

2018 NHD NATIONAL CONTEST REGISTRATION INSTRUCTIONS

NHD is using a brand new online registration system for the 2018 National History Day Contest! Through this new registration system, you will:

- ✓ Confirm your participation in your contest division and category.
- ✓ Provide essential contact information.
- ✓ Sign up for on-campus housing (optional).
- ✓ Purchase an NHD handling label if you will be shipping items to the contest.
- ✓ Nominate your entry for a Special Prize.
- ✓ Submit payment for all applicable fees.

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

Who **MUST** Complete Contest Registration & Payment

- Competing students, accompanied by their parents
- Teachers of competing students. Teachers who are not attending the contest will indicate this during registration. *Teachers who are not attending are able to submit payment for their students without paying a registration fee for themselves.*

Please note: **All** students in a group entry must register and pay registration fees, even if a member is unable to attend.

All registrants will need the following items:

- Home Telephone Number
- Home Contact Information
- Email Address (**Valid email addresses are required.**)
- Credit Card Number (if applicable)

Students will need these additional items:

- Teacher Name and School
- Chaperone Name
- Entry Category, Division, Title
- If part of a Group Entry, the entry's "team key" (Only needed if students did NOT use online registration system for their affiliate contest. Details below.)
- Medical and Health Information (Including Medical Insurance Policy Number)
- Credit Card Number (if applicable)

REGISTRATION WILL CLOSE PROMPTLY AT 11:59 PM EDT ON TUESDAY, MAY 15, 2018.

A \$50 Late Fee will be assessed for all registrants who do not complete contest registration and submit payment before the deadline. The late fee will increase to \$60 if this is not completed by 11:59 PM EDT Wednesday, May 16, and will increase to \$75 if this is not completed by 12:00 PM EDT on Monday, May 21. If you need to complete your registration after this deadline, you must call the NHD National Office at 301-314-9739.

AFTER YOUR AFFILIATE CONTEST

You will be able to register for the National Contest only after your affiliate contest. You will receive an email notifying you when registration is open for your affiliate. 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: www.nhd.org/affiliate. You may also contact the NHD National Office: registration@nhd.org, or 301-314-9739.

LOGGING IN

If you registered for your affiliate contest online, you will use the SAME username and password that you created for the affiliate contest registration to log in to your National Contest registration profile.

If you did NOT register online for your affiliate contest, begin by clicking the "Register" tab at the top of the main page, next to the Home tab, and choose your registrant type (student, teacher). You will then fill out your name and email address, create login information, and proceed through registration. *Please make a note of your username and password, as you will need them again should you wish to return later to update or complete your registration.*

Note About System Emails

In the new registration system, users will need to accept emails from zfacts.com in order to receive the system's automatic email messages. If are using a school email address, you may need to check with your IT departments to make sure you can receive outside messages. You 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 your contest coordinator.

FEES AND PAYMENTS

STUDENT CONTEST FEES - Each competing student must pay the \$150 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. Otherwise, you must use a credit card to pay online or indicate that you intend to mail a check for the full amount.

TEACHER FEES - There is a \$60 teacher registration fee to attend the contest. There also are valuable professional development workshops, which are available for additional fees. Look for details on our website: <https://nhd.org/register/teacherpd>.

PARENT FEES - There are NO mandatory fees. However, even if parents do not plan to attend the National Contest, they must complete the required contact information and provide authorization within their child's student account.

SUBMITTING PAYMENT - Individual fees cannot be split between multiple forms of payment (i.e., credit card or 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 (\$150) of your student registration fee. If you have any fees being paid by another party in addition to fees you are paying yourself, you will need to complete separate transactions for each payment.

If you are paying by CHECK, please make it payable to *National History Day* and mail to: National History Day, 4511 Knox Road, Suite 205, College Park, MD 20740.

CONTACT INFORMATION

Prior To The Contest

For technical support issues, please email IT@nhd.org or call the National History Day office at 301-314-9739.

For general registration and contest questions, please email registration@nhd.org or call the National History Day office at 301-314-9739.

Questions regarding housing and meals should be directed to NHDhousing@umd.edu, or call Conferences and Visitor Services at 301-314-6637.

ACCOMMODATIONS FOR PERSONS WITH DISABILITIES

National History Day and the University of Maryland will make every effort to accommodate persons with special needs including, but not limited to, wheelchair access and sign language interpretation. If you are in need of services please indicate this request during online registration when asked about ADA Needs. If you are staying in the dorms on campus, please make a note of any accommodation requests when you select your lodging during online registration. All housing is assigned before the contest so it will be difficult to facilitate special accommodations that were not requested in advance.

DEADLINES

Website Lock-Out Date	11:59 pm EDT on Tuesday, May 15, 2018
Paper Upload Date	11:59 pm EDT on Tuesday, May 15, 2018

Due to NHD Before Contest (must be received in the office):

Paper Entries (4 hard copies)	May 15, 2018
Scholarship Applications – Including Transcripts	May 15, 2018
Checks	May 25, 2018

Useful Student Information Before Getting Started

Group Entries

If you are registering in a group entry, **each person in your group must register individually.** However, only one member of your group will create the entry. Once the entry information has been submitted, the student who created the entry will inform his/her group members of the Team Key Number. The group members will then create their own student registration accounts and will enter this number when prompted for entry information. You will want to check with your group members to make sure everyone has created an account and completed his/her registration information and paid all applicable fees before the registration deadline. All group members must complete registration and payment, even if a member is unable to attend the contest.

Parent/Guardian Information

Parents are expected to assist their child in completing the account creation and registration process. This includes agreeing to several waivers and authorizations within the system. Each student will need at least one parent/guardian listed in his/her registration, even if the parent is not attending the contest. Parents and family members are able to sign up for on-campus housing with their child during the registration process. Parents should not create a separate account.

Medical Information Is Required

Every student registering for the National Contest must complete this information, regardless of whether he or she is staying on campus. You will be required to complete a medical information form as part of your online registration, where 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.

On-Campus Housing and Meal Packages

If you plan on staying at the University of Maryland during the National Contest, you can sign up for a room and meal package within online registration. You must sign up for on-campus housing before the registration deadline.

How to Sign Up for On-Campus Housing Packages within Online Registration

In the "Store", select the specific housing/meal package you need. 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 "NA" in the "Roommate" field.

Handling Labels

If you will be shipping items to the University of Maryland for the contest, 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 Order History. From there you will download and print your labels.

Nominating your Entry for a Special Award

At the National Contest, a number of organizations sponsor prizes awarded to the entry that best exemplifies the specific prize criteria. Special prizes are topic specific. To see if your entry is eligible for a special prize, browse the list on the NHD website, www.nhd.org/special-prizes. To nominate your entry, you must first complete your student registration and payment. On the confirmation page, you will see a blue "Special Award Nomination" button that will take you to the nomination screen. Or you can log back into your account at another time and click "view/edit" on your Profile. Then click the "Special Awards Nominations" tab. You can scroll to find the special awards that interest you and click the green "Nominate" button below the award. You may nominate your entry for **up to two** awards.

Applying for a College Scholarship

Let your involvement with National History Day help you get a college scholarship! Students in 10th-12th grade should consider applying for the scholarships offered to participants by some of the nation's finest colleges and universities. If you are interested in these scholarships, please read the information provided online at www.nhd.org/register/scholarships. *You are welcome to apply for more than one scholarship.* Once you have completed the application form for the university of your choice, **print your form** and mail it to NHD along with an official sealed copy of your transcript. **Don't forget to send in your transcript - it's required!** Send your scholarship materials by Tuesday, May 15 to:

SCHOLARSHIPS

National History Day

4511 Knox Road

Suite 205

College Park, MD 20740

STUDENT REGISTRATION

For Students Who Did NOT Register Online for the Affiliate Contest:

- Once your teacher has created their account, you will click on the link provided by your affiliate coordinator, which will take you to the homepage of the National Contest Registration.
- Click on the Register tab at the top of the page, next to Home. Then select "student."
- You will then be asked to verify your email address by clicking on the link in the system email you receive.
- You will then complete personal contact information: address, city, zip, phone number, parent email address, gender, and you will create a password.
- Click "Save and Continue" button.
- This will take you to the page where you will enter information about your entry. You will either create an entry, or link to a group project that your teammate has already created.
 - The first student in a group will create the entry. That student will then give their fellow group members the "team key."

- The following group members will begin a student account and will enter the “team key” for their entry. This will bring up the title and description for their entry that was filled out by the group member who created the entry.
- You will then be prompted to enter school, teacher, and grade information.
- You will click “next” and then be required to complete information about your parent/guardian and chaperone for the contest.
- You will then be asked to confirm your basic information. ***Please confirm that your name, mailing address, phone number, and email address are complete and accurate. This information is necessary for NHD staff to contact you in case an issue arises, or to mail back student certificate packets after the contest.***
- You will then need to complete the medical form information.
- You and your parent/guardian will then agree to NHD permissions and waivers.
- You will then enter payment information for any contest fees. Registration is complete ONLY once all fees have been paid. (Payment instructions are below.)
- You will be able to nominate your entry for up to two special prizes by clicking on the “Special Award Nomination” button on the confirmation screen, or logging back into your account and clicking the “Special Award Nomination” tab when viewing your profile.

For Students Who Registered for the Affiliate Contest Online:

- Use the SAME username and password that you created for the affiliate contest registration to log in to your National Contest registration profile.
 - You will need to complete a section with information on your parent/guardian and chaperone for the contest.
 - You will need to complete the medical form information.
 - You will be asked to agree to NHD permissions and waivers, with a parent/guardian’s permission.
 - You will then be able to nominate your entry for up to two special prizes. You can also return to your account and nominate your entry by logging back in and clicking the “Special Award Nomination” tab when viewing your profile.
 - You will then enter payment information for any contest fees. Registration is considered complete ONLY once all fees have been paid. (Payment instructions are below.)
 - You will then need to make sure that all information is correct by accessing your profile. To do so, click on your name in the top right corner of the screen, and choose My Profile. ***Please confirm that your name, mailing address, phone number, and email address are complete and accurate. This information is necessary for NHD staff to contact you in case an issue arises, or to mail back student certificate packets after the contest.***
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TEACHER REGISTRATION

For Teachers Who Did NOT Register Online for the Affiliate Contest:

- You will click on the link provided by your affiliate coordinator, which will take you to the homepage of the contest.
- Click on the Register tab at the top of the page, next to Home. Then select “teacher.”
- You will then complete personal contact information: address, city, zip, phone number, gender, and will create a password.
- You will then be prompted to answer additional questions regarding NHD participation at your school, and choose your school from a list. To easily find a school, you can use the search command by typing “ctrl” and “F” on a PC or “command” and “F” on a Mac.
- You will also indicate if you are attending the contest. **It is critical that you check this box if you are attending the contest.**
- You will then agree to NHD permissions and waivers.
- Click “Save and Continue” button.
- You will then click on the Store button to select any contest fees and merchandise and enter payment information. Registration is complete ONLY once all fees have been paid. (Payment instructions are below.)

For Teachers Who Registered for the Affiliate Contest Online:

- Use the SAME username and password that you created for the affiliate contest registration to log in to your National Contest registration profile.
- You will then answer additional questions regarding NHD participation at your school and whether you will be attending the National Contest.
- You will be asked to agree to NHD permissions and waivers.
- You will then enter payment information for any contest fees. Registration is considered complete ONLY once all fees have been paid. (Payment instructions are below.)
- You will then need to make sure that all information is correct by accessing your profile. To do so, click on your name in the top right corner of the screen, and choose My Profile. ***Please confirm that your name, mailing address, phone number, and email address are complete and accurate. This information is necessary for NHD staff to contact you in case an issue arises, or to mail back student certificate packets after the contest.***

Viewing Student Information

- When logged in, you will click on the “My Students” tab on the top of the page. This will take you to a list of the students to whom you are linked in the system.
 - By clicking on the student, you can choose to view and edit information, or to link/unlink the student to an entry.
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SUBMITTING FEE PAYMENT & PURCHASING ITEMS

Registration Fees

- Student Registration Fees
 - At the bottom of the “Permissions and Waivers” page, students will acknowledge the registration fees associated with the contest.
 - **For students who did NOT use the registration system for their affiliate contest:** the student registration fee is automatically applied to your student registration account.
 - **For students who registered online for their affiliate contest:** When you have completed your registration information, click on the “Store” tab at the top of the page. There you will select your Student Registration Fee.
 - On the following page, if the contest has merchandise items, students are taken to the Store where they can select additional items.
 - If additional items are desired, add them to the cart and click “Continue”. If no additional items are desired, simply click “Continue”.
 - Students will then be taken to their cart. The cart will show any items selected and will also show the student registration fee, listed as “Registration Fee.”
 - Students will select either “Pay Online” to pay with credit card, or “Generate Invoice” to pay by 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 “Store” and then “Order History” to see a record of their orders and payments.*
- Teacher Registration Fees
 - Teacher must login to their teacher account and then they can click on the “Store” tab.
 - **If teachers are attending the contest, they must select the “Teacher Registration Fee” to add this to their cart.** Then they can add any other desired items. All items will appear in the “Shopping Cart” section below.
 - Teachers will then click “Checkout and Pay.”
 - They will choose “Pay Online” to pay with credit card, or “Generate Invoice” to pay with a check.
 - If paying by check, they will mail in the printed invoice along with their check.
 - *Note: Teachers may click on “Store” 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 cut the check.
 - Mail the invoice along with the check, as instructed.
- Selecting Additional Items to Purchase
 - Logged into the user account, click on the “Store” tab toward the top of the screen.
 - Add all required or desired items to the cart.
 - Select any merchandise items and add them to the cart.
 - The next window will ask for the quantity of each item. Fill out this field and click add to cart.
 - Users will then see all items listed in the “Shopping Cart” section, as well as the total cost.
 - Items can be removed from the cart by clicking the trash can icon next to that item.
 - To pay, click the blue “Checkout & Pay” button. If the user needs to make changes to the cart, click the “Merchandise” tab to return to the shopping cart.
- 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 (made out to National History Day), to: National History Day, 4511 Knox Road, Suite 205, College Park, MD 20740.