Add to Cart**.

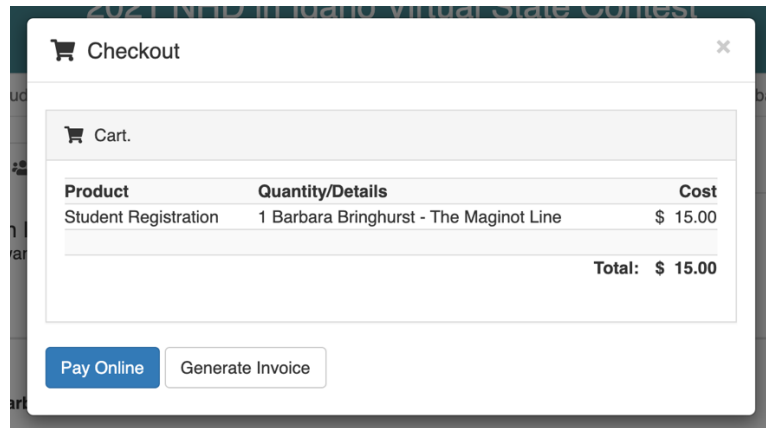


- Below Shopping Cart, click on **Checkout & Pay**.



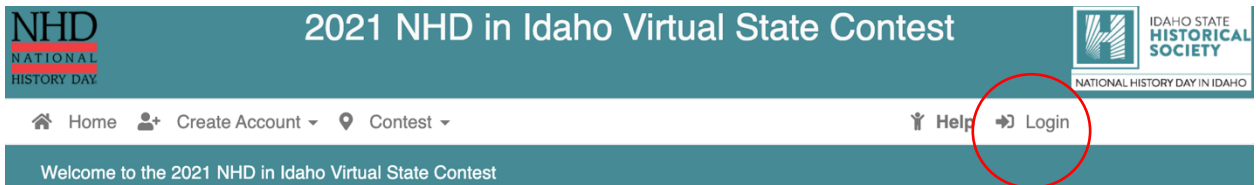
- Click on **Pay Online** to pay now with a credit or debit card.

- Click on **Generate Invoice** to create an invoice that can be emailed to your school or district office for payment by someone else.



Instructions for State Contest Registration

- ☐ Click on the link for the NHD in Idaho State Contest: <https://id.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 contest registration to log in to your 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.

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.

Students: to complete this form, you 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

- ❑ To pay the contest registration fee of \$15:
 - If you are ready to pay now with a credit or debit card, click **Pay Online**.
 - If you are going to pay later or your teacher/school is going to pay your fee, click **Generate Invoice**.

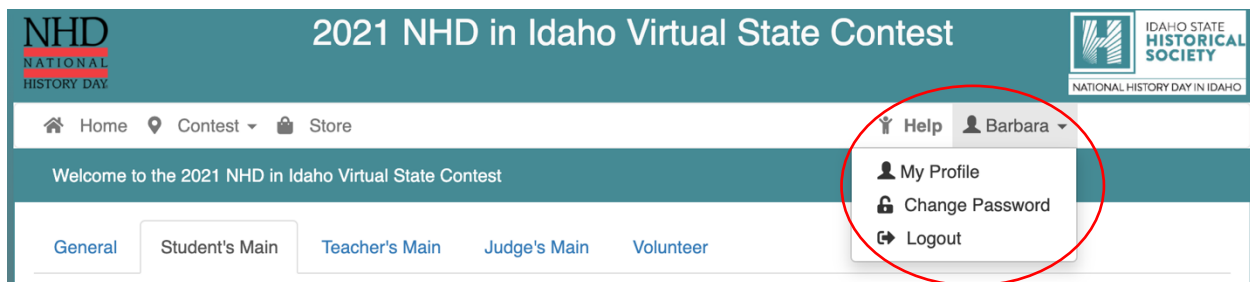
Registration Fee Payment Method:

Cart.

Product	Quantity/Details
Registration Fee	1

[Pay Online](#) [Generate Invoice](#)

- ❑ 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 back your certificate packets after the contest.



- ❑ Under **My Profile**, upload an updated version of your project.
 - **Documentary Students:**
 1. Upload a single PDF of your **Written Materials** (title page, process paper, and annotated bibliography)
 2. And insert a shareable **Documentary Link** from Google Drive, OneDrive, or Dropbox.
 - **Exhibit Students:** Upload a single PDF of your **Written Materials** (title page, process paper, annotated bibliography, and exhibit).
 - **Paper Students:** Upload a single PDF of your **Paper** (title page, process paper, annotated bibliography, and paper).

- **Performance Students:**
 1. Upload a single PDF of your **Written Materials** (title page, process paper, annotated bibliography, and performance companion worksheet)
 2. And insert a shareable **Performance Link** from Google Drive, OneDrive, or Dropbox.
 - **Website Students:** Insert your NHDWebCentral **Site Key**.
- ☐ Registration is complete. You will receive a registration confirmation email from Zfairs. Check your spam folder if you did not receive the email.