NHD
NATIONAL
HISTORY DAY®

2023 NHD® National Contest
Registration Instructions

Contents

Congratulations!

Congratulations on advancing to the NHD® National Contest.
The National Contest will take place the week of
June 11–15, 2023 at the **University of Maryland, College Park,**
just 12 miles from Washington, D.C.

To participate in the National Contest, you must register
via the National Contest online registration system by
Tuesday, May 16 at 11:59 p.m. ET.

Through online contest registration, you will:

✔ Confirm your participation in your division/category.
✔ Provide essential contact information.
✔ Submit your project in the approved format, if applicable.
✔ Nominate your entry for two special prizes, if desired.
✔ Submit payment for applicable fees.
✔ Submit your contest permissions and waivers.
✔ Submit your medical waiver.

Important Dates

Registration Opens: 12:00 p.m. ET on Wednesday, April 12

Registration Closes: 11:59 p.m. ET on Tuesday, May 16

Project Paperwork
(Documentary, Exhibit, Performance): 11:59 p.m. ET on Tuesday, May 16
(**Paper and Website):** 11:59 p.m. ET on Tuesday, May 16
Websites will be locked from editing at this time and will be unlocked at 12:01 a.m. ET on Friday, June 16.

Shipping Items to Contest
June 5-10, 2023

<u>**Due to NHD Office**</u>:
Checks and Purchase Orders (if applicable): Postmarked Thursday, June 1

BEFORE YOU BEGIN REGISTRATION:
Carefully read all registration instructions and make sure you have all the required information ready. This will make the registration process quick and easy.

Preparing to Register

Who MUST Complete Contest Registration:
- **Teachers of competing students**

Please note: Teachers are not required to attend the National Contest, but must register if students are attending. Registering will enable teachers to review evaluations following the National Contest.

- **Competing students, accompanied by their parents or guardians**

Please note: **ALL** students in a group entry must register and pay registration fees for an entry to be evaluated.

> **REGISTRATION WILL CLOSE PROMPTLY AT**
> **11:59 p.m. ET ON TUESDAY, MAY 16, 2023.**

NECESSARY INFORMATION FOR REGISTRATION

ALL registrants must provide the following:
- Telephone Number
- Mailing Address
- Email Address

Students must provide these additional items:
- Chaperone Name
- Teacher Name and School
- Entry Category, Division, Title
- Description of Entry
- Medical Information (prescriptions, doctor contact information, etc.)
- Medical Insurance Policy Number
- Credit Card Number (if applicable)

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When Can I Register?
You will be able to register for the National Contest only after the completion of your affiliate contest. You will receive an email from zFairs.com notifying you when registration is open for your affiliate. Keep an eye on your spam folder. If you have not received any notification several business days after your contest, please contact your affiliate coordinator. You can find your coordinator's contact information on the NHD website: **NHD.Org/Affiliate.**

What If I Cannot Attend?
Please contact your affiliate coordinator ASAP. There will not be any virtual judging components. All judging will take place in-person.

Why Do I You Need Parent/Guardian Information?
Parents/guardians are expected to assist you in completing the account creation and registration process. This includes agreeing to several waivers and authorizations within the system. You must provide contact information for at least one parent/guardian during the registration process, **even if your parent is not attending** the contest. If attending, parents and family members are able to sign up for on-campus housing with you during the registration process. Parents **should not** create a separate account.

Why Do I Need Chaperone Information?
All students must indicate a chaperone (name, email, and phone number) during the registration process. This chaperone is not required to be a parent/guardian. For instance, a teacher may be listed as a chaperone for a student. Chaperones are responsible for the behavior of their student(s).

Why is Medical Information Required?
Every student registering for the National Contest must complete this information, regardless of whether they are staying on campus or not. A parent/guardian must also agree to the authorizations. The information retained in this form is shared only with, and is required by, the University of Maryland Health Center to facilitate emergency medical treatment. Requested information includes medical conditions, medications, your doctor's name, and medical insurance. It is strongly recommended that you have this information ready before you begin the registration process.

What are the On-Campus Housing and Meal Packages?
If you plan on staying at the University of Maryland, you can sign up for a room and meal package within registration. **You must sign up for on-campus housing before the registration deadline.** View the options at **NHD.Org/National-Contest.** **To purchase housing and/or meal packages,** in the **Store**, select the specific housing/meal package you need. *Please note that students will choose a Student Package, teachers will choose a Teacher Package, and parents, guardians, and family members will choose a Parent/Family Member Package.* Next, indicate who the package is for by completing the accompanying fields. If you would like to request a roommate, please enter the desired roommate's name into the **Roommate** field. When you have completed all fields, click **Add to Cart.** If you are selecting a meal-only package you will complete these same fields, though you can indicate **N/A** in the **Roommate** field.

Are There Hotel Options?

Yes. You can find a list of NHD's preferred hotels at NHD.Org/National-Contest. If you chose to stay in a hotel, you can still purchase an on-campus meal plan.

How Do I Ship Items to the National Contest?

Do you have a large exhibit or props? You may ship items to the University of Maryland. If you plan to ship items, you must purchase one NHD handling label per package during online registration. These labels will be generated automatically with the name and address you provide. Once payment for your labels has been indicated, you will see the button **Print Handling Labels** in your **Store > Order History**. From there, click the **Print Handling Label** button to download and print your labels. This is only a handling and storage fee. You are still responsible for arranging and paying for the shipment of your exhibit, equipment, or props to and from the National Contest. You may mail the packages between June 5-10, 2023.

How Do I Register Group Projects?

If you are registering a group project, each person in your group must register individually. However, one group member must register first. This group member will enter the project information and share the **Project Key** (e.g., b965f631-a8a0-4eff-8145-d1698f3618d3) with the other group members. Other group members will add this **Project Key** during their registration process. This will link the group member accounts. For detailed instructions on group projects, see instructions on . *Please note:* **All group members must complete registration and payment for an entry to be evaluated.**

How Do I Nominate My Entry for a Special Award?

Several organizations sponsor prizes awarded to the entry that best exemplifies specific prize criteria. Special prizes are topic-specific. To see if your entry is eligible, browse the list on the NHD website, NHD.Org/Special-Prizes. To nominate your entry, you must first complete your student registration and payment. On the registration confirmation page, you will see a blue **Special Award Nominations** button that will take you to the nomination screen. Or you can log back into your account, click on your name in the top right corner, and choose **My Profile**. Then click the **Special Awards Nominations** tab. Find the special awards that interest you and click the **Nominate** button below the award. You may nominate your entry for up to two awards **only**. In the nomination, please include a short statement about how your project meets the prize criteria and why it should be considered.

How Do I Receive Emails from the Registration System?

You need to accept emails from zFairs.com to receive the system's automatic email messages. If you do not receive a message, check your email spam folder. If you are using a school email address, check with your IT department to make sure you can receive outside messages and request that emails coming from zFairs.com be approved to be received, or "whitelisted." If possible, please do not use a school email address.

Creating a Teacher Account (Teachers in CA, CO, American Samoa)
Please register __before__ your students. This will enable them to select you and your school during the registration process.

To register as a **TEACHER**:
- Go to the National Contest registration homepage: **National.NHD.Org**
- Click **Create Account** in the toolbar, then select **Teacher** from the drop-down menu.
- Insert your first name, last name, and email address. Then, click the **Save and Continue** button.
- Complete the **Personal Information** section. Then, click the **Save and Continue** button.
- Complete the **Teacher** section.Then, click the **Save and Continue** button.
- Complete the **Additional Questions** section. Then, click the **Save and Continue** button.
- Complete the **Permissions and Waivers** section. Then, click the **Save and Continue** button.
- On the **Store** page, if you are attending the National Contest, please add the **Teacher Registration Fee** to your cart. You can pay this by credit card or generate an invoice. If you are not attending, click the **Continue** button.
- Registration is complete. Your username will appear on this screen. Record your system username and password. Let your students know that they can register now.
- You will receive a registration confirmation email from zFairs. Check your spam folder if you did not receive the email in your inbox. If you used a school email address, you may not receive the confirmation email. All of the information in the confirmation email is also on the **Teacher's Main** tab for your reference.

Logging in to Your Teacher Account (All Other Teachers)
Do NOT create a new account. Use the same login information you used in your regional/affiliate(state) contest.

To register as a **TEACHER**:
- Go to the National Contest registration homepage: **National.NHD.Org**
- Click the **Login** button on the top right of the page. Enter the username and password from your regional/affiliate contest registration. If you forgot your username/password, click the **Help** button to reset.
- Read the welcome message, and click the **Save and Continue** button. Follow the prompts to complete registration.
- Review your **Personal Information**, and click the **Save and Continue** button.
- Review the **Teacher** information, and click the **Save and Continue** button.
- Complete the **Additional Questions** section. Then, click the **Save and Continue** button.
- Complete the **Permissions and Waivers** section. Then, click the **Save and Continue** button.
- On the **Store** page, if you are attending the National Contest, please add the **Teacher Registration Fee** to your cart. You can pay this by credit card or generate an invoice. If you are not attending, click the **Continue** button.
- Registration is complete. Click the **Home** button to be brought to the National Contest Registration page.
- You will receive a registration confirmation email from zFairs. Check your spam folder if you did not receive the email in your inbox. If you used a school email address, you may not receive the confirmation email. All of the information in the confirmation email is also on the **Teacher's Main** tab for your reference.

Edit or Add to Student Registration

Logging in to a Teacher Account (After Registering)
- Go to the National Contest registration homepage: **National.NHD.Org**.
- Click **Login** in the top right corner.
- Insert your username and password.
- If you forgot your username/password, click the **Help** button and follow the prompts to reset it. If you used a school email address, you may not receive the reset email. In that case, email **IT@NHD.Org** for assistance.

Editing Teacher Account Information
- After logging into 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 closes on **May 16, 2023 at 11:59 p.m. ET.**
- If necessary, select **Change Password** to change the password for your account.
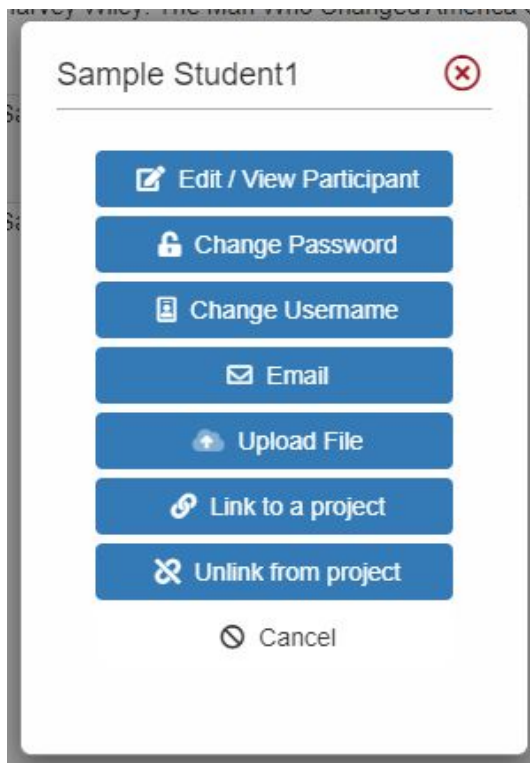
Checking Your Students' Registration Progress
- After logging in to your teacher account, click **My Students** in the top toolbar.
- This page lists each of your students. Click on a name to bring up a pop-up menu. You can **Edit/View Participant** profile (this includes uploading project PDFs or links), change **Password/Username**, **Link/Unlink** projects, and **Email Participants**.
- *Please note:* Checking student profiles can only be done **before** contest registration closes on **May 16, 2023 at 11:59 p.m. ET.**

Registration Symbol Key
Under **My Students,** each student has a series of icons next to their name/entry:

- **A Dollar Bill:** The color of the symbol (red or green) shows whether the student's registration fee is paid. Green means it is paid.
- **A Map:** If you hover over the map it will show you which affiliate the student is registered under.
- **An Arrow:** This symbol will only appear if the student has been promoted into the contest. Students are only promoted if the previous contest uses zFairs and has advanced winners.
- **Conversation Bubble with Check Mark:** This icon will appear if the student has agreed to the permissions and waivers as part of registration. This is required.
- **Piece of Paper:** This symbol will only appear if the student's registration fee payment is on an invoice that they created or that their teacher created. If students paid by credit card, this symbol will not appear.
- **No Team Members:** This symbol will only appear if a student registered as a group project but they do not have other group members linked to their group. If this appears, please contact **Registration@NHD.Org** to link students to their group.

Creating a Student Account (Students in CA, CO, American Samoa)
*Your teacher **must** register before you. Check with your teacher **before** beginning registration. This will enable you to select your teacher and school during the registration process.*

To register as a **STUDENT**:
- Use the private registration link to access the registration homepage. This will be sent from **zFairs.com** and/or your affiliate coordinator.
- Click **Create Account** in the toolbar, then select **Student** from the drop-down menu.
- Insert your first name, last name, and email address.Then, click the **Save and Continue** button.
- Complete the **Student's Personal Information** section. Then, click the **Save and Continue** button.
- Complete the **Additional Questions** section. Then, click the **Save and Continue** button.
- Add your **School, Teacher,** and **Grade** information. Then, click the **Save and Continue** button.
- Complete the **Entry** section.
    - **IF YOU ARE REGISTERING AS PART OF A GROUP PROJECT:** Designate one group member to be the first to register. This member will create the entry and then give other group members the **Project Key.** The **Project Key** will appear in a confirmation screen for the first student, as well as in that student's profile when logged into the account. *Sample Project Key: b965f631-a8a0-4eff-8145-d1698f3618d3.*
    - The other group members will create their student accounts and enter the **Project Key** for the entry. This will link the group members accounts and entry information.
- The **Entry** section includes writing a **Project Description**. Briefly summarize the historical argument and content of your project. If applicable, upload your project on this page. You can do it during registration or log back in later and upload an updated version before the registration deadline. See page 18 for category submissions instructions. Then, click the **Save and Continue** button.
- On the next page, answer any applicable **Project Questions.** Then, click the **Save and Continue** button.
- On the next page, review the **Special Prizes**. You may nominate your project for **two** special prizes. You can do this now or log back in later. Then, click the **Save and Continue** button.
- Complete the **Student Permissions and Waivers** section with a parent/guardian. Then, click the **Save and Continue** button.
- Complete the **Medical Waiver** section with a parent/guardian. Then, click the **Save and Continue** button.
- On the **Payment** page, you will see the Student Registration Fee in your cart. Add any other items to your cart (if applicable), and then select credit/debit card payment, invoice, or that your school is paying. **PLEASE CHECK WITH YOUR TEACHER FIRST BEFORE PROCEEDING WITH PAYMENT**. *Please note: If your NHD Affiliate program is paying for any of your fees, please follow the instructions from them on how to process your payment.*
- Once you have paid or marked your payment option, you will see a confirmation screen. Your registration in now complete. You will receive a registration confirmation email from zFairs. Check your spam folder if you did not receive the email in your inbox. If you used a school email address, you may not receive the confirmation email. All of the information in the confirmation email is also on the **Student's Main** tab for your reference.
- Click the **Home** button to be brought to the National Contest Registration page.

Logging in to Your Student Account (All Other Students)
Do NOT create a new account. *Use the same login information your used in your regional/affiliate(state) contest.*

To register as a **STUDENT**:
- Go to the National Contest registration homepage: **National.NHD.Org**
- Click the **Login** button on the top right of the page. Enter the username and password from your regional/affiliate contest registration. If you forgot your username/password, click the **Help** button to reset.
- Read the welcome message, and click the **Save and Continue** button. Follow the prompts to complete registration.
- Complete the **Student's Personal Information** section. Then, click the **Save and Continue** button.
- Complete the **Additional Questions** section. Then, click the **Save and Continue** button.
- Confirm your **School, Teacher,** and **Grade** information. Then, click the **Save and Continue** button.
- Confirm your **Entry** information. This includes writing a **Project Description**. Briefly summarize the historical argument and content of your project. Upload an updated version of your project on this page. You can do it during registration or log back in later and upload an updated version before the registration deadline**.** See **page 18** for category submissions instructions. Then, click the **Save and Continue** button.
- On the next page, answer any applicable **Project Questions.**Then, click the **Save and Continue** button.
- On the next page, review the **Special Prizes**. You may nominate your project for <u>two</u> special prizes. You can do this now or log back in later. Then, click the **Save and Continue** button.
- Complete the **Student Permissions and Waivers** section with a parent/guardian. Then, click the **Save and Continue** button.
- Complete the **Medical Information** section with a parent/guardian. Then, click the **Save and Continue** button.
- On the **Payment** page, select credit/debit card payment, invoice, or that your school is paying. **PLEASE CHECK WITH YOUR TEACHER FIRST BEFORE PROCEEDING WITH PAYMENT**. *Please note: If your NHD Affiliate program is paying for any of your fees, please follow the instructions from them on how to process your payment.*
- Once you have paid or marked your payment option, you will see a confirmation screen. Your registration in now complete. You will receive a registration confirmation email from zFairs. Check your spam folder if you did not receive the email in your inbox. If you used a school email address, you may not receive the confirmation email. All of the information in the confirmation email is also on the **Student's Main** tab for your reference.
- Click the **Home** button to be brought to the National Contest Registration page.

Edit or Add to Student Registration

Logging in to a Student Account (After Registering)
- Go to the National Contest registration homepage: **National.NHD.Org.**
- Click **Login** in the top right corner.
- Insert your username and password.
- If you forgot your username/password, click the **Help** button and follow the prompts to reset. If you used a school email address, you may not receive the reset email. In that case, email **IT@NHD.Org** for assistance.

Editing Student Account Information and Project 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 closes on **May 16, 2023 at 11:59 p.m. ET.**
- To upload your project, please follow the instructions on **page 18**.

Student Registration Fees: **$160**

Each student must pay the **$160 student registration fee** for the contest. Teachers can process all contest registration payments for their students at once. **PLEASE CHECK WITH YOUR TEACHER TO FIND OUT HOW YOU SHOULD PROCEED WITH PAYMENT.** *Please note: If your NHD Affiliate program is paying for any of your fees, please follow the instructions from them on how to process your payment.* Otherwise, you must use a credit card to pay online or indicate that you intend to mail a check for the full amount. *Please note:* This is per student, not per project. All competing students must register.

*Registrants who do not complete the payment before the **11:59 p.m. ET on Tuesday, May 16 deadline** will face a **$50 Late Fee.** The late fee will increase to **$60 on Thursday, May 18.** If payment is not completed by **Friday, May 19**, the **late fee will increase to $75.** If you need to complete your payment after the May 16 deadline, you must contact the NHD National Office. Contact information is on .*

Teacher Registration Fees: $60

Teachers are not required to attend the National Contest. However, if teachers attend, there is a **$60 teacher registration fee.** This fee includes: access to the latest NHD digital resources, entrance to the Monday night Teacher Social, and access to the Tuesday teacher workshops. In addition, teachers will receive access to contest week activities, including Day on the Hill, showcases at the Smithsonian Institute or White House Historical Association, NHD Explore passes, and participation in any other teacher activities at the National Contest.

Submitting Payment

Individual fees cannot be split between multiple forms of payment (e.g., credit card and check). Each order must be paid in full by a single form of payment. For example, if your Student Registration Fees are being paid by a check from your school, the check must cover the full amount of your Student Registration Fee. *Please note: If your NHD Affiliate program is paying for any of your fees, please follow the instructions from them on how to process your payment.*

Students Submitting Registration Fees

Student Registration Fees
- There are three options: select **Card** to pay with a credit card, **Check** to pay by check, or **School** to signify that your school is paying your fee. **PLEASE CHECK WITH YOUR TEACHER FIRST BEFORE PROCEEDING WITH PAYMENT.**
  Please note: Credit card payments are preferred.
    - Either enter credit card information or generate and print the invoice to mail with a check to complete payment.
    - If paying by check, mail the invoice, along with a check (made out to National History Day), to: National History Day, 4511 Knox Road, Suite 205, College Park, MD 20740.
- To access your payment history or an invoice, select the **Store** tab in your toolbar. Click **Order History**. This is where you will find any payment records or invoices. To pay an invoice by credit card, click the **Order ID,** then click the green **Pay Now** button**.**

*Registrants who do not complete the payment before the **11:59 p.m. ET on Tuesday, May 16 deadline** will face a **$50 Late Fee.** The late fee will increase to **$60 on Thursday, May 18.** If payment is not completed by **Friday, May 19**, the **late fee will increase to $75**. If you need to complete your payment after the May 16 deadline, you must contact the NHD National Office. Contact information is on .*

Teachers Submitting Registration Fees

Teachers Paying for Teacher Registration Fees
- Log in to your account and then click on the **Store** tab.
- Add the **Teacher Registration Fee** (and any other items, if applicable) to your cart.
    - Click the **Checkout and Pay** button.
    - If you are paying by credit card, select **Pay Online**.
        - Complete the required fields.
        - Click **Pay Now.**
    - If you are paying by check, select **Generate Invoice.**
        - Confirm the information is accurate and print this invoice.
        - Present this invoice to your school or paying organization's finance office to obtain the check.
        - Mail the invoice along with the check, as instructed.
            - *Please note: If your NHD Affiliate program is paying for any of your fees, please follow the instructions from them on how to process your payment.*

Teachers Paying for Student Registration Fees
- Log in to your account and then click on the **Store** tab.
- Click on the **Students** tab next to the **Order History** tab.
- All of your students will appear in the list. Check the box next to the student(s) for whom you are paying.
- Add the fees to the cart.
- Click the **Checkout and Pay** button.
- If you are paying by credit card, select **Pay Online**.
    - Complete the required fields.
    - Click **Pay Now.**
- If you are paying by check, select **Generate Invoice.**
    - Confirm the information is accurate and print this invoice.
    - Present this invoice to your school or paying organization's finance office to obtain the check.
    - Mail the invoice along with the check, as instructed.
        - *Please note: If your NHD Affiliate program is paying for any of your fees, please follow the instructions from them on how to process your payment.*

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Documentary Category
- During registration, upload a single PDF of your **Written Materials** (title page, process paper, and annotated bibliography) **and** insert a shareable **Link** from Google Drive, OneDrive, or Dropbox.
- This shareable link **does not** need to be a finalized version of your documentary. It is meant to serve as a backup copy of your documentary.
- **Click here** for submission assistance.
- *Please Note:* **Only one student in a Group Project needs to submit the project PDF and URL.**

Exhibit Category
- During registration, upload a single PDF of your **Written Materials** (title page, process paper, and annotated bibliography).
- **Click here** for submission assistance.
- *Please Note:* **Only one student in a Group Project needs to submit the project paperwork PDF.**

Paper Category
- During registration, upload a single PDF of your **Paper** (title page, process paper, paper, and annotated bibliography).
- **Click here** for submission assistance.

Performance Category
- During registration, upload a single PDF of your **Written Materials** (title page, process paper, and annotated bibliography).
- **Click here** for submission assistance.
- *Please Note:* **Only one student in a Group Project needs to submit the project paperwork PDF.**

Website Category
- During registration, insert your 8-digit **NHDWebCentral**® **Site Key.**
- **Click here** for submission assistance.
- *Please Note:* **Only one student in a Group Project needs to submit the project Site Key.**

Contact Us

Registration@NHD.Org
For registration and contest questions

IT@NHD.Org
For technical support with project uploads into registration system

Lorena@NHD.Org
For payment and billing questions