 **Click here** to follow along with the step-by-step instructional video.

REGISTERING AS A GROUP WEBSITE

If you're working on your National History Day project as part of a group website, these instructions are for you. If you are working by yourself, check out the Registering as an Individual Website (page 2).

- **Step 1:** Choose one student to begin this process (we will call this person "Student One"). **Student One** - Open your web browser and visit nhdwebcentral.org.
- **Step 2:** Look for the **Register** tab under the big NHDWebCentral® header and click on it.
- **Step 3:** Now, type in your birthdate.
 - **Note:** If you're younger than 13, you'll see the option to add your parent's or guardian's permission to use NHDWebCentral®.
 - Complete your parent's or guardian's information.
 - They'll get an email letting them know that you want to create an account.
 - If your parent or guardian doesn't have an email, talk to your teacher. They can help receive the email and print a copy for your parent or guardian to read.

Step 4: Once your parent or guardian gives the okay (only if you're under 13), you'll be asked to fill out a simple registration form - including a username and password.

STOP: TAKE A MOMENT TO FILL OUT YOUR USERNAME AND PASSWORD BELOW.

Student One

Username

Password

- **Step 5:** After you've registered, you must sign into your account. Here's how:
 - Enter your username and password.
 - Click the gray **Sign in** button.

Note about usernames

Every student needs a unique username. When you enter your username and click on the **Next** box, one of two options will appear in the upper-right corner:

A **green** box will appear telling you that your username is good.

A **yellow** box will appear, telling you that you need to choose a new username.

REGISTERING AS A GROUP WEBSITE (CONT.)

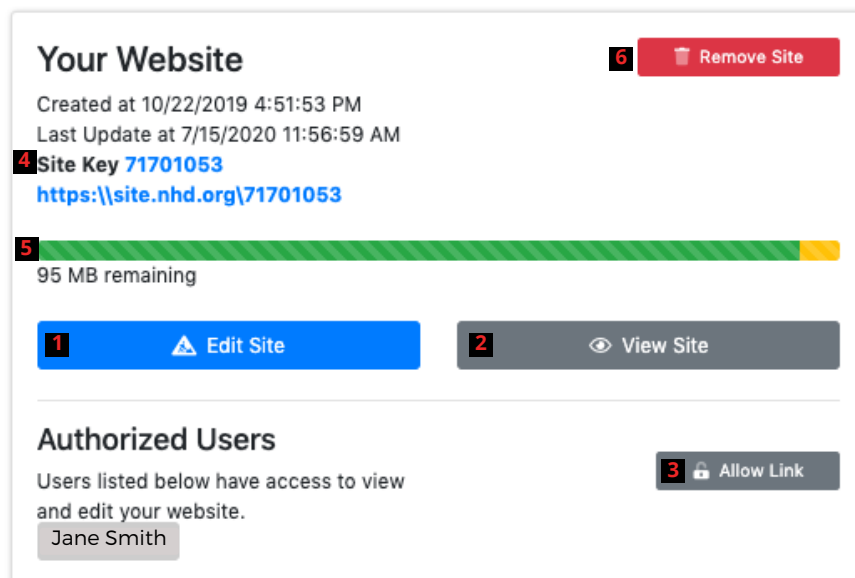
Student One has two important tasks to do:

- Write down the 8-digit site key. You'll need to share this with your group members. You can see where to find the site key in the picture below.

Site Key

- Click the gray **Allow Link** button to let other students join your group. After you do this, your group member(s) have 24 hours to finish their registration and connect to the site. If someone doesn't finish within that time, Student One can click **Allow Link** again to give them another 24 hours

STRUCTURE OF NHDWEBCENTRAL® LANDING PAGE



The red numbers in the above image correspond with the numbers on the next page.

- 1. Edit Site:** This button is where you create and edit your website.
- 2. View Site:** Click here to see how your website looks with all the changes you've made. But remember, you can't make any more changes here.
- 3. Allow Link:** Use this button if you want others, like your teacher, to access your website. They have 24 hours to sign up and connect to your site.
- 4. Site Key:** This is your special code. Your website's unique URL is just below it.
- 5. Size Limit:** The green bar shows how much space you have for pictures, videos, and files. It changes depending on what you add to your site.
- 6. Remove Site:** If you ever want to delete your website, click this button. But be careful, once you do this, **it can't be undone!**

REGISTERING AS A GROUP WEBSITE (CONT.)

GETTING STARTED -- STUDENTS TWO THROUGH FIVE

After **Student One** registers, other group members can complete the registration process.

- **Step 1: Students 2-5** - Open your web browser and visit nhdwebcentral.org.
- **Step 2:** Look for the **Register** tab under the big NHDWebCentral® header and click on it.
- **Step 3:** Now, type in your birthdate.
 - **Note:** If you're younger than 13, you'll see the option to add your parent's or guardian's permission to use NHDWebCentral®.
 - Complete your parent's or guardian's information.
 - They'll get an email letting them know that you want to create an account.
 - If your parent or guardian doesn't have an email, talk to your teacher. They can help receive the email and print a copy for your parent or guardian to read.

Step 4: Once your parent or guardian gives the okay (only if you're under 13), you'll be asked to fill out a simple registration form - including a username and password.

STOP: TAKE A MOMENT TO FILL OUT YOUR USERNAME AND PASSWORD BELOW.

Student Two

Username

Password

- **Step 5:** After you've registered, you must sign into your account. Here's how:
 - Enter your username and password.
 - Click the gray **Sign in** button.

REGISTERING AS A GROUP WEBSITE (CONT.)

Student Three

Username

Password

Student Four

Username

Password

Student Five

Username

Password

Students Two through Five have an important task too:

- Enter the site key from Student One into the field under **Link to an Existing Website**.
- Once you click the **Link** button, you'll arrive at the same landing page Student One sees. That means you've successfully linked your accounts, and you're ready to start working together on your group project.



What should I do if I accidentally click the Start Now button instead of entering my group's existing site key? Don't worry! If you accidentally click the **Start Now** button when you meant to join an existing group site, follow these steps:

- On your landing page, look for the red **Remove Site** button and click it.
- Confirm that you want to delete the site.
- You'll be taken back to the 'Start Now/Link to an Existing Website' page.