



## 2019 NHD NATIONAL CONTEST REGISTRATION INSTRUCTIONS

**NHD is using an online registration system for the 2019 National History Day Contest! Through this 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/Project 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 14, 2019.**

**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 15, and will increase to \$75 if this is not completed by 12:00 PM EDT on Monday, May 20. 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](http://www.nhd.org/affiliate). You may also contact the NHD National Office: [registration@nhd.org](mailto:registration@nhd.org), or 301-314-9739.

### **Note About System Emails**

In the registration system, users will need to accept emails from zfacts.com in order to receive the system's automatic email messages. If you do not receive a message, check your spam folder. If you are using a school email address, you may need to check with your IT department 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.

### **Accessing Your Profile**

After you have completed your registration, you will be able to log back in to access your profile information at any time before the deadline. To do so, once you are logged in, click on your name in the top right corner. Choose "My Profile." There students will see tabs to view their basic information, special award nominations, orders, and to re-submit medical information. Teachers will see tabs for their basic information and additional teacher details.

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## **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. If your NHD Affiliate program is paying for any of your fees, this will be reflected in your cart upon checkout.

**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.**

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## CONTACT INFORMATION

### Prior To The Contest

**For technical support issues**, please email [IT@nhd.org](mailto: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](mailto: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](mailto:NHDhousing@umd.edu), or call Conferences and Visitor Services at 301-314-6637.

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## 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.

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## DEADLINES

<b>Website Lock-Out Date</b>	<b>11:59 pm EDT on Tuesday, May 14, 2019</b>
<b>Paper Upload Date</b>	<b>11:59 pm EDT on Tuesday, May 14, 2019</b>

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

<b>Paper Entries (4 hard copies)</b>	<b>May 14, 2019</b>
<b>Scholarship Applications – Including Transcripts</b>	<b>May 14, 2019</b>

<b>Checks</b>	<b>May 24, 2019</b>
<b>Shipping Items to the Contest</b>	<b>June 3 - 8, 2019</b>



## 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/Project Key (ie. b965f631-a8a0-4eff-8145-d1698f3618d3). The group members will then create their own student registration accounts and will enter this number when prompted for entry information. (Instructions included below.) 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. Requested information includes medical conditions, medications, child's doctor, and medical insurance. It is strongly recommended that you have this information ready before you begin the registration process.

### 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. *Please note that students will choose a "Student" package, teachers will choose a "Teacher" package, and parents, guardians, and family members will choose a "Parent/Family Member" package.* 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. Please remember this is only a handling and storage fee. You are still responsible for arranging and paying for the shipment of your exhibit, equipment, or props to and from the National Contest.

## 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](http://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 and click on your name in the top right corner, and choose My 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](http://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!** Your scholarship materials must be received by Tuesday, May 14 to:

SCHOLARSHIPS

National History Day

4511 Knox Road

Suite 205

College Park, MD 20740

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## 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 Create Account 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.



- Next you will complete personal contact information: address, city, zip, phone number, parent email address, gender, and you will create a password. **NOTE: if you use your browser's autofill tool, PLEASE DOUBLE CHECK that the information is correct and has not been overwritten.** Click "Save and Continue" button.
- You will then be prompted to select your school, teacher, and grade from the provided drop down lists. (In the school field, you can begin typing the name of your school and similar names will appear from which to choose.) Click "Save and Continue" button.
- You will then be required to complete information about your parent/guardian and chaperone for the contest, any ADA needs, as well as answer additional questions related to your entry.
- Next 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/Project key." This Team/Project key will appear in a confirmation screen for that student, as well as in that student's profile when he/she logs back into the account. The key looks like this:  
b965f631-a8a0-4eff-8145-d1698f3618d3.
  - The following group members will begin a student account and will enter the "Team/Project 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.
  - If the entry is a **Website**, students will add their 8-digit NHD Weebly ID to the appropriate field.
  - If the entry is a **Paper**, students will upload their PDF document directly into the appropriate field.
- 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.***
- Next you will complete the medical form information. Please note that you must complete this form to continue with your registration. If you cannot complete this information at this time, click the "Complete Later" button. You **must** log back into your account to complete this form before the registration deadline.
  - To complete medical forms at a later time, log in and access your profile. Click on the "Medical Info/Release" tab. Then click on the blue "Update Medical info" button. Once complete, click "Submit."
- You and your parent/guardian will then agree to NHD permissions and waivers.
- The next step is to enter payment information for any contest fees or purchased items. Registration is complete ONLY once all fees have been paid.
  - The \$150 student registration fee is automatically added to your cart. Select any other items you wish to purchase and continue.
  - You will then view your cart where you can see all fees and submit payment. (Payment instructions are below.)



- Once you have entered payment, you will be taken to a confirmation screen where you can view your entry information, including your team/project key, and nominate your entry for a special prize by clicking on the “Special Award Nomination” button.
- You can also nominate your entry for a special award by 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:**

- Click on the link provided by your affiliate coordinator, which will take you to the homepage of the National Contest Registration.
- Click the LOGIN button on the top right of the page.
- Use the SAME username and password that you created for the affiliate contest registration to log in to your National Contest registration profile. Do not create a new account.
- You will be prompted with a welcome message, “there are a few things to take care of...” and you will click the blue “Next” button.
- You will then be required to complete information about your parent/guardian and chaperone for the contest, any ADA needs, as well as answer additional questions related to your entry.
- Next you will complete the medical form information. Please note that you must complete this form to continue with your registration. If you cannot complete this information at this time, click the “Complete Later” button. You **must** log back into your account to complete this form before the registration deadline.
  - To complete medical forms at a later time, log in and access your profile. Click on the “Medical Info/Release” tab. Then click on the blue “Update Medical info” button. Once complete, click “Submit.”
- You and your parent/guardian will then agree to NHD permissions and waivers.
- Then you will be taken to the merchandise page. This is where you will add the Student Registration Fee, along with any other desired items, to your cart and submit payment. Registration is considered complete ONLY once all fees have been paid. (Payment instructions are below.)
- Once you have submitted payment you will see a confirmation screen. You can then click the “complete first time login” button below. This will take you to the main page where you can access 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.***
- You will then be able to nominate your entry for up to two special prizes by clicking the “Special Award Nomination” tab when viewing your profile.
- You can also view your Team/Project key in your profile.



## 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 Create Account 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. **NOTE: if you use your browser’s autofill tool, PLEASE DOUBLE CHECK that the information is correct and has not been overwritten.** Click “Save and Continue” button.
- Next you will 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 can select multiple schools by holding down the “ctrl” key as you select your schools.
- You will then indicate whether you are attending the National Contest. **It is critical that you check this box if you are attending the contest.**
- You also will be prompted to answer additional questions regarding NHD participation at your school.
- You will then agree to NHD permissions and waivers and click the “Save and Continue” button. This will confirm your information.
- Next you will click the blue “Purchase Items” button to enter the merchandise page. You will then add the Teacher Registration fee to your cart if you are attending the contest, as well as any other desired items. Registration is complete **ONLY** once all fees have been paid. (Payment instructions are below.)

### For Teachers Who Registered for the Affiliate Contest Online:

- Click on the link provided by your affiliate coordinator, which will take you to the homepage of the National Contest Registration.
- Click the LOGIN button on the top right of the page.
- Use the **SAME** username and password that you created for the affiliate contest registration to log in to your National Contest registration profile. Do not create a new account.
- You will be prompted with a welcome message, “there are a few things to take care of...” and you will click the blue “Next” button.
- You will then indicate whether you are attending the National Contest. **It is critical that you check this box if you are attending the contest.**
- You also will be prompted to answer additional questions regarding NHD participation at your school.
- You will then agree to NHD permissions and waivers and click the “Next” button. This will confirm your information and bring you to the main page.
- The next step is to enter payment information for any contest fees. You first will add the Teacher Registration fee to your cart if you are attending the contest, as well as any



other desired items. 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. This will appear in your cart once you enter the checkout process.
    - **For students who registered online for their affiliate contest:** When you are taken to the Merchandise page, select your Student Registration Fee to add to your cart.
  - 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.
  - To see a record of their orders and payments students can log in, access their profile and click on “Orders”.

*Note: If your NHD Affiliate program is paying for any of your fees, this will be reflected in your cart upon checkout.*



- 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.
  - 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.

*Note: If your NHD Affiliate program is paying for any of your fees, this will be reflected in your cart upon checkout.*

### **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.

