CATEGORY INSTRUCTIONS

VIRTUAL SUBMISSIONS FOR EXHIBIT STUDENTS

- Follow the exhibit instructions available here:
  https://wisconsinhistory.org/Records/Article/CS16330

Then…

1. Export/download your virtual exhibit as a PDF (regardless of which format you used).
2. Combine your title page, process paper, and annotated bibliography and save as one additional PDF.
3. Combine your exhibit PDF and paperwork PDF into **a single PDF file.** (Free apps for this include Small PDF and I Love PDF).
4. Name the file your first and last names (ex: SpongebobSquarepants.pdf).
5. Go to the National Contest registration link (https://wi.nhd.org/?f=61814c1e-c3aa-4f4f-9617-3378f71ed175) and log in to your NHD student profile.
6. Upload your PDF file into the **Entry's Paper** field.
7. Click **Save.**

VIRTUAL SUBMISSIONS FOR PAPER STUDENTS

1. Create one PDF that includes your title page, paper, and annotated bibliography. You can only upload one PDF so it must include all of these components.
2. Name the file your first and last names (ex: SpongebobSquarepants.pdf).
3. Go to the National Contest registration link (provided by your affiliate coordinator) and log in to your NHD student profile.
4. Upload your PDF file into the **Entry's Paper** field.
5. Click **Save.**

VIRTUAL SUBMISSIONS FOR PERFORMANCE STUDENTS

- **No videos of performances will be accepted, only scripts and required paperwork.**
- Export/download your script as a PDF.

Then...

1. Combine your title page, process paper, and annotated bibliography and save as one additional PDF.
2. Combine your script PDF and paperwork PDF into **a single PDF file.** (Free apps for this include Small PDF and I Love PDF).
3. Name the file your first and last names (ex: SpongebobSquarepants.pdf).
4. Go to the National Contest registration link (provided by your affiliate coordinator) and log in to your NHD student profile.
5. Upload your PDF file into the **Entry's Paper** field.
6. Click **Save.**

VIRTUAL SUBMISSIONS FOR WEBSITE STUDENTS

1. Your website must be built in NHDWebCentral.
2. Complete your revisions and click **Save**.
3. Be sure that your process paper and annotated bibliography are embedded in your website.
4. Go to the National Contest registration link (https://wi.nhd.org/?f=61814c1e-c3aa-4f4f-9617-3378f71ed175) and log in to your NHD student profile.
5. Double check that your site key is correct in your NHD student profile.

VIRTUAL SUBMISSIONS FOR DOCUMENTARY STUDENTS

Documentary students will upload SHAREABLE **.MP4** video files of their projects to Google Drive to allow judges to view projects remotely. Process papers & bibliographies will be converted to PDF files and uploaded as well.

PLEASE… allow yourself ample time to complete this process before the deadline. Files typically upload faster over a wired connection instead of WiFi.

Follow These Steps:

STEP 1 Create **one PDF** file that contains your title page, process paper, and annotated bibliography. You may only upload <u>one</u> PDF, so it must include all of your required paperwork. Name the file your first and last names (ex: SpongebobSquarepants.pdf).

STEP 2 Upload the **.MP4** file of your documentary to Google Drive.

STEP 3 Make your Google Drive link shareable. See instructions below:

Google Drive Share Steps

Right-click on the file you are submitting from your Google Drive. Select the "Share" option from the menu. Select the Advanced option in the bottom right of the window.
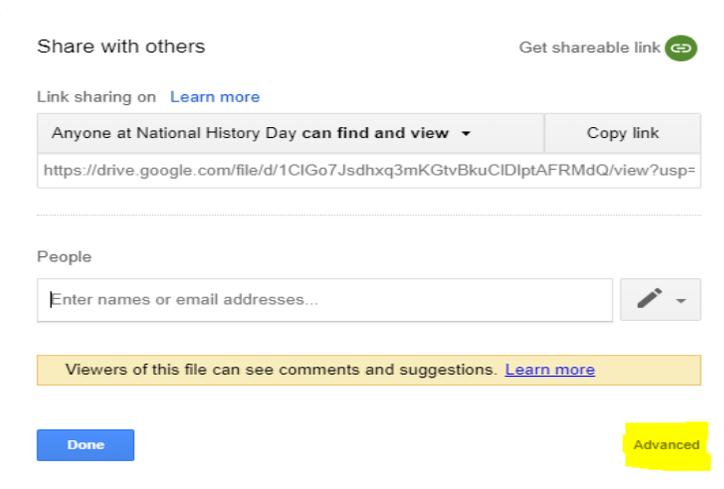
Select the Change option on the first line under Who Has Access.
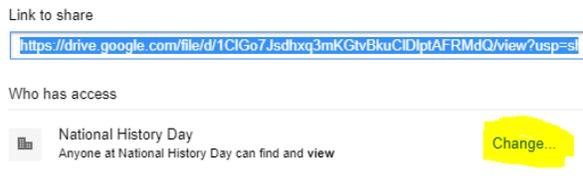
Change the option to "ON - Anyone with the link" and Save.
Return to the window displaying Who Has Access and select/copy the Link to Share.

Check that you have created a shareable link. Open an incognito browser tab and copy and paste your link there. If the video is not shared, repeat Step 3. If the video appears, advance to Step 4.

STEP 4 Submit your project to the contest:
   A. Go to the National Contest registration link (provided by your affiliate coordinator) and log in to your NHD student profile.
   B. Upload your PDF file into the **Entry's Paper** field.
   C. Paste your video link into the **Project Link** field.
   D. Click **Save.** That's it!

We will test all links and PDFs and will contact you if there are problems with the files.