



NHD UTAH CONTEST REGISTRATION

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TEACHER INSTRUCTIONS

Remember: Teachers must register before their students can register!

START AT THE CONTEST HOME PAGE

- Select **Create Account** from top menu bar → select **Teacher** from the dropdown menu.
- Or, there may be a custom button for teacher registration.

STEP 1. Create your Profile

- You will create your own username and password. **Write them down now!** You will use them all year to manage your students.
- **If you will be judging, please create a separate judging account.** You can use the same name and email as in your teacher account, but customize the usernames to identify each one: Jenny.teach, Jenny.judge.
- **“We are committed to providing an inclusive and accessible experience for all participants. Do you have any specific needs or requirements that we should be aware of?”** → This question allows you to request ADA or other accommodations for yourself or for a student.

STEP 2. Complete Teacher Questions

- **“How many students began a project using the NHD model at your school this year?”** → Help us by providing the **total number of your students in your school** who used NHD in any way this year, even if they will not register for a contest. This is how we gather participation to measure impact, and to help us raise program funding. We depend on you to make these numbers as accurate as possible. Thanks!
- **“How many students advanced from your school to the next level of competition?”** → Provide the number of students from your school who will be competing in the contest you are registering for.
- **I am a teacher at** → select your school from the dropdown. **If your school does not appear on the list, stop and contact the contest coordinator.** They can quickly add your school to the system.
- Continue registering after your school has been added.
- Additional teacher questions include our chaperone agreement and opportunities to provide feedback.

STEP 3. Agree to Permissions and Waivers

- These include media release and conflict of interest

STEP 4. You'll Know Your Registration is Complete When You See →

- **Your students may now register!**

 **Account Created for: Linda**
Congratulations Linda, your account has been created.

Account Information
Name: Linda Flynn Fletcher
Email: wratzet@utah.gov
Username: Teacher2

USING YOUR MY STUDENTS LIST

Log in to your teacher account to access your **My Students** list, where you will:

- Monitor registration status:  indicates they have finished creating their student account
- Click the student icon to view/edit their information and check their project uploads
- Link or unlink students from a group entry
- Access their online judging evaluations after the contest



STUDENTS: GATHER THIS INFORMATION BEFORE YOU REGISTER

Student Name	Student's Email
Mailing Address	Parent's Email
City & ZIP	Your Teacher

The student email you provide must accept outside mail. If your school blocks student accounts from receiving outside emails, provide a personal student or parent email address in the student email field. We will use this email to share contest announcements and information, or if there is a problem with your registration.

Title of Your Project	
Category	<input type="checkbox"/> Documentary <input type="checkbox"/> Exhibit <input type="checkbox"/> Paper <input type="checkbox"/> Performance <input type="checkbox"/> Website
Individual or Group Entry	<input type="checkbox"/> Individual Entry: I worked alone on this project <input type="checkbox"/> Group Entry: I worked in a group of 2-5 students on this project. See Group Project Registration instructions below.
Website Category Site Key	<p>Website category students must enter their NHDWebCentral Site Key when they register. This is how judges will view your project. Your Site Key is an 8-Digit number that looks like this: 22345678. Find it on your NHDWebCentral account page.</p> <p>Your 8-Digit Site Key:</p>
When to Upload Your Project	Exhibit, Documentary, Performance, & Paper Students: You will be prompted to upload your project file/link during registration, but you can wait and upload your project later by logging in to your NHD account. Be sure to upload by the project deadline for your contest.

WRITE DOWN YOUR NHD USERNAME AND PASSWORD HERE WHEN YOU REGISTER!

Keep them in a safe place. You will use these all year to access your NHD account. If you advance to the next contest, you will use the same username and password to register and keep your project information current.

Your NHD Username	
Your NHD Password	
Group Project Registration	<p>Group members should choose one student to register first. The system will assign a Project Key code to your group entry when the first student registers. The other group members will use the Project Key to link themselves to the shared project when they register. Write down the Project Key for your group here.</p> <p>Your Project Key:</p>

NHD Utah respects your privacy. Student and parent emails and addresses are used strictly for contest management purposes. Your information is stored securely and is not shared with organizations outside NHD.

STUDENT REGISTRATION INSTRUCTIONS

Your teacher must be registered before you can register.

Every student who is competing must register.

START AT THE CONTEST HOME PAGE

- Select **Create Account** from top menu bar → select **Student** from the dropdown menu.
- Or, there may be a custom button for student registration.

STEP 1. Create Your Student Profile

- You will create your own username and password. **Write them down now! Keep them in a safe place, because you will need to use them again.**
- **Student Email: Do not provide your school email. Instead, provide a personal email for you or a parent/guardian.** We will use this email to communicate with you about the contest.
- **“We are committed to providing an inclusive and accessible experience for all participants. Do you have any specific needs or requirements that we should be aware of?”** → This question allows you to request ADA or other accommodations for yourself.

STEP 2. Answer Student Questions

STEP 3. Entry Options

- **Choose START A NEW ENTRY if:** you are doing an Individual project (working alone), OR you are the first member of a Group project to register.
- **Choose LINK TO EXISTING GROUP ENTRY if:** you are part of a Group project, and your team leader has already registered. You will need the **Project Key** to link yourself to the Group project. Your team leader should give this code to you.

 **Start a New Entry**

Choose this option if you are working alone or you are the first member of your team to register.

 **Link to Existing Group Entry**

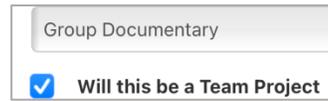
Choose this option if you are working with a team and they have already registered.

STEP 4. Connect to your School and Teacher

- Select your school from the dropdown menu
- Select your NHD teacher(s) from the dropdown menu(s)
- Grade: select your year in school from the dropdown menu
- **If your school and/or teacher do not appear on the dropdown menus, stop here and email the contest coordinator for assistance.** Continue registering after they have been added to the dropdown menus.

STEP 5. Entry Information

- Provide your entry title (you can change it later)
- Select your category from the dropdown
- **If you are Student 1 registering a GROUP project:**
 - Check the box by **Will this be a Team Project** →
 - You will be responsible for sharing the **Project Key** code with your group members. You can find it under **Account Information** or **My Profile** after you finish registering.
- **Website Category:** provide your **NHDWebCentral Site Key** now. Copy/paste your Site Key from your NHDWebCentral account home page. You can continue to edit your website until the project deadline.
- **Documentary, Exhibit, Performance, and Paper Categories:** if your project is ready to submit, you may upload or copy/paste the required components now. You may do this later by logging in to your student profile. Be sure to submit by the project deadline.
- **All Students: Review Your Information**
Please use proper spelling and capitalization.



Group Documentary

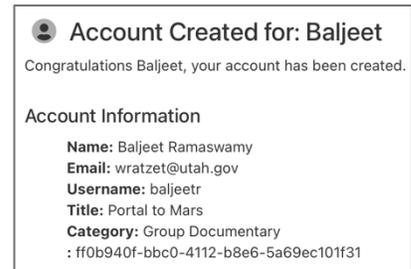
Will this be a Team Project

STEP 6. Agree to Permissions and Waivers

- **Students and parents/guardians must agree to NHD permissions and waivers.** A copy is included below to keep and share with parents/guardians.

STEP 7. You'll Know Your Registration is Complete When You See →

- Account Created for: your name
- When logged in to your student account you will see two green banners that say **Account Created** and **Waivers Accepted**.
- You should also receive a **Registration Complete** email from NoReply@zfacts.com (you may need to check your spam folder and mark as not spam). This email goes to the address you provided in the Student Email field when you registered.



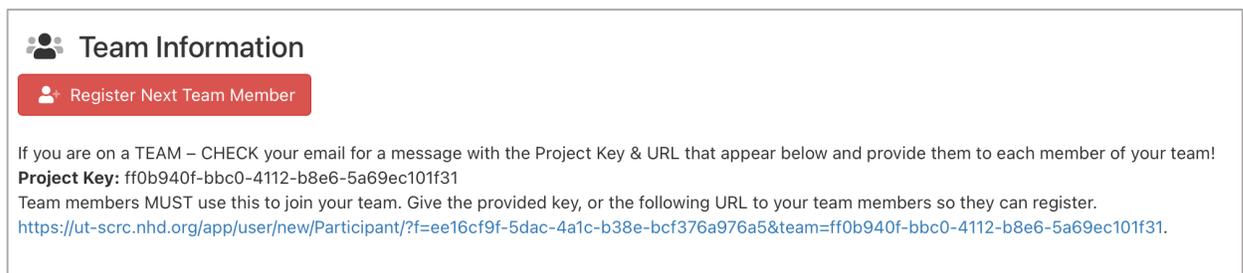
 **Account Created for: Baljeet**
Congratulations Baljeet, your account has been created.

Account Information

Name: Baljeet Ramaswamy
Email: wratzet@utah.gov
Username: baljeetr
Title: Portal to Mars
Category: Group Documentary
: ff0b940f-bbc0-4112-b8e6-5a69ec101f31

HOW TO REGISTER GROUP PROJECTS

Group Student 1: You will see this information on your Account Created For screen:



 **Team Information**

 Register Next Team Member

If you are on a TEAM – CHECK your email for a message with the Project Key & URL that appear below and provide them to each member of your team!

Project Key: ff0b940f-bbc0-4112-b8e6-5a69ec101f31

Team members MUST use this to join your team. Give the provided key, or the following URL to your team members so they can register.

<https://ut-scrn.nhd.org/app/user/new/Participant?f=ee16cf9f-5dac-4a1c-b38e-bcf376a976a5&team=ff0b940f-bbc0-4112-b8e6-5a69ec101f31>.

- Use the **Register Next Team Member** button if your group members are **with you**.
- If your group members are **not with you**, copy/paste the **Project Key** or the URL and share with them. You can also copy/paste the Project Key from your student profile.

Group Students 2-5:

- Each of you will create your own student account. Follow Steps 1 and 2.
- At Step 3, click on **Link to Existing Group Entry** and enter the Project Key for your group.
- **Important:** Do not create a new project for each student. Connect each student in the group to the same project using the Project Key.
- Each of you must **Agree to Permissions and Waivers**.
- When you arrive at **Account Created For: your name**, your registration is complete.

 **Link to Existing Group Entry**

Choose this option if you are working with a team and they have already registered.

Project Key

 Link

 **Account Created for: Baljeet**

Congratulations Baljeet, your account has been created.

NHD STUDENT PERMISSIONS AND WAIVERS (for your records)

Students will need a parent/guardian to agree to the permissions 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

By indicating yes below, I agree to indemnify and hold harmless the State of Maryland, University of Maryland, College Park, its employees, agents and volunteers, in addition to National History Day, Inc., its affiliate programs, and its staff, trustees and sponsors, for any personal injuries or property damages arising out of my child's participation in the National History Day Contest. I also understand that by agreeing, I am certifying that my child understands what is involved in participation, and that I have freely and voluntarily allowed my child to participate and hereby agree to assume and accept any and all risks associated with his/her 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, image, and/or name 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.

choose answer...

If no, why?

I have read the above statement and agree; I will follow the rules of this contest.