NHD in WI Contest Guide
2022-2023 School Year

If you have questions or problems accessing the links, please contact the **NHD in WI** team at **historyday@wisconsinhistory.org**.

Reminder! There are new Judge Evaluation Forms!

Students should review the new (2022) evaluation forms here: www.nhd.org/evals to help prepare for how projects will be judged and what the judges will be considering. No matter what category a student chooses, they should read the rule book to follow their category rules. The new (2021) Rule Book is available for download here: https://www.nhd.org/sites/default/files/NHDRuleBook2021Digital.pdf.

Choosing Between Group and Individual Projects

Students can choose to work as individuals in all categories and the historical paper category is only for individuals. Students can choose to work in groups of 2-5 students in the website, documentary, exhibit, and performance categories. If students choose to work in a group and meet in-person, they should be sure to follow all current health and safety guidelines.

2022-23 Theme – Frontiers in History: People, Places, Ideas

Important links for this year's NHD theme:
- Theme Book

- Overview Video

- Theme Graphic Organizer

Student Interviews Return!

Student interviews are a chance for the judges to learn more about the project and the student(s) who worked on it. Interviews **do not** count towards scoring a project.

Registration
- Teachers must register before their students. **Only after** teachers are registered may students then complete the registration process.
- **Everyone must register each year.** The system **does not** carry over past registrations.
- **All** written materials must be submitted by the **written materials submission deadline**.
- If a project has been selected to compete in the State Contest, the student **will not** need to register a second time. Their project will be advanced to the next level and they will be able to log into the State Contest page using the same username and password as your Regional Contest. **Teacher registration will also move with the student registration.**

Find your regional registration here:
- [Eau Claire Regional-- Northwest Wisconsin](#)

- [Green Bay Regional-- Northeast Wisconsin](#)

- [La Crosse Regional-- Western Wisconsin](#)

- [Madison Regional-- South Central Wisconsin](#)

- [Mequon Regional-- Eastern Contest](#)

- [Milwaukee Regional-- Southeastern Wisconsin](#)

- [Minocqua Regional-- Northwoods Wisconsin](#)

- [Stevens Point Regional- Central Wisconsin](#)

Troubleshooting: Having trouble logging in? Don't know which regional you are in? Email us at **historyday@wisconsinhistory.org**

Registration Deadline

After the deadline the system is locked. Students can no longer submit their initial project or written materials nor make changes to a project already in the system.

At the completion of each contest level the system reopens. Students may then make changes before the next start of the next contest. Each Regional Contest and the State have their own individual deadlines found here:
https://wisconsinhistory.org/nhdcontests

Submission Guidelines

- **Create a single PDF of all written materials**. The registration system only allows **one PDF upload**, so it must include all required documents. See below for the specific category instructions.
  - Combining written materials into one PDF can be done using Adobe Acrobat or one of several free apps including [Small PDF](#) and [ILove PDF](#). Please watch this video to learn how to combine PDF documents into one PDF file: https://www.youtube.com/watch?v=VunwovyVodI

Instructional Guides by Category

Historical Papers

Once the student has finalized their paper, they should combine all required parts into one document in the following order:

1. **Title Page**
2. **Process Paper**
3. **Historical Paper**
4. **Annotated Bibliography**

They should then **save the final version as one PDF file** with their first and last names, followed by the contest level. For example, John Smith should save his regional contest paper as **johnsmithregional.pdf.** If he qualifies for the state contest, he should save his state contest paper as **johnsmithstate.pdf**.

Important contest planning note! Students are **required** to upload their final PDF file to the contest registration system by the project deadline. **This is earlier than the contest date.**

Websites

Please remember that NHDWebCentral (https://website.nhd.org/) **must be used to build and create ALL websites**. Complete instructions on creating an account, getting started, and other tips are available in the new **NHDWebCentral guide** here.

As detailed in the rules, students should include their **process paper** and **annotated bibliographies** on their website. During registration, students **must provide** their website's **8- digit code found in its URL**.

Important contest planning note! Websites are unable to be edited **during** the contest. Websites are "**locked**" on the project deadline and not unlocked until after the contest. Websites must be submitted by the project deadline, **ahead of the contest date.**

Documentaries

Documentary students need to plan to upload a shareable **.MP4** video file of their final project to **Google Drive**, **OneDrive**, or **DropBox** by the contest registration deadline. Students should prepare to give themselves plenty of time to complete this process before the deadline. **Do this early!** Files typically upload faster over a wired connection instead of WiFi. Make sure to check that file is working after uploading.

Documentary students also need to save their paperwork as one PDF file and upload it to the registration system by the deadline.

To prep documentary and paperwork for submission, please follow these steps:

Step 1: Create one PDF file that contains in order:

a. title page
b. process paper
c. annotated bibliography

The registration system only allows one PDF upload, so it must include all required paperwork. **Save the final combined PDF file using these naming guidelines:**

- **If competing as an individual, name the file** with first and last name and the contest level. For example: **johnsmithregional.pdf** at the regional contest level or **johnsmithstate.pdf** at the state contest level.
- **If competing as a group, name the file** with each group member's last name and the contest level. For example: **smithjonesthomasregional.pdf** at the regional contest level or **smithjonesthomasstate.pdf** at the state contest level.

Step 2: Upload the .MP4 file of documentary to Google Drive, OneDrive, or DropBox. A particular platform is not preferred as long as it is viewable to anyone with the link. **If students do not have access to one of these shareable drives or have a way to share outside access to your file in a school drive,** please email NHD IN WI at historyday@wisconsinhistory.org _**before**_ the contest deadline so that they can assist.

- **If competing as an individual, name the .MP4 file** with first and last name and the contest level. For example: **johnsmithregional.mp4** at the regional contest level or **johnsmithstate.mp4** at the state contest level.
- **If competing as a group, name the file** with each group member's last name and the contest level. For example: **smithjonesthomasregional.mp4** at the regional contest level or **smithjonesthomasstate.mp4** at the state contest level.

Step 3: Make Google Drive, One Drive, or DropBox Link Shareable. See the following instructions for each platform.
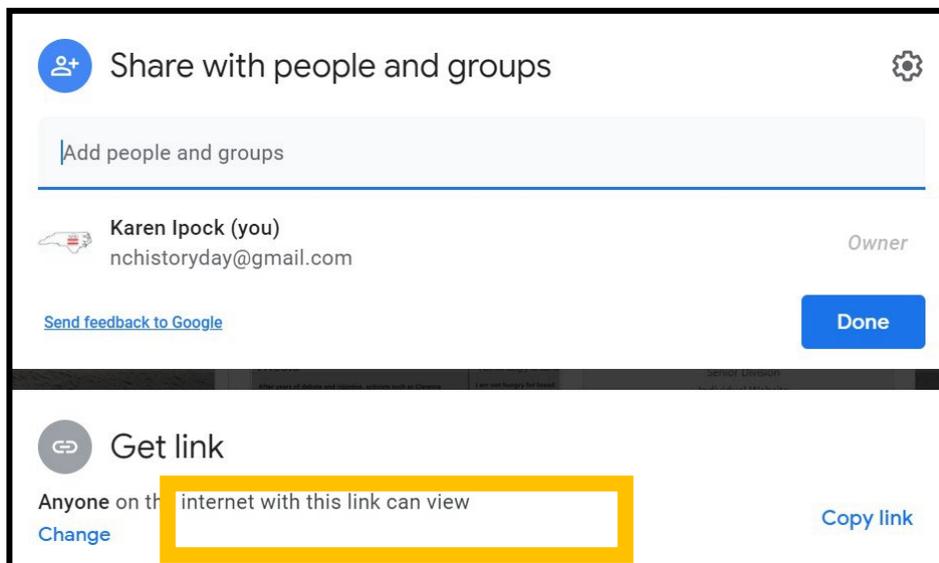
DropBox Share Steps
1. Upload file to DropBox.
2. Once uploaded, hover over the .MP4 file and click the Share button. A pop-up box will appear.
3. Find "Share a link instead," create a link, and set it to "Anyone with a link can view."
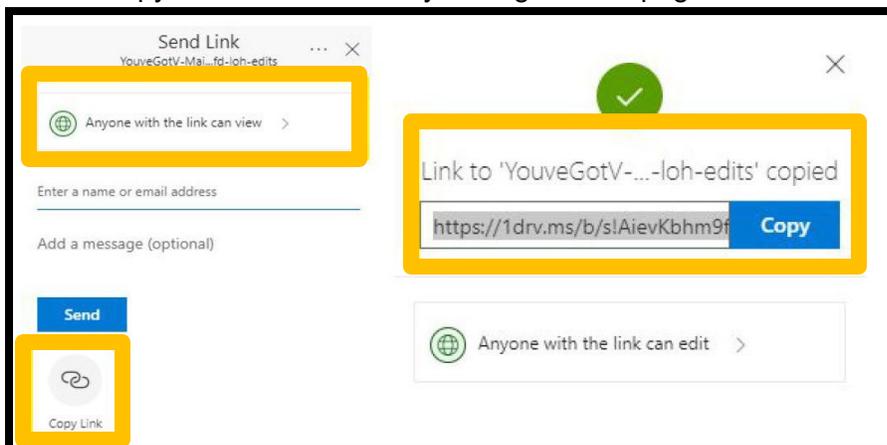4. Copy the link and add to your registration page.

Google Drive Share Steps
1. Upload file to Google Drive.
2. Once uploaded, right-click on the file.
3. Select the **"Share"** option from the menu. A pop-up box will appear, as shown below.
4. Make sure "Anyone on the internet with this link can view" is selected. If not, click on the blue change button and select that option.
5. Once set to "Anyone" click on "copy link" and add to your registration page.

One Drive Share Steps
1. Upload file to One Drive.
2. Once uploaded, right-click on the file.
3. Select the "Share" option from the menu.
4. Change settings to "Anyone with the link can view."
5. Copy the link and add to your registration page.

Step 4: Double-check that contest coordinators and judges can access shareable link.
Open an incognito browser tab (directions below) and copy and paste the link there. If the video is not shared, repeat Step 3. If the video appears, advance to Step 5.

- **How to Open Incognito Browser Tab**
    1. Windows, Linux, or Chrome OS: Press Ctrl + Shift + n.
    2. Mac: Press ⌘ + Shift + n.

Step 5: Submit project to the contest by the contest project submission deadline.
Include the documentary's shareable link and upload paperwork's PDF file by the project submission deadline.

Important contest planning note! Make sure that the documentary stays on the shareable drive and does not change locations or settings before the end of the contest day. The contest runs from the close of registration through to the announcement of finalists on the contest day.

Exhibits

Those participating in the exhibit categories will bring their completed exhibits on contest day to be displayed and judged. Students are still required to submit their written materials in advance of the contest day. Students must setup their display on their own on the day of the contest.

Guidelines for Submitting Written Materials

- **Step 1: Combine all of the written materials paperwork into one PDF document**. The registration system only allows one PDF upload.
    1. **Paperwork should be in this order:**
        a. Title Page
        b. Process Paper
        c. Annotated Bibliography
    2. **Save the final combined PDF file using these naming guidelines:**
        a. If competing as an individual, name the file with first and last name and the contest level. For example: johnsmithregional.pdf at the regional contest level or johnsmithstate.pdf at the state contest level.
        b. If competing as a group, name the file with each group member's last name and the contest. For example: smithjonesthomasregional.pdf at the regional contest level or smithjonesthomasstate.pdf at the state contest level.
- **Step 2: Upload the PDF file to your contest registration by the contest written materials submission deadline.**

Performances

Those participating in the performance categories will perform on contest day and be judged at that time. Students are still required to submit their written materials **in advance of the contest day.**

Guidelines for Submitting Written Materials

- **Step 1: Combine all of the written materials paperwork into one PDF document**. The registration system only allows one PDF upload.
    1. **Paperwork should be in this order:**
        a. Title Page
        b. Process Paper
        c. Annotated Bibliography
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        b. If competing as a group, name the file with each group member's last name and the contest. For example: smithjonesthomasregional.pdf at the regional contest level or smithjonesthomasstate.pdf at the state contest level.
- **Step 2: Upload the PDF file to your contest registration by the contest written materials submission deadline**