

# Registering for a District Contest

Students who have advanced from their school contest will register at the district level. Students must have pre-approval from their school before registering.

## IMPORTANT Note About System Emails

In the National History Day registration system, users will need to accept emails from zfacts.com (NoReply@zfacts.com) in order to receive the system's automatic and/or admin-generated email messages. If students are using a school email address, you should check with school IT department to see if emails are allowed from outside addresses. You may be able to request to 'White-list' emails from Zfacts. **We strongly recommend using a non-school email to avoid this issue.**

## STUDENT REGISTRATION

Teachers will create their registration accounts first. Once teachers have created their accounts, their students are able to register. Each participating student will need to create an account and register. Students working in a group should designate one person to create an account first and then follow the steps below to create an account with their group members. **Grab a Parent or Guardian!** It may be helpful to have your parent or guardian complete registration along with you.

### Step 1: Create Your Student Account

- Confirm that your teacher has made an account
- Visit your contest website (or visit [marylandhistoryday.org](http://marylandhistoryday.org) to find your district contest website)
- Go to the box on the right side of the page that says "Create Account" and enter your information. The "Create Account" option is also on the top menu bar.
- Enter in your information as accurately as possible.
- Additional Questions: Please enter your county, access needs, and other information as prompted. Save and Continue.

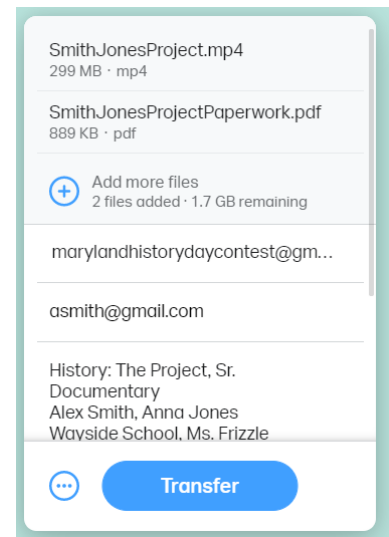
### Step 2: Create a New Project (individual entries and the first team member of group projects.)

- Enter your title. NOTE: You can change this and other project information until the registration deadline by logging in, selecting your Name > My Profile in the upper right corner of the window.
- If you are an individual student, select Create a New Project and fill in your project information.
- If you are the first student in a group to register, select Create a New Project and fill in your project information, and select the box for "Will this be a Team Project?"
- Description: Add a short sentence about your project.
- **PAPER ENTRIES:** Upload a single PDF document containing your research paper, process paper, and bibliography.
- **WEBSITE ENTRIES:** Insert your NHD WebCentral site key in the provided space. Your bibliography and process paper should be embedded into the website, not uploaded through the registration system.

- **EXHIBIT ENTRIES:** Please use the provided Exhibit template to format your project. Create one single PDF with your images, process paper, and bibliography, and upload it to the website.
- **PERFORMANCE ENTRIES:** Please use the provided Performance template to format your project. Create one single PDF with your performance outline, process paper, and bibliography and upload it. Then, click the link at the end of the registration process to go to WeTransfer.com, and follow the instructions below to upload your video and paperwork.
- **DOCUMENTARY ENTRIES:** Upload a single PDF document containing your process paper and bibliography. Then, click the link at the end of the registration process to go to WeTransfer.com and follow the instructions below to upload your video and paperwork.

### WeTransfer Instructions

- WeTransfer is a secure document transfer service. Only Performance and Documentary projects will need to use WeTransfer to send the contest staff your documents. You have until the project submission deadline to submit your videos and documents.
- Make sure that your video file is in .mp4 or .mov file format.
- Add your files or folder to the upload.
- In the “Email To” space, add [marylandhistorydaycontest@gmail.com](mailto:marylandhistorydaycontest@gmail.com)
- In the “Your Email” space, add the email connected to your History Day registration
- In the “Message” field, please put your project title, project category, the names of all team members, school name, and teacher name.



### Step 3: Finishing Registration

- Parents or Guardians must agree to the NHD permissions and waivers. Select the checkboxes and continue.
- Write down your Username and Password, you will need them later on.

### Step 4: Registering your Team Members

- If other team members are present and can register on the same computer, click on the red button that says “Register another Team Member” or follow the link on the confirmation page.
- If you are not with your team members, copy the web url on the confirmation page and email it to them. They can click this url to register and your project information will autofill for them.
- Once your team is all registered, you can confirm that you are on the same team by going to your Profile in the upper right corner of the registration site. You should see your team members on your profile page.

Project Key:	Odd25b71-8fac-4d6a-9143-521f87a7d458
Project Leader:	Bart Simpson
2 Team Members:	
Bart Simpson	
Lisa Simpson	