



IDAHO STATE  
**HISTORICAL  
SOCIETY**

NATIONAL HISTORY DAY IN IDAHO

**NHD**  
NATIONAL  
HISTORY DAY

## West Ada Regional Contest Registration Instructions

You can access the contest registration system at <https://id-warc.nhd.org>. Teachers will create their registration accounts first. Once they have done so, their students will create their student accounts and add their entry information. Detailed instructions can be found below.

Registration begins January 18<sup>th</sup> and ends **February 15<sup>th</sup>**. Make sure that you or your teacher have submitted payment by then as well.

### Special Instructions for Paper and Website entries:

- Papers will need to be uploaded in PDF format to your registration portal by the end of the registration period in order for your registration to be considered complete. Make sure your annotated bibliography is included.
- Websites will need to provide the Weebly URL for your website during registration.
  - Your URL should look like this: <https://12345678.nhd.weebly.com>. If your URL has words instead of numbers in the middle, you'll need to convert it to NHD Weebly before you register.
  - To convert: go to [nhd.weebly.com](https://nhd.weebly.com) and login using your Weebly username and password. Click "Convert" and write down your new URL.
  - If you experience issues converting your website contact [nhdsupport@weebly.com](mailto:nhdsupport@weebly.com). When you register, you will type in the 8-digit number from your URL. You will be able to edit your website until the close of registration.
  - Once registration closes, your website will be automatically "lock" for judging so you will not be able to access your website until the day after your Regional Competition is complete. Please ensure that you have completed all edits before the close of registration.

### Note About System Emails

In this new registration system, users will need to accept emails from [zairs.com](https://zairs.com) in order to receive the system's automatic and/or admin-generated email messages. If students or teachers are using school email addresses, they may need to check with their IT departments to make sure they can receive outside messages. They may also request that emails coming from the NHD registration system be approved to be received, or "white listed." If you have questions on this, please contact me at [johanna.bringhurst@ishs.idaho.gov](mailto:johanna.bringhurst@ishs.idaho.gov).

## Teachers Registration

- Teachers will click on this link <https://id-warc.nhd.org>, which will take them to the homepage of the contest.
- Under the Create Account heading, teachers will enter their name and email address and click the "Create Account" button to begin registration.
- When asked for registrant type (student, teacher, judge, volunteer, staff), teachers will select "Teacher".
- Teachers will then complete personal contact information: address, city, zip, phone number, gender, and will create a password.
- Teachers will then be prompted to answer additional questions and choose their school from a list. To easily find a school, teachers can use the search command by typing "ctrl" and "F" on a PC or "command" and "F" on a Mac.
- Teachers will also indicate if they are attending the contest.
- Teachers will then agree to NHD permissions and waivers.
- Click "Save and Continue" button.
- Payment instructions below.
- Viewing Student Information: when logged in, teachers will click on the "My Students" tab on the top of the page. This will take them to a list of the students who are linked to them in the system. *Note: A teacher's student will only appear once the student has created their account.* By clicking on the student, teachers can choose to view and edit information, or to link/unlink the student to an entry.

## Student Registration

- Once the teacher has created their account, students will click on this link <https://id-warc.nhd.org>, which will take them to the homepage of the contest.
- Under the Create Account heading, students will enter their name and email address and click the "Create Account" button to begin registration.
- When asked for registrant type (student, teacher, judge, volunteer, staff), students will select "Student."
- Students will then complete personal contact information: address, city, zip, phone number, parent email address, gender, and will create a password.
- Click "Save and Continue" button.
- This will take students to the page where they will enter information about their entry. Students will either create an entry, or link to a group project that their teammate has already created.
  - The first student in a group will create the entry during the registration process. Once that student is registered they will give their fellow group members the "team key." *Note: The team key will appear on*

*the student's registration confirmation page. The team key can also be found within the student's profile.*

- The subsequent group member(s) will enter the "team key" for their entry when they register. This will bring up the title and description for their entry that was filled out by the group member who created the entry.
- Students are then prompted to enter school, teacher, and grade information.
- They will click "next" and then be required to answer further questions.
- Once information is confirmed, students will be taken to a page where they, along with their parents/guardians, will agree to NHD permissions and waivers.
- Students will then enter payment information for any contest fees. Registration is complete only once all fees have been paid.
- Payment instructions below.

### **Submitting Fee Payment**

- Student Registration Fees
  - At the bottom of the "Permissions and Waivers" page, students will acknowledge the registration fees associated with the contest.
  - Students will then be taken to their cart. The cart will show the student registration fee, listed as "Registration Fee."
  - On this page students may either select the preferred payment method from the drop down menu above the cart or the buttons at the bottom of the page. They will choose "Pay Online" to pay with credit card, or "Generate Invoice" to pay with a check.
  - Students will then either print their invoice to mail with their check, or enter their credit card information to complete payment.
  - Once payment is complete students should click the blue "Go to Main Page" button to finalize registration. *Note: Students may click on "Merchandise and Fees" and then "Order History" to see a record of their orders and payments.*
- Teachers Paying for Students
  - Click on the "Store" tab
  - Click on the "Students" tab, next to the "Order History" tab.
  - All of the students associated with the teacher will appear in the list. The teacher will check the box next to the student(s) for whom the teacher is paying.
  - Add the fees to the cart
  - Click the blue "Checkout & Pay" button
  - If the teacher is paying by credit card, they will select "Pay Online."
    - Complete the required fields

- Click "Pay Now"
- If the teacher is paying by check, they will select "Generate Invoice."
  - Confirm the information is accurate and print this invoice.
  - Present this invoice to the school or paying organization's finance office to create a purchase order and cut the check.
  - Mail the invoice, along with the check, to the contest coordinator:

Johanna Bringhurst  
2205 Old Penitentiary Road  
Boise, ID 83712
- Payment Options
  - Paying with Credit Card
    - Click on the blue "Pay Online" button
    - Complete the required fields
    - Click "Pay Now"
  - Paying by Check
    - Click on the "Generate Invoice" button
    - Confirm the information is accurate and print this invoice
    - Mail the invoice, along with the check, to the contest coordinator:

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  - Paying with a Purchase Order
    - Click on the "Generate Invoice" button
    - Confirm the information is accurate and print this invoice
    - Present this invoice to the school or paying organization's finance office to create a purchase order and cut the check.
    - Mail the invoice, along with the check, to the contest coordinator:

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Boise, ID 83712

**If you have any questions, issues, or concerns please contact:**

Johanna Bringhurst

NHD in Idaho coordinator

208-780-5190

[johanna.bringhurst@ishs.idaho.gov](mailto:johanna.bringhurst@ishs.idaho.gov)