NHD NATIONAL HISTORY DAY

OCTOBER 2026

Questions? Visit nhd.org/nhdwebcentral

NHDWEBCENTRAL® USER GUIDE

2026-2027

FOR ALL VIDEO INSTRUCTIONS, VISIT:
YOUTUBE.COM/NATIONAL-HISTORY-DAY

NHD Web Central

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To watch a step-by-step instructional video, click the **Play** button. You can also find all these NHDWebCentral videos, plus additional tutorials, on the **NHD YouTube channel** playlists.

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

REGISTERING AS AN INDIVIDUAL WEBSITE

If you're working on your National History Day project by yourself, these instructions are for you. If you are part of a group project, check out the Registering as a Group Website (page 4).

- **Step 1:** 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.

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.

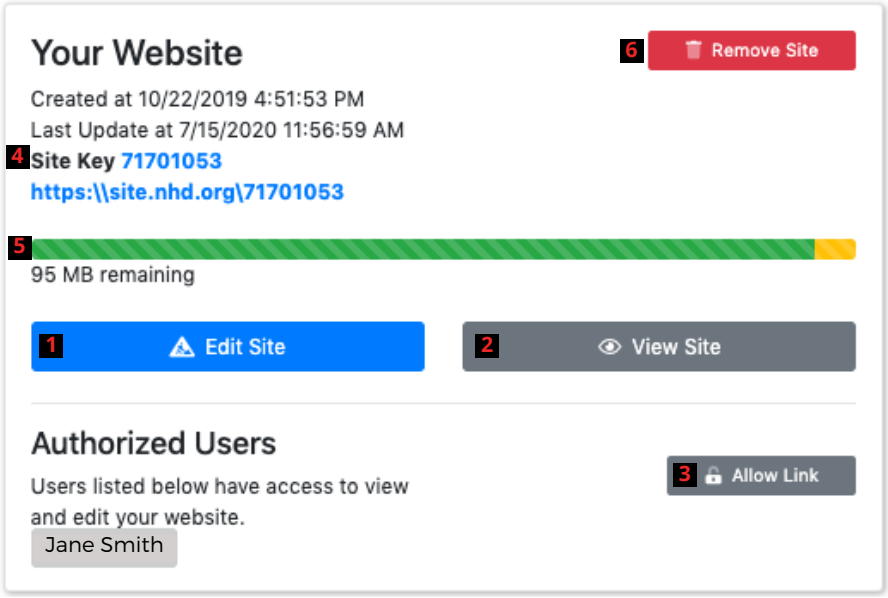
REGISTERING AS AN INDIVIDUAL WEBSITE (CONT.)

- Click the grey and yellow **Start Now!** button to reach your site's landing page. **STOP:** Write down your **Site Key**. ***Note:*** You will find the site key location in the image below.

Site Key

_____

STRUCTURE OF NHDWEBCENTRAL® LANDING PAGE



The red numbers in the above image correspond with the numbers below.

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!**

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 <u>two</u> important tasks to do:

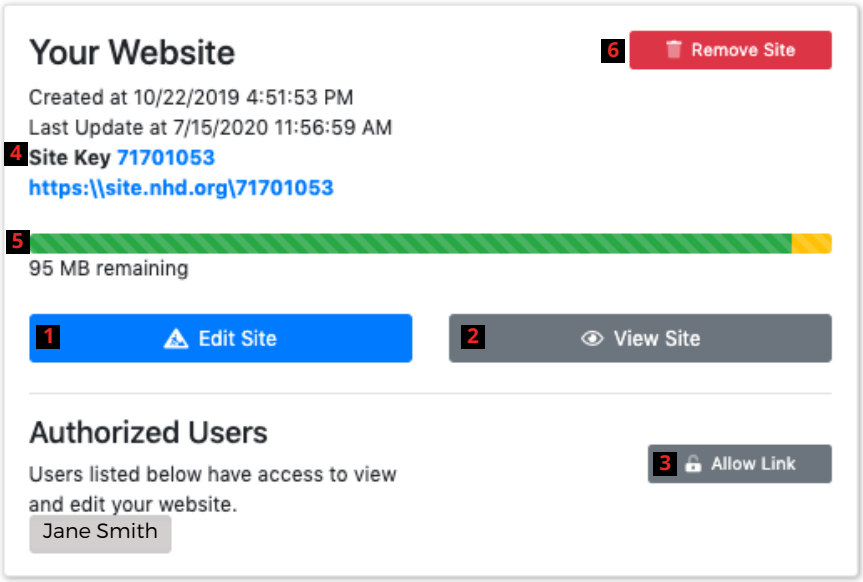
- Write down the 8-digit site key. You'll need to share this with your group members. You can see where to find the site key in the picture below.

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.

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

STARTING A NEW WEBSITE IN AN EXISTING ACCOUNT

If you've made a website for a previous contest season, you can use the same account for the current one. Here's how:

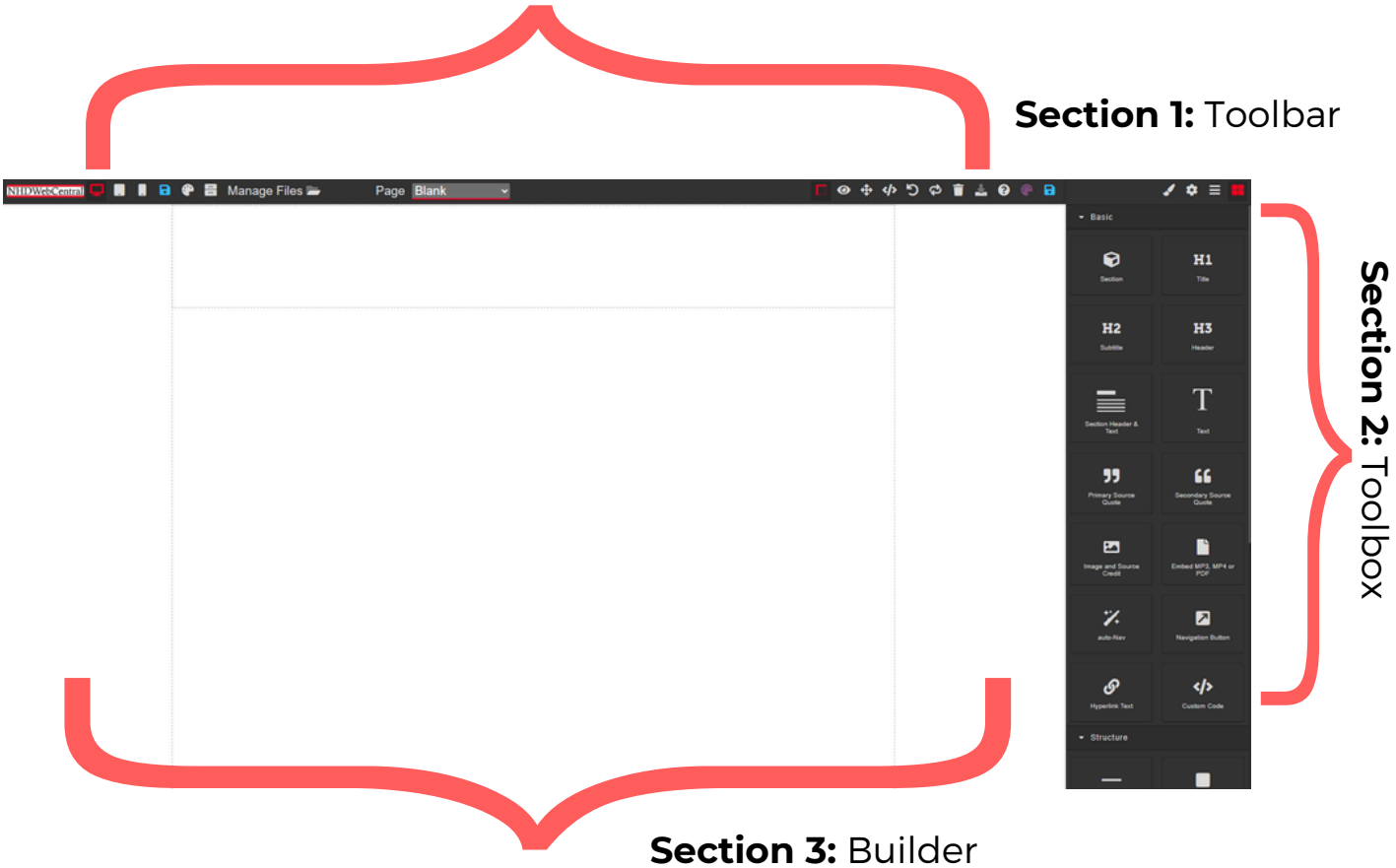
- **Step 1:** Open your web browser and visit nhdwebcentral.org.
- **Step 2:** Click on the **Sign-in** tab under the NHDWebCentral® header and enter your username and password.
  - If you can't remember your username or password, click on the **Forgot Password** button under the **Sign-in** tab. Fill out the **Find your Account** form to create a new password for your existing account.
  - If you get an **Account Not Found** error, don't worry. Click the **Return to Home** button. Select the **Help** tab, then click the **Contact** button to ask NHDWebCentral® staff for help.
- **Step 3:** Once you're logged in, you can create your individual website, group website, or connect to an existing group website for the current contest season.

You're all set to get started with your project!

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

NAVIGATING THE WEBSITE BUILDER

NHDWebCentral® has several key features to help you build your website. When you log in and click the blue **Edit Site** button, you'll be taken to the website builder. This builder has three important sections.



Section 1: The Toolbar
This is like the "remote control" for your website. It has buttons for managing pages, saving your work, showing or hiding borders, previewing your site, going full screen, exporting, undoing, redoing, clearing a page, importing, and getting help.

Section 2: The Toolbox
Think of this like a toolbox with all your tools to build your website. This includes all the blocks you can drag and drop to make your website.

Section 3: The Builder
This is where you build your website. You drag and drop elements from the Toolbox here. It's like your canvas, where you see how all the pieces fit together on your page.

NAVIGATING THE WEBSITE BUILDER (CONT.)

Section 1: The Toolbar

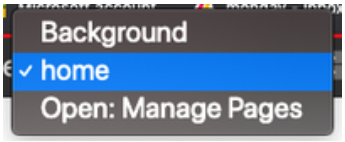


Button	What it looks like	What it does
Desktop View		Usually, you'll want to use **Desktop View**. It shows how your website looks on a computer, just like how judges will see it.
Tablet View		**Tablet View** lets you see how your website will look on a tablet.
Mobile View		**Mobile View** lets you see how your website will look on a mobile phone. But remember, you can't edit your website on a mobile phone.

Note about Toolbar

The **Save** and **Palette** icons will appear twice in your toolbar if you have a large screen.

NAVIGATING THE WEBSITE BUILDER (CONT.)

Button	What it looks like	What it does
File Library Manage Files		The **File Library** is like your storage room for all the pictures and videos you add to your website. These files need to stay in the library so they can show up properly on your website.
Page Manager Page home or		You can pick the page you want to work on from the **Page** menu. You can also add, remove, or change the names of pages by choosing **Manage Pages** from the menu or by clicking the **file cabinet icon**.

Button	What it does
Border Guides	When you're creating your website, you might notice lines around things like text boxes. You can make these lines disappear by clicking the **Border Guides** button. Click it again, and they'll come back. It's usually better to keep the borders on. Viewers **won't see them** when they look at your website.
Preview	If you want to see how your website looks to others, click the **Preview** button (it looks like an eye). Your website will open in a new tab. When you're done, just close that tab or go back to the tab where you were editing.

NAVIGATING THE WEBSITE BUILDER (CONT.)

Full Screen 	If you want a bigger screen to work on, click the **Full Screen** button. When you're finished, press the 'Escape' (ESC) key on your keyboard to go back to normal.
Export Code 	This button works for each page. You can use it to create a ZIP file with your HTML and CSS for that page. Or, you can copy and paste the HTML and CSS from each column to where you want them.
Undo 	If you mess up, click the **Undo** button to go back one step.
Redo 	If you accidentally go back too far, click the **Redo** button to bring back the last thing you 'undid.'
Import Code 	You can use the **Import Code** button to bring in or write HTML code. But remember, it's not necessary. It's better to add code before building a page to avoid any issues. ***Note:*** The editor doesn't support JavaScript, so if you try to use it, it won't work.
Clear Page 	Clicking the **Clear Page** button erases everything on the current page and makes it blank again. But don't worry, it will give you a warning before doing that. If you accidentally clear the page, just hit the **Undo** button to bring everything back. And remember, this button won't delete your entire website, just clear one page.

NAVIGATING THE WEBSITE BUILDER (CONT.)

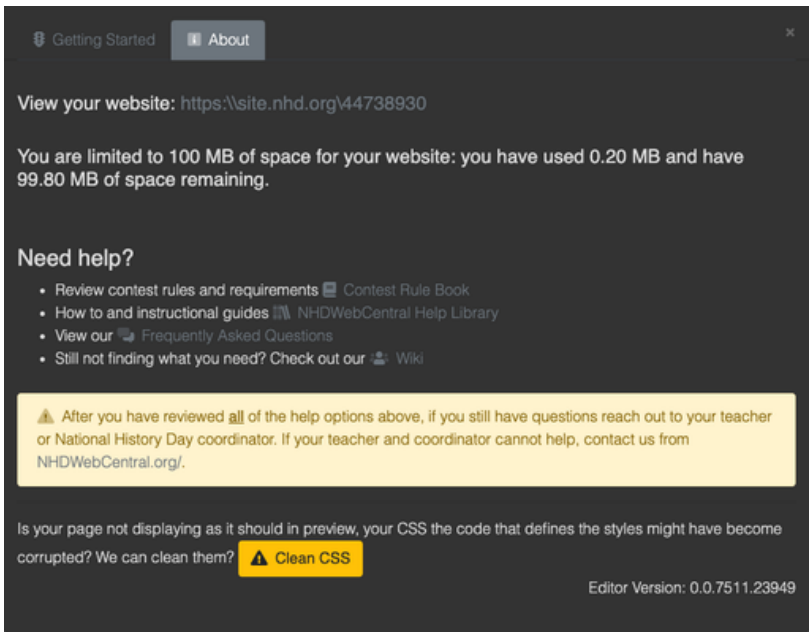
Help



Click the **Help** button to switch between the **Getting Started** and **About** tabs. These tabs have guides and videos from NHD to help you build your website. If your questions aren't answered, you can find a **Contact Us** form on the **About** tab.

Clean CSS Button: Under the **About** tab, there's a yellow **Clean CSS** button. You can use it to fix any style issues with the coding on your c**urrent page.**

Show on Start Prompt: When you first open the editor on the **Getting Started** tab, you can uncheck the **Show on Start** prompt if you don't want it to appear every time.



Palette



If you want to make your website look the same on all pages, click the **Palette** icon. It opens the **Site Theme Manager**, where you can create a consistent design theme or select a preset theme.

Save



The website won't save your changes by itself, so be sure to save your work often. Click the blue **Save** button. When you do this, a green **Saved!** pop-up box will appear. That means your work has been saved.

NAVIGATING THE WEBSITE BUILDER (CONT.)

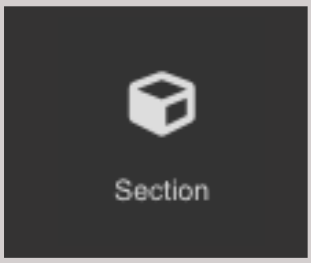
Button	*What it does*
Block Styling 	You can use the **Block Styling** button to change things like font, how text looks, where it's placed, and additional formatting options.
Gear 	You can ignore this button because it doesn't do anything.
Layers 	You can ignore this button because it doesn't do anything.
Blocks 	When you click the **Blocks** button, you'll find all the things you need to create your website. You can simply drag and drop these **Blocks** onto your pages to build your site.

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

USING BLOCKS TO BUILD YOUR WEBSITE

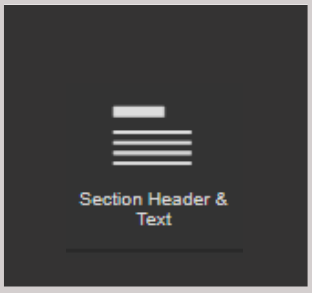
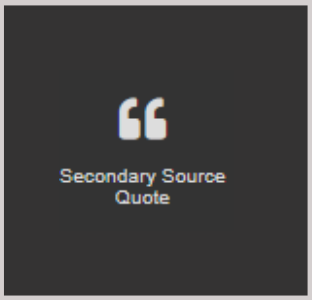
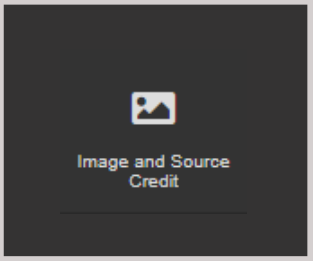
Making your website on NHDWebCentral® is a bit like building a tower with blocks. You get to choose how to arrange your blocks for your audience. Just click the Blocks button in the upper right corner of the editor (it looks like four squares) to access all your blocks.

Basic Blocks

Block	*What it does*	*Can I... ?*
	The **Section** block allows you to organize within containers without having the same settings and formatting as the container.	
	The **Title** block is like a big text box you can use for the page's title or a section heading. You can easily change the text inside to whatever you want.	**How do I change the color/font?** Highlight the text, and the Block Styling options will appear in the **Toolkit** on the right. Go to the **Font** section. Here you have options to change alignment (left, center, right), font, color, size, etc.
	The **Subtitle** block is like a text box with a medium-sized font that's great for section titles. It's a bit smaller than the **Title** block, and you can change the text to whatever you like.	**How do I change the color/font?** Highlight the text, and the Block Styling options will appear in the **Toolkit** on the right. Go to the **Font** section. Here you have options to change alignment (left, center, right), font, color, size, etc.
	The **Header** block is another text box with a medium-sized font. It's perfect for section titles and a bit smaller than the **Subtitle** block. You can easily change the text to say whatever you want.	**How do I change the color/font?** Highlight the text, and the Block Styling options will appear in the **Toolkit** on the right. Go to the **Font** section. Here you have options to change alignment (left, center, right), font, color, size, etc.

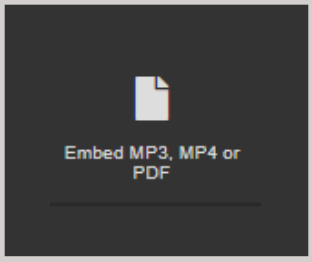
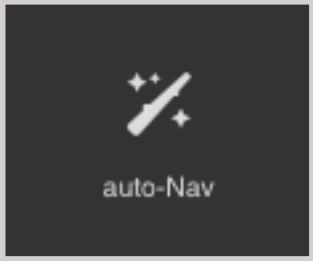
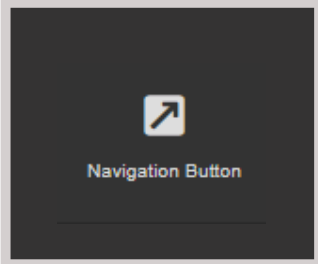
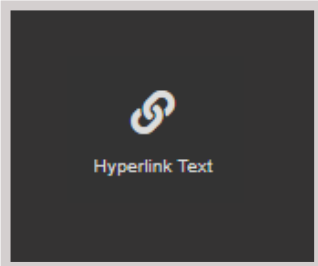
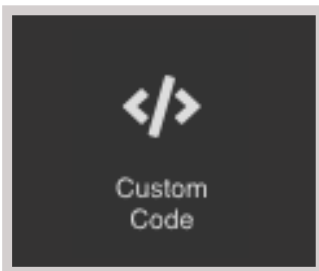
USING BLOCKS TO BUILD YOUR WEBSITE (CONT.)

Basic Blocks (Cont.)

	The **Section Header & Text** is a ready-made part that has a heading and some text together.	**How do I change the color/font?** Highlight the text, and the Block Styling options will appear in the **Toolkit** on the right. Go to the **Font** section. Here you have options to change alignment (left, center, right), font, color, size, etc.
	The **Text** block lets you type and add text to your page	**How do I change the color/font?** Highlight the text, and the Block Styling options will appear in the **Toolkit** on the right. Go to the **Font** section. Here you have options to change alignment (left, center, right), font, color, size, etc.
	A **Primary Source Quote** is like a fancy box that makes a quote stand out from the rest of the page.	**How do I change the color/font?** Highlight the text, and the Block Styling options will appear in the **Toolkit** on the right. Go to the **Font** section. Here you have options to change alignment (left, center, right), font, color, size, etc.
	A **Secondary Source Quote** is like a fancy box that makes a quote stand out from the rest of the page.	**How do I change the color/font?** Highlight the text, and the Block Styling options will appear in the **Toolkit** on the right. Go to the **Font** section. Here you have options to change alignment (left, center, right), font, color, size, etc.
	The **Image and Source Credit** block lets you put images (and the required credit) on your website.	Put your image inside one of the **Easy Layout** options to help with your page formatting. Check out pages 18-19 for more information.

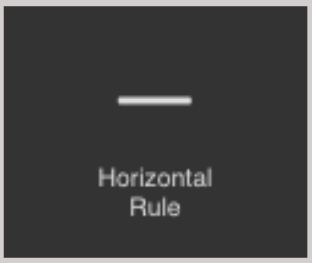
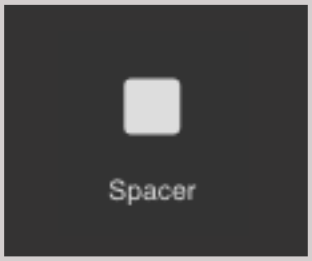
USING BLOCKS TO BUILD YOUR WEBSITE (CONT.)

Basic Blocks (Cont.)

	The **Embed MP3, MP4, or PDF** block lets you upload different things like: • PDF files for reading. • Audio (MP3) files for listening. • Video (MP4, MOV) files for watching.	**Adding Process Paper and Annotated Bibliography:** Drag this button into your container. Then, double-click to upload the PDF versions of your process paper and annotated bibliography.
	The **Auto-Nav** bar is like a smart menu that goes across your page. It helps you organize things neatly. You can even have hidden pages and subpages with it.	**Do I need to create Auto-Nav again for every page?** No, once you set the order in Auto-Nav on one page and add Auto-Nav to other pages, it will keep the same order.
	The **Navigation Button** adds a button to your page. You use this button to take your view from page-to-page on your website.	**Want to add a Link Block?** Check out **this video** for help on how to do it and how to link different pages together.
	The **Hyperlink Text** block lets you make a clickable link inside your website. When you make a link, the text will turn blue by default and change to purple after someone clicks on it.	**Can I make text into a clickable link on my website?** Yes, with this block, you can easily turn text into a clickable link.
	The **Custom Code** block lets you add or show HTML code on your website.	***Note:*** *JavaScript is not supported and will be removed if added to the editor.*

USING BLOCKS TO BUILD YOUR WEBSITE (CONT.)

Structure Blocks

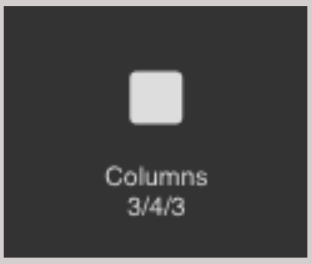
Block	What it does	Can I... ?
	The **Horizontal Rule** block puts a straight line across the page. It's like a divider to separate things on your page.	**Want to change the line's color?** Just click on the line, and the **Style Editor** will show up on the right side. Click the arrow next to **Decorations**, choose a background color, and click **Ok**.
	If you feel like your blocks are too close together, you can put some extra space between them using the **Spacer** block.	

Easy Layout Blocks

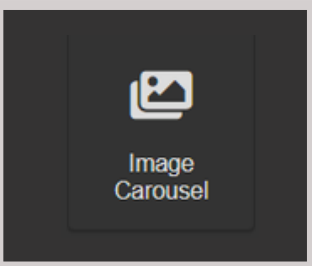
Block	What it does	Can I... ?
	The **Flexbox** makes two columns that can be any size you want. You can adjust them to fit the page just right.	
	The **2 Columns** block creates two equal columns. You can put things side by side in each column, like text boxes, pictures with captions, and more.	**Can I add more columns after I've already put a Columns block?** Yes, you can make a copy of a column, but if you want them to fit across the page, you'll need to adjust their sizes to make room.
	The **3 Columns** block creates three equal columns. You can put things side by side in each column, like text boxes, pictures with captions, and more.	**Can I add more columns after I've already put a Columns block?** Yes, you can make a copy of a column, but if you want them to fit across the page, you'll need to adjust their sizes to make room.

USING BLOCKS TO BUILD YOUR WEBSITE (CONT.)

Easy Layout Blocks (Cont.)

	The **4 Columns** block creates four equal columns. You can put things side by side in each column, like text boxes, pictures with captions, and more.	**Can I add more columns after I've already put a Columns block?** Yes, you can make a copy of a column, but if you want them to fit across the page, you'll need to adjust their sizes to make room.
	The **3/4/3 Columns** block creates columns across the page. The middle column is wider. You can put things side by side in each column, like text boxes, pictures with captions, and more.	**Can I add more columns after I've already put a Columns block?** Yes, you can make a copy of a column, but if you want them to fit across the page, you'll need to adjust their sizes to make room.
	The **3/7 Columns** block creates columns across the page. The right side is wider than the left side. You can put things side by side in each column, like text boxes, pictures with captions, and more.	**Can I add more columns after I've already put a Columns block?** Yes, you can make a copy of a column, but if you want them to fit across the page, you'll need to adjust their sizes to make room.
	The **7/3 Columns** block creates columns across the page. The right side is narrower than the left side. You can put things side by side in each column, like text boxes, pictures with captions, and more.	**Can I add more columns after I've already put a Columns block?** Yes, you can make a copy of a column, but if you want them to fit across the page, you'll need to adjust their sizes to make room.

Extra & In Beta

	The **Image Carousel** is like a photo album. It allows you to add multiple photos for viewers to scroll through.	**Adding More Photos:** If you want to add more photo slides, click the white plus button in the top right corner of the carousel box.

USING BLOCKS TO BUILD YOUR WEBSITE (CONT.)

FAQ: How do I add these blocks to my website?

Answer: Adding blocks to your website is super easy! You just need to drag and drop them onto your page.

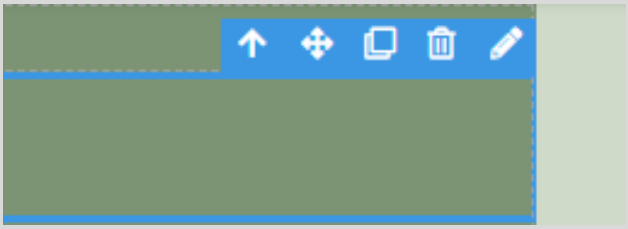
For some things like pictures, videos, and files, you need to do a little extra:

- First, drag the block you want onto the page.
- Then, an upload box will appear (for things like multimedia, it'll ask you to double-click the box).
- You can drag what you want to upload onto the screen or from your computer.
- After you've uploaded it, wait for the **File uploaded** message in the top right corner before closing the window.
- Sometimes, videos and big files take a bit to upload and show up in the builder. When you see your file with a thumbnail in the right column, just click on it to add it to your website. To go back to your page, click the **X** in the top right corner of the files menu.

USING BLOCKS TO BUILD YOUR WEBSITE (CONT.)

FAQ: How do I edit elements once they are added to a page?

Answer: You can edit each block by selecting it on your page. The **Style Editor** settings for that block will show up on the right side of the **Toolkit,** and you'll see a small menu appear underneath the element (like the image below).



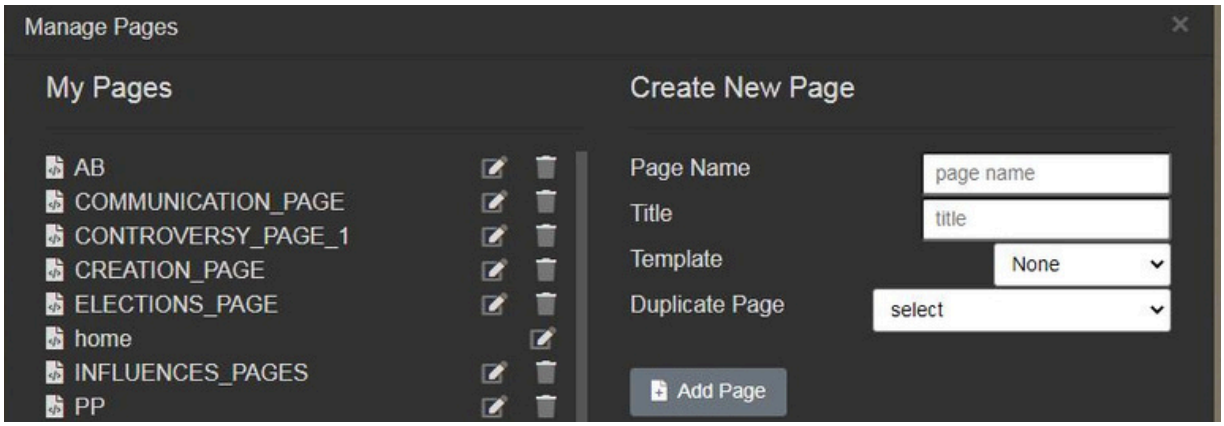
Depending on the block, you might see these setting sections:

- Settings
- General
- Font
- Dimension
- Decorations
- Extra
- Flex

	The **Up Arrow** button moves to the next element on the page among your blocks. This is helpful when you have many blocks within an area.		The **Delete** button deletes the selected element from your page.
	The **Move Arrow** button lets you move the element around your page.		The **Pencil** button opens the settings box relevant to the element selected. This **Pencil** button wraps text in a cell if the text extends past the cell border.
	The **Duplicate** button makes a copy of the selected element.		The **Link** button opens the internal link settings box. This is how you hyperlink text and images on your website to other pages on your website.
	The **Justification** buttons allow you to align your text element to the left, center, or to the right. This feature only appears for text elements.		

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

ADDING AND LINKING ADDITIONAL PAGES



- In **Manage Pages**, you can do a few important things:
  - **Create a New Page**: To make a new page, on the right side of the screen, give your page a **Page Name** (this is the URL name), a **Title** (how it will look in the menu), and select a template (or None to start from scratch). Then, click the grey **Add Page** button.
  - **Delete a Page**: If you don't want a page anymore, on the left side of the screen, you'll see the pages you've made. Just click the **trash can icon** next to the page name to delete it.
  - **Edit a Page**: If you want to change the page's name or title, find the page on the left side, and click the **pencil in the square icon** next to the page name.
  - **Duplicate a Page**: When you're making a new page, you can choose to copy a page you've already made. Just pick the page you want from the **Duplicate Page** dropdown menu. This is helpful when you want to use the same blocks on different pages.

Note about page names

Make your page names easy and without spaces. For instance, if you want to make a page about historical context, give it a name like 'context,' 'background,' or 'page2.' This makes it simpler to find and use your pages.

ADDING AND LINKING ADDITIONAL PAGES (CONT.)

FAQ: How do I link my pages together so that my viewers can see them?

Answer: To make it easy for your viewers to navigate between pages, you can use an **Auto-Nav**. Check out **this video** to learn how to add an Auto-Nav bar and connect your pages.

Setting up Auto-Nav

- First, drag and drop the **Auto-Nav** block onto your page into a container or cell.
- Next, double-click the **Auto-Nav** block, select the box, and click on the pencil icon. This opens the Nav Editor with some options:
- You can change the order of your pages by dragging and dropping their titles in the list. A green line shows where the page will go, and a pink line indicates making a subpage.
- If you want to change the title of a page, pick the page, and under **Update Menu Item**, type a new title. Don't forget to click **Set** after making changes.
- You can hide pages from the Auto-Nav by checking **Hide the Menu Item** under **Update Menu Item**. Remember to click **Set**.
- When you're satisfied with how your pages are organized, click **Save.**
- Once you've saved your Auto-Nav on one page, you can go to another page and add the Auto-Nav block there. The order you set in the Nav Editor on the first page will stay the same.

Change Alignment of the Auto-Nav

- Select **Auto-Nav**, then click on **Flex** settings in the **Toolbox** on the right.
- Turn on **Flex container** and change the alignment under **justify setting** (start, end, space between, space around, or center).

Notes about Auto-Nav

If you want all your pages to look the same with the Auto-Nav (style and appearance), you can make your first page just how you like it and then make copies of that page. This way, everything stays consistent. And don't worry, if you change your mind about how the pages are organized, you can always go back to the Nav Editor and move things around.

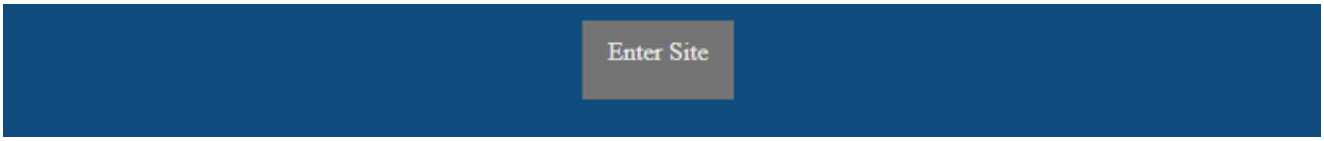
ADDING AND LINKING ADDITIONAL PAGES (CONT.)

FAQ: How do I add Enter Site, Previous, or Next buttons (link blocks) to each page?

Answer: To put buttons like Enter Site, Previous, or Next on your page, follow these steps:

1. Decide where you want the button, and then grab a **Navigation Button block** from the Toolbox.
2. You can add either text or an image to your button. If you use a picture, make sure it's clear that you can click on it; a judge might not know to click on a star picture to move to the next page.
3. Once you've added your text or image, you need to make the button go somewhere. Click on the block, and then click the chain icon to open the **Internal Link editor**. This lets you pick the page you want the button to link to. Click **Save and Close.**

For more help with **Navigation Button blocks**, check out **this video.**



Sample Navigation Button

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

CREATING A DESIGN THEME

In the **toolbar** at the top of your website page, find the icon that looks like a **palette** (it's next to the **save** icon) and click on it. This will open the **Site Theme Manager**.

In the **Site Theme Manager**, you can change how your website looks in a few ways:

Font

- **Font Family:** This changes the style of writing all over your website.
- **Color:** This changes the color of the writing on your website.

Background

- **Color:** This changes the color of the background behind everything on your website.
- **Image:** If you want a picture as your background, you can pick one here.
- **Image Style:** If you choose a picture, you can decide how it should look, like if it should cover the whole page, repeat in a pattern, and more.
- **Container:** This changes the color of boxes on your website.

Menu

- **Font Color:** This changes the color of the words in your website menu.
- **Background Color:** This changes the color behind the menu.
- **Menu Item Color:** This changes the color of the menu items, like buttons or links.
- **Menu Justification:** This decides if your menu should be on the right, in the center, or on the left side of your website.

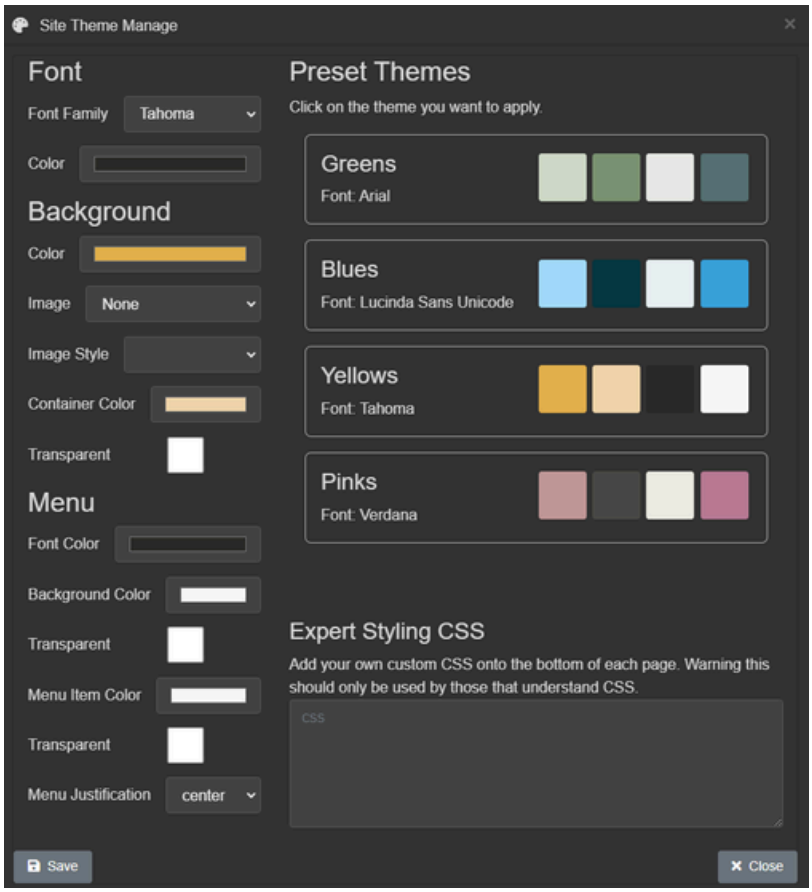
Don't forget to click **Save** when you're done making these changes to your website's design!

Important to note

- If you want one of your site's pages to have a different theme, go to the page, click the element you wish to edit (font, background, menu). This will open up the styling elements in the **toolbox.**
- Changing the font, background, and menu settings in the **toolbox** will overwrite the settings in the **Site Theme Manager.**

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

USING A PRESET DESIGN THEME



Follow these instructions to set a preset website theme across all of your pages:

- Go to the **Toolbar** across the top of the page. Click the **Palette** icon next to the **Save** icon. This will open the **Site Theme Manager.**
- In the **Site Theme Manager**, you will see multiple **preset themes**. Select which one you would like to use across your pages. Then click **Save**.
- If you'd like to select a different preset theme, repeat the process until you find one of the color themes you would like to use.

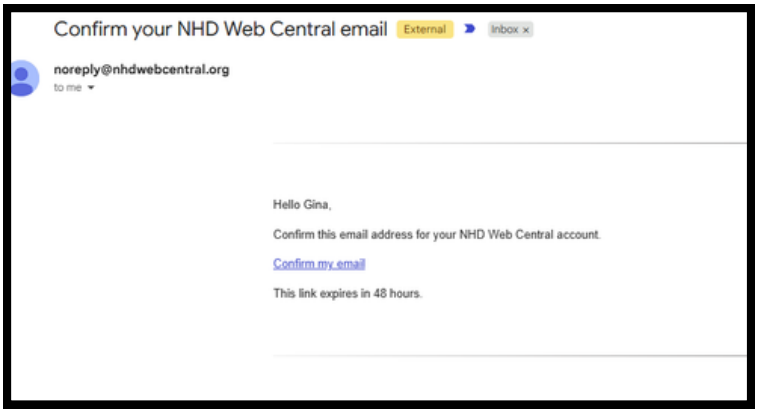
Important to note

- If you want one of your site's pages to have a different theme, go to the page, click the element you wish to edit (font, background, menu). This will open up the styling elements in the **toolbox.**
- Changing the font, background, and menu settings in the **toolbox** will overwrite the settings in the **Site Theme Manager.**

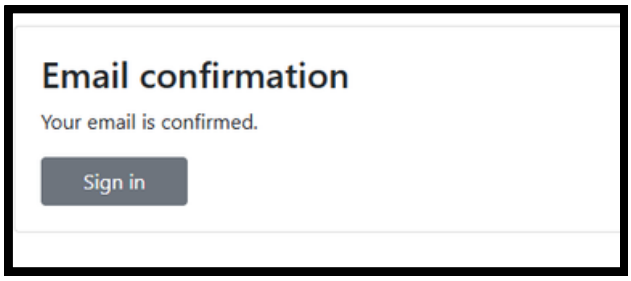
NEW ELEMENTS & RULES FOR 2027

New Rules for Email Verification & Account Creation

Users are now required to use a **personal email** to register in NHDWebCentral. School email addresses get recycled, blocked, or dropped, which is where most NHDWeb lockouts start.

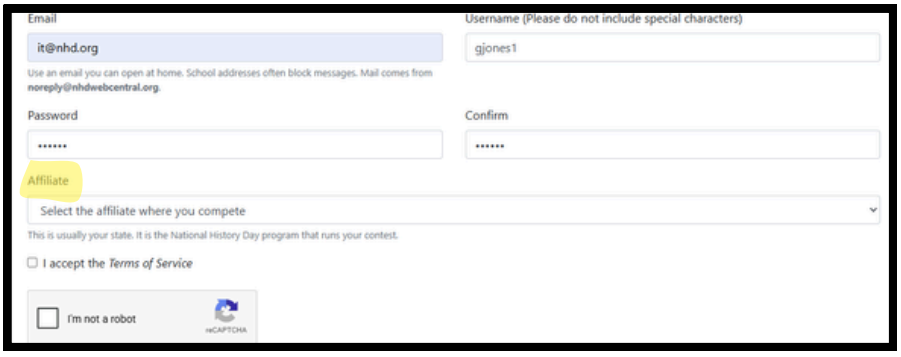


Once you register, you will receive an email from "**noreply@nhdwebcentral.org**" asking you to confirm your account. Click the link, then sign in.



Choosing Your Affiliate When Creating Your Account

When creating your NHDWeb account, you must also choose your affiliate from a drop-down menu. Skipping this step may result in error messages or trouble accessing your account.

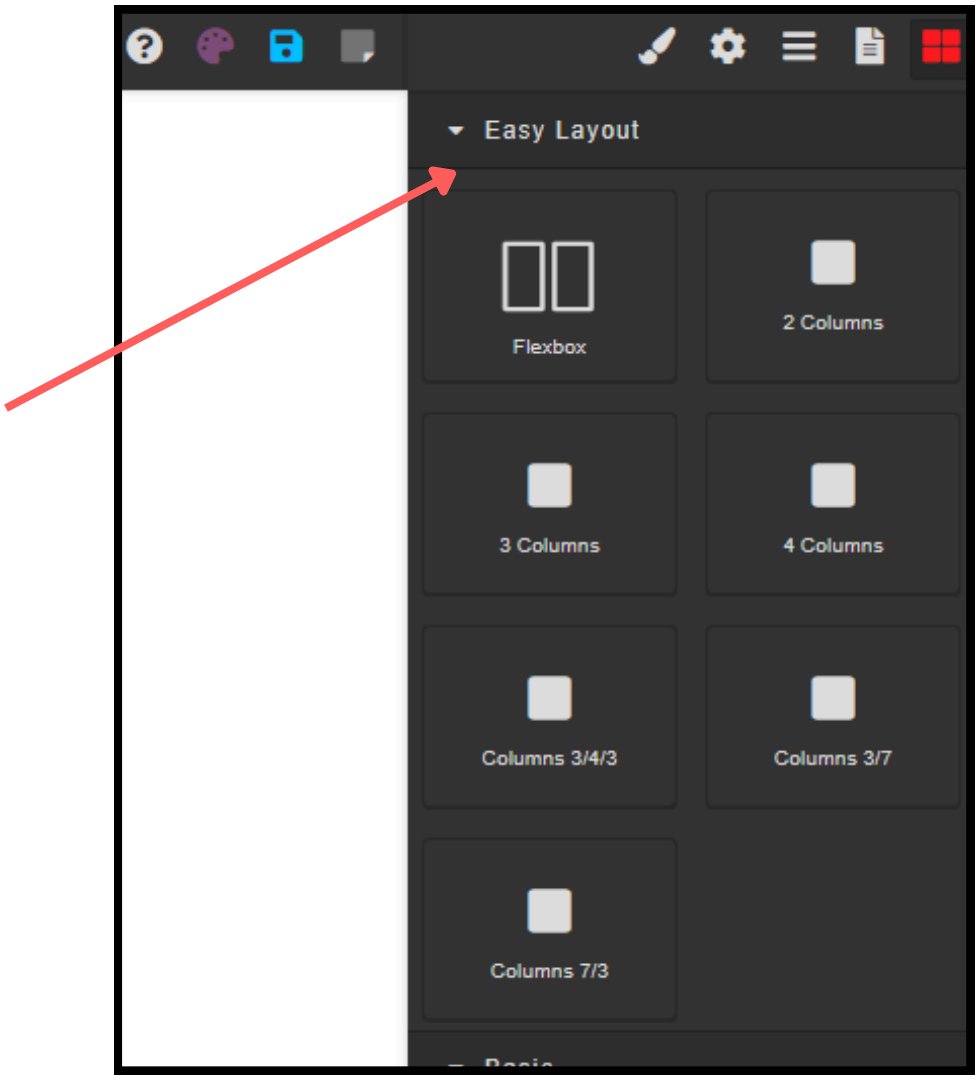


Optional Key for Teachers & Coordinators to Link NHDWeb Accounts

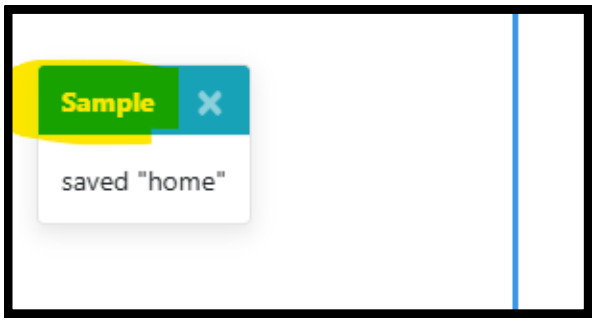
Teachers now have the option to generate a key that links multiple NHDWeb accounts within a single network. This would allow teachers to search for, edit, view, and remove student NHDWebCentral accounts to improve oversight. It is completely optional, and skipping this step does not affect the registration process whatsoever. For further information on this process, please contact **it@nhd.org.**

NEW ELEMENTS FOR 2027(CONT.)

Easy Layout Moved to Top of Building Blocks



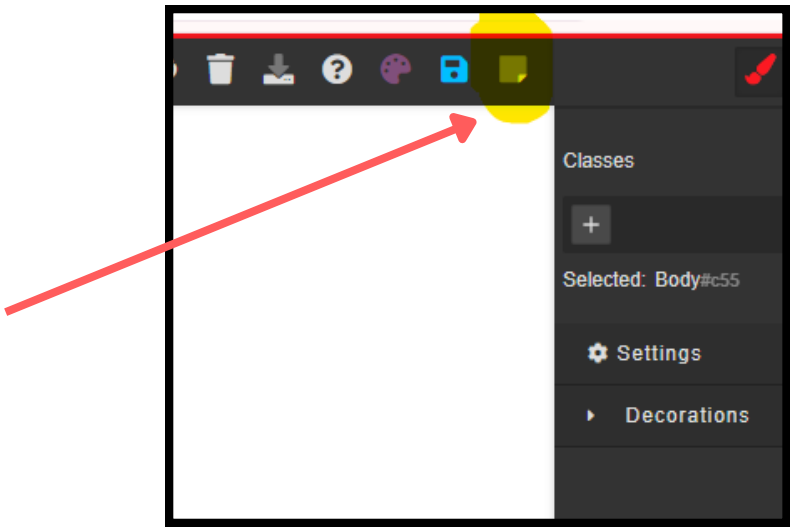
See Website Changes By Group Members



When changes are saved, you will see a pop-up box in the bottom-left corner with the name of the person who saved the change. If you are working on the same page as a group member, only one person can save changes at a time.

NEW ELEMENTS FOR 2027 (CONT.)

Page Notes



There is a **Page Notes** option in the toolbar where you can add notes for each page. These notes will **only be visible to you and your group members** (if applicable).

