



IDAHO STATE
HISTORICAL
SOCIETY

NATIONAL HISTORY DAY IN IDAHO

Teacher 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.

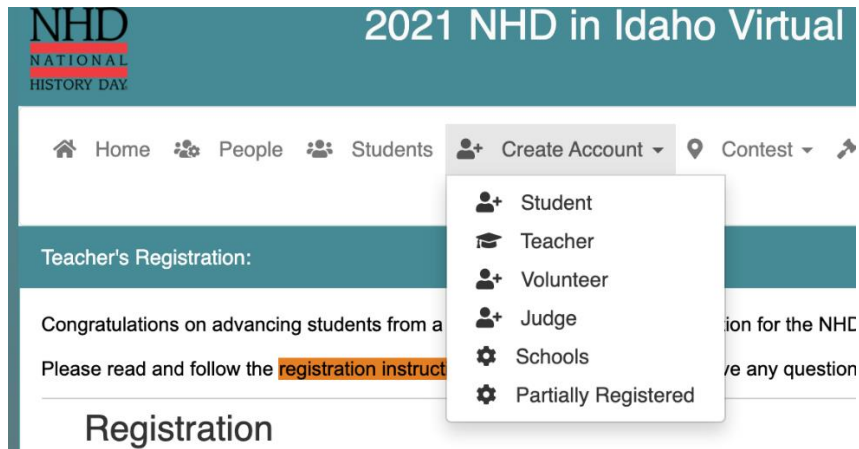
Before You Begin

- Please read the [Virtual Contest Guide](#) for detailed instructions on how projects should be formatted BEFORE students register for a contest.
- **Teachers must register first. You must register BEFORE your students can register.** If you are *not* a teacher, but you are sponsoring an Independent Student, please register as a “teacher” in the system. A “teacher” designee will receive contest related emails and must be able to share them with the student.
- **Your Email Address**
 - ☐ Please provide a working email address that will accept mail from **zfacts.com**. If your school blocks teacher accounts from receiving outside mail, use a personal email (gmail, etc.) that is checked regularly.
 - ☐ **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 if your students 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**
 - If your school or district is paying student fees, please let your students know in advance so they do not pay the fee.

TEACHERS: HOW TO REGISTER

Step 1. Create Your Teacher Account

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



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

A screenshot of the 'Teacher's Registration' form. The form is titled 'Teacher's Registration:' and includes a congratulatory message and a link to 'registration instructions'. Below the message, the section 'Registration' contains three input fields: 'First Name', 'Last Name', and 'E-Mail'. Below these fields is a checkbox labeled 'I'm not a robot' and a reCAPTCHA logo. A blue 'Next' button is located at the bottom of the form.

- ❑ Complete personal contact information (please provide your complete mailing address).

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Teacher's Personal Information:

First Name:	Barbara
Last Name:	Carling
Address:	
Address 2:	
City, State, Zip:	<input type="text"/> Idaho <input type="text"/>
Phone:	
Cell Phone:	Cell Phone Number
Work Phone:	Work Phone Number
Email:	jbcarling@gmail.com
Gender:	<input type="text"/>
Username:	Barbara.Carling
Password:	
Confirm Password:	

- ❑ 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
<input type="button" value="Save & Continue"/>	

- ❑ Select your school and click **Save and Continue**.

Select Your Schools:

Schools I Teach At:	<div>Blackfoot High School</div> <div>Burley Junior High</div> <div>Caldwell Senior High School</div> <div>Columbia High School (Nampa)</div> <div>Dworshak Elementary (Burley)</div> <div>Eagle Rock Middle School</div> <div>East Valley Middle School (Nampa)</div> <div>Idaho Arts Charter School (Nampa)</div> <div>Idaho Home Learning Academy (Malad City)</div> <div>Idaho Virtual Academy (Meridian)</div> <div>Madison Junior High School (Rexburg)</div>
<small>*Select multiple schools by holding down the [ctrl] key as you select your schools.</small>	
<input type="button" value="Save & Continue"/>	

- ❑ Answer the Additional Questions and click **Save and Continue**.

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Additional Questions

How many students IN YOUR SCHOOL participated with NHD in any way this year?

How many years have you used NHD with students?

Save & Continue

- ❑ Read and sign the Permission and Waivers and click **Continue**. Your registration is now complete.

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.

select... ▼

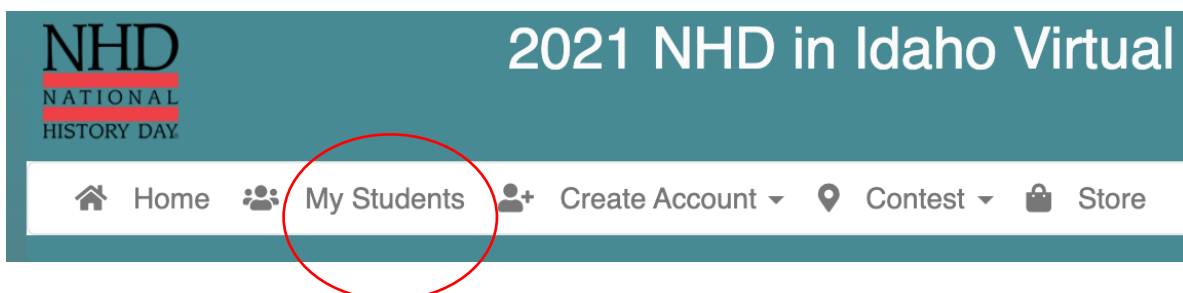
If no, please explain:

Continue

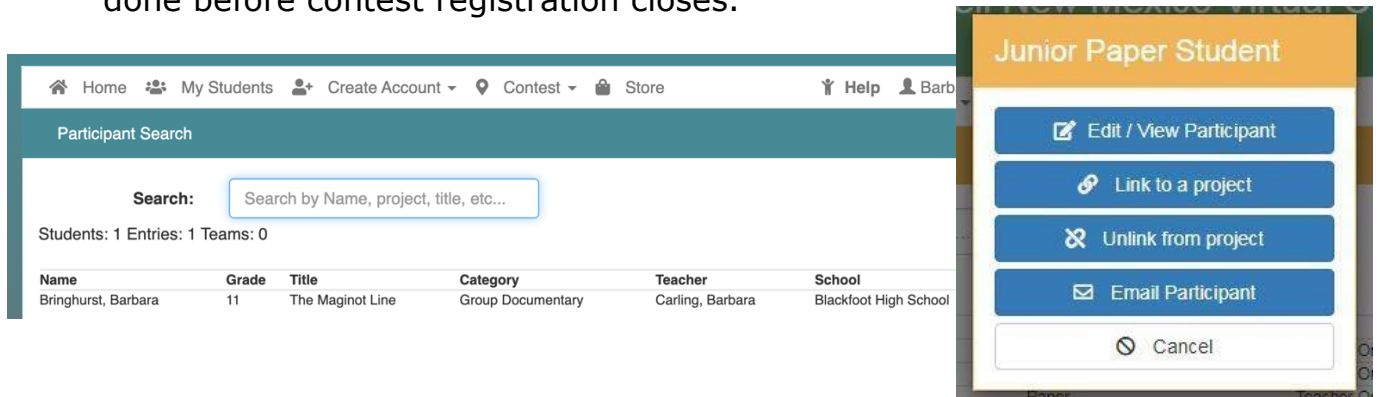
- ❑ You will receive a registration confirmation email from Zfairs. Check your spam folder if you did not receive the email.

Step 2. Check Your Students' Registration Information

- ❑ After logging in to your teacher account, click **My Students** in the top toolbar.

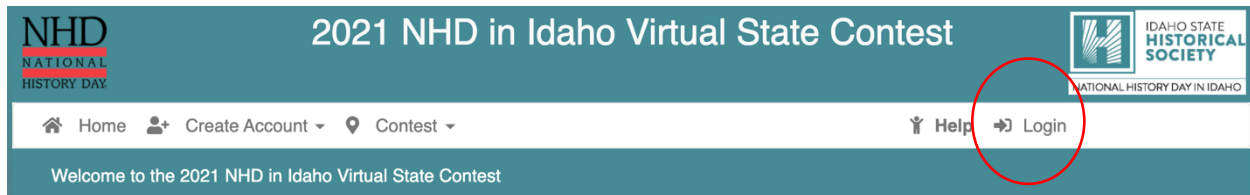


- ❑ This page lists each of your students. Click on a name to bring up a pop-up menu. You can **Edit/View Participant** profile, **Link/Unlink** Projects, and **Email Participants**. This is optional, and it can only be done before contest registration closes.



Additional Instructions

- ❑ **Log Into Your Account and Edit Your Account**
 - Go to the contest URL.
 - Click **Login** in the top right corner.



- Insert your username and password.

Sign-In

Username

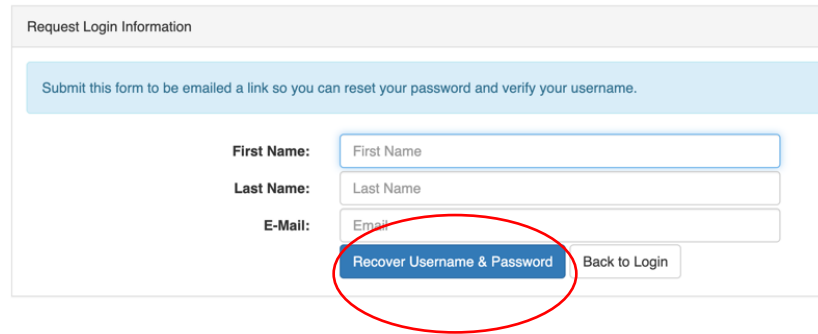
Password

Login

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.

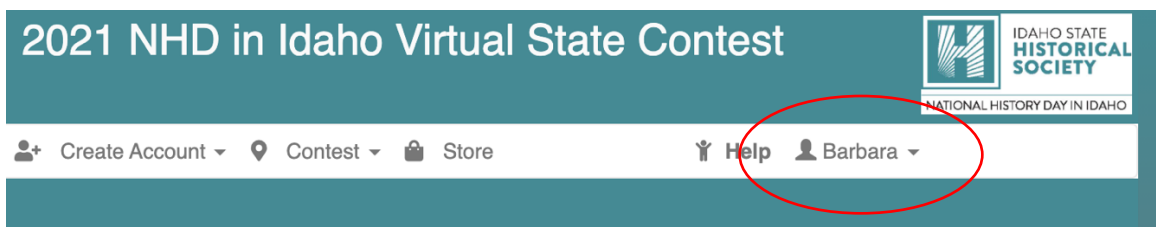
First Name:

Last Name:

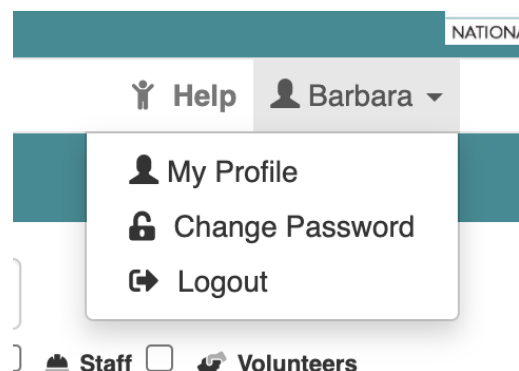
E-Mail:

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

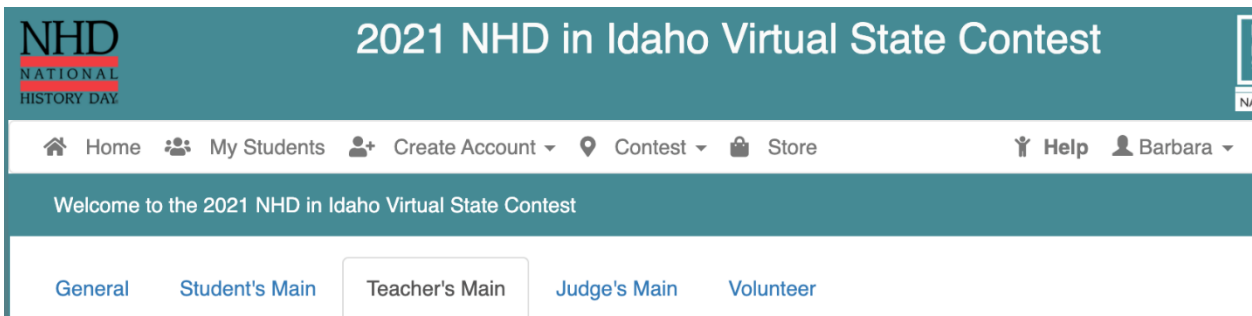
- After logging in to your teacher account, click **your name** in the top right corner.



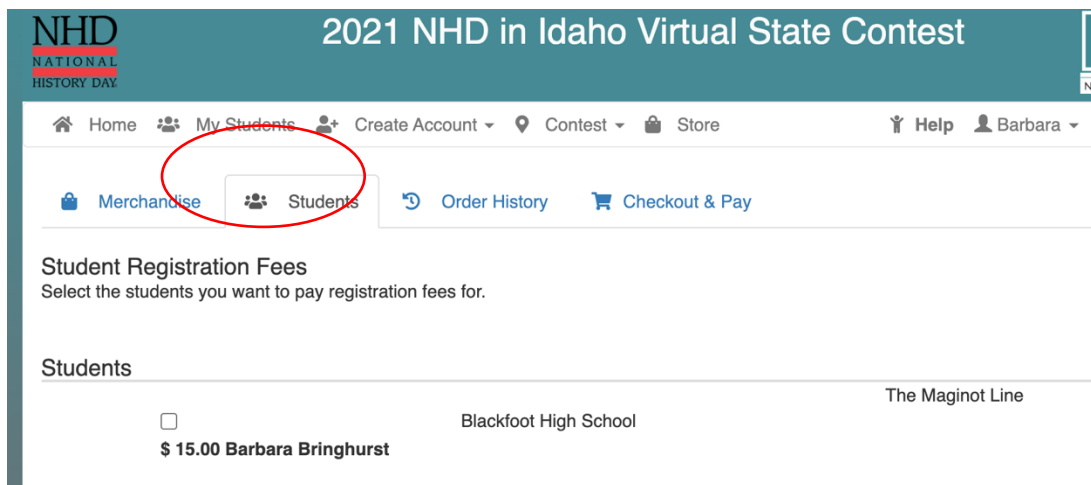
- Select **My Profile** from the drop-down menu to edit your personal information before registration ends.



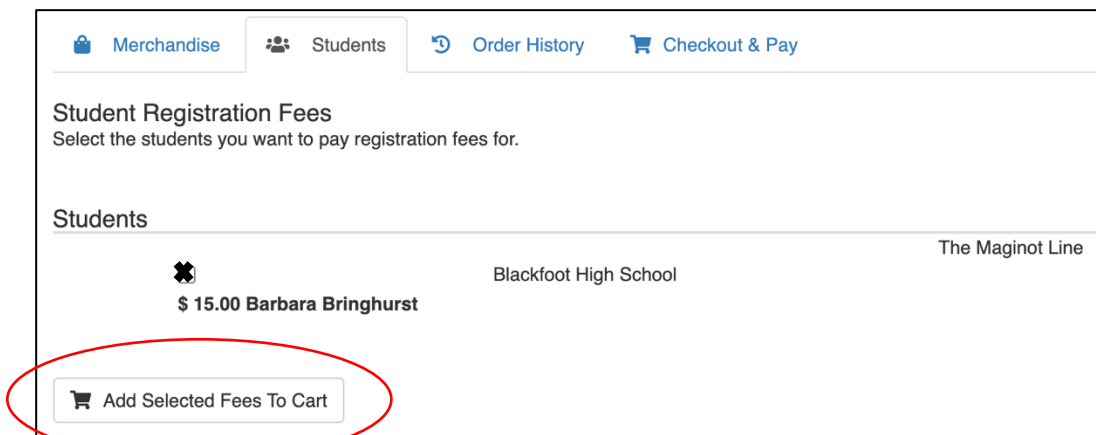
- Select **Change Password** to change the password for your account.
- ☐ **Pay Fees for Students**
- Login to your account.
 - Click on the **Store**.



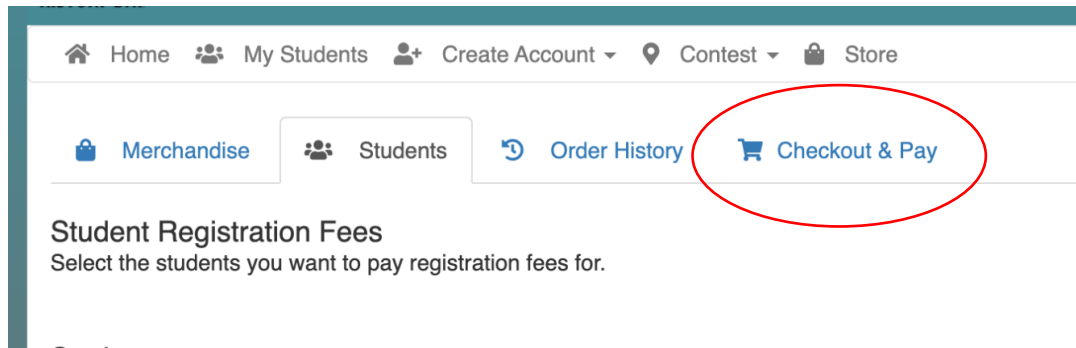
- Click on **Students**. A list of all your registered students will appear below. Check the box next to each student that you are paying for.



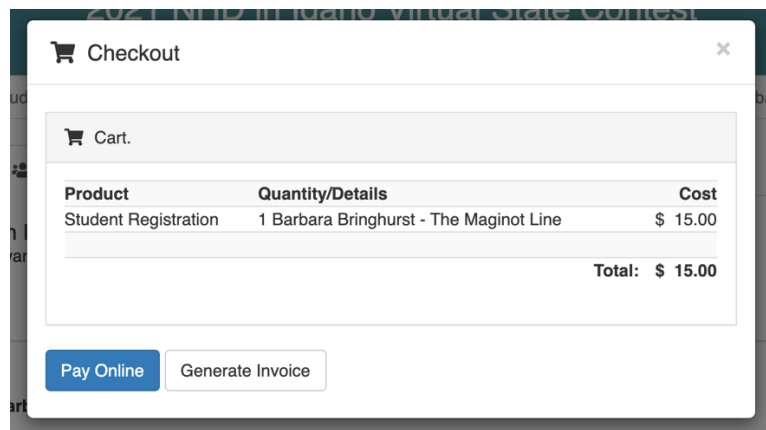
- Click on **Add Selected Fees to Cart**.



- Click on **Checkout & Pay**.

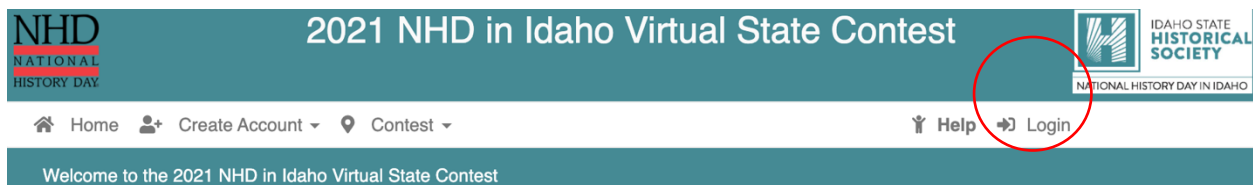


- Click on **Pay Online** to pay now with a credit or debit card.
- Click on **Generate Invoice** to create an invoice that can be emailed to your school or district office for payment by someone else.



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.
- ❑ Answer additional questions regarding NHD participation at your school.

Additional Questions

How many students IN YOUR SCHOOL participated with NHD in any way this year?

How many years have you used NHD with students?

Save & Continue

- ❑ Agree to NHD permissions and waivers and click the **Next** button. This will confirm your information and bring you to the main page.

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

- ❑ After completing registration, make sure that all information is correct by accessing your profile. To do so, click on your name in the top right corner of the screen, and choose **My Profile**. Confirm that your name, mailing address, phone number, and email address are complete and accurate. This information is necessary for NHD staff to contact you in case an issue arises.

NATION/

Help Barbara ▾

My Profile

Change Password

Logout

Staff Volunteers

- ❑ Registration is now complete. You will receive a registration confirmation email from Zfairs. Check your spam folder if you did not receive the email.