NHD
NATIONAL
HISTORY DAY®

2022 NHD National Contest Registration Information

Before you register for the NHD National Contest, download and read the **Registration Instructions**, which can be found at Nhd.org/Virtual2022. On this page, you will also find other important information on the virtual 2022 NHD National Contest.

To begin registration, please follow the instructions you received through the online registration system (ZFairs). If you did not receive instructions, please contact your affiliate coordinator.

Important Dates to Remember

Registration Opening Date:	**12:00 p.m. ET on Wednesday, April 13, 2022**
Registration Closing Date:	**11:59 p.m. ET on Tuesday, May 17, 2022**
Website Lock-Out Date:	**11:59 p.m. ET on Tuesday, May 17, 2022**
Project Upload Date:	**11:59 p.m. ET on Tuesday, May 17, 2022**
Virtual National Contest:	**Sunday, June 12 - Saturday, June 18, 2022**

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

Check Payments:	**Wednesday, June 1, 2022**

2022 Registration Fees
Student Registration Fee: $150

For information regarding your affiliate, please contact your NHD coordinator:
Name: Kayla Gabehart
Phone: 303-319-1744
Email: kayla.gabehart@ucdenver.edu

NHD Registration Contact Information
Please review the information below to contact the appropriate staff member for your question.

For registration system and contest questions, please email Registration@Nhd.Org**.**
For technical support issues, please email IT@Nhd.Org**.**
For payment and billing questions, please email Lorena@Nhd.Org.
For judge questions, please email Judges@Nhd.Org.

NHD NATIONAL HISTORY DAY®

NATIONAL MUSEUM OF AMERICAN HISTORY EXHIBIT SHOWCASE

Who is eligible for consideration? Exhibit students

How to apply? Coordinators will nominate one exhibit to represent their affiliate.

Selection criteria: All topics are considered, but preference is given to state and local history topics.

NATIONAL MUSEUM OF AMERICAN HISTORY
BEHRING CENTER
◉ Smithsonian

NATIONAL MUSEUM OF AFRICAN AMERICAN HISTORY & CULTURE DOCUMENTARY SHOWCASE

Who is eligible to apply? Documentary students

How to apply? Students can apply directly in the NHD National Contest Registration system.

Deadline to apply: Tuesday, May 17, 2022

Selection criteria: Topics must be related to the histories of African Americans, Africans, the African diaspora, or civil rights and human rights for any group of people.

NATIONAL MUSEUM of AFRICAN AMERICAN HISTORY & CULTURE
◉ Smithsonian

WHITE HOUSE HISTORICAL ASSOCIATION PAPER SHOWCASE

Who is eligible to apply? Paper students

How to apply? Students can apply directly in the NHD National Contest Registration system.

Deadline to apply: Tuesday, May 17, 2022

Selection criteria: Topics must be related to the history of the White House and/or the Presidency.

THE WHITE HOUSE
HISTORICAL ASSOCIATION

FORD'S THEATRE PERFORMANCE SHOWCASE

Who is eligible to apply? Performance students

How to apply? Students can apply directly in the NHD National Contest Registration system.

Deadline to apply: Tuesday, May 17, 2022

Selection criteria: Topics must be related to the legacy of Abraham Lincoln's ideas, from the Civil War to the Civil Rights Movement, with a focus on African American history and civic engagement.

FORD'S THEATRE

PLANET WORD WEBSITE SHOWCASE

Who is eligible to apply? Website students

How to apply? Students can apply directly in the NHD National Contest Registration system.

Deadline to apply: Tuesday, May 17, 2022

Selection criteria: Topics that feature writers, linguists, journalists, and others who changed the world using the power of words

PLANET WORD

2022 NHD National Contest
Registration Instructions

Contents

Congratulations!

Congratulations on advancing to the NHD National Contest! The virtual National Contest will take place the week of **June 12-18, 2022.**

Visit **NHD.org/Virtual2022** for the contest schedule and additional details on the virtual 2022 National Contest**.**

Through the online contest registration, you will:

✔ Confirm your participation in your contest division and category.
✔ Provide essential contact information.
✔ Submit your project in the approved format.
✔ Nominate your entry for a special prize.
✔ Submit payment for applicable fees.

Learn more about National History Day®: **NHD.org/About**

Important Registration Dates

Registration Opens: 12:00 p.m. ET on Wednesday, April 13, 2022
Registration Closes: 11:59 p.m. ET on Tuesday, May 17, 2022
All Projects Due: 11:59 p.m. ET on Tuesday, May 17, 2022
Projects must be uploaded into the registration system by this date. Websites will be locked from editing at this time and will be unlocked at 12:01 AM ET on June 19, 2022.

<u>Due to NHD Office:</u>
Checks & Purchase Orders (if applicable): Wednesday, June 1, 2022

BEFORE YOU BEGIN REGISTRATION:

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

Preparing to Register

Who MUST Complete Contest Registration:
- Teachers of competing students
- Competing students, accompanied by their parents or guardians

Please note: **ALL** students in a group entry must register and pay registration fees for an entry to be evaluated.

NECESSARY INFORMATION FOR REGISTRATION

ALL registrants must provide the following:
- Telephone Number
- Mailing Address **(Address to receive certificate and any medals/awards after contest)**
- Email Address **(NHD staff will use your email address to contact you after the contest.)**

Students must provide these additional items:
- Teacher Name and School
- Entry Category, Division, Title
- Credit Card Number (if applicable)

REGISTRATION WILL CLOSE PROMPTLY AT <u>11:59 PM ET ON TUESDAY, MAY 17, 2022.</u>

*Registrants who do not complete the payment before the **11:59 p.m. ET Tuesday, May 17 deadline** will face a **$50 Late Fee.** The late fee will increase to **$60 on Thursday, May 19.** If payment is not completed by **Friday, May 22**, the **late fee will increase to $75**. If you need to complete your payment after the May 17 deadline, you must contact the NHD National Office. Contact information is on **page 17**.*

Registration FAQs

When Can You Register?
You will be able to register for the National Contest only after the completion of your affiliate contest. You will receive an email from zFairs.com 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: **NHD.org/Affiliate.**

Why Do You Need Parent/Guardian Information?
Parents/guardians are expected to assist their child in completing the registration process. This includes agreeing to authorizations within the system. Each student will need to list at least one parent/guardian in their registration. Parents/guardians should **not** create a separate account.

How Do You Register Group Projects?
If you are registering a group project, each person in your group must register individually. However, only one member of your group will enter the project information. Once project information is submitted, the student who created the entry will inform group members of the **Team Key** (e.g., b965f631-a8a0-4eff-8145-d1698f3618d3). For detailed instructions on group projects, see instructions on **page 7**. *Please note:* **All group members must complete registration and payment for an entry to be evaluated.**

How Do You Nominate Your Entry for a Special Award?
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, browse the list on the NHD website, **NHD.org/Special-Prizes**. To nominate your entry, you must first complete your student registration and payment. On the registration confirmation page, you will see a blue **Special Award Nominations** 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. Find the special awards that interest you and click the **Nominate** button below the award. You may nominate your entry for up to two awards **only**. In the nomination, please include a short statement about how your project meets the prize criteria and why it should be considered.

How Do You Receive Emails from the Registration System?
You need to accept emails from **zFairs.com** to receive the system's automatic email messages. If you do not receive a message, check your email spam folder. If you are using a school email address, check with your IT department to make sure you can receive outside messages and request that emails coming from zFairs.com be approved to be received, or "whitelisted." If possible, please do not use a school email address.

Click **here** for video instructions.

Creating a Student Account (Students in CA, CO, American Samoa, NHD China)
After your teacher(s) create their accounts, follow the steps below to begin registration.

- Use the National Contest private registration link to access the registration homepage. This will be sent from **zFairs.com** and/or your affiliate coordinator.
- Click **Create Account** in the toolbar, then select **Student** from the drop-down menu.
- Insert your first name, last name, and email address. Click the checkbox next to **I am Not a Robot.** Then, click the **Save & Continue** button. *Please Note:* This is the email contest coordinators will use to contact you. We may not be able to contact you via school email.
- Complete the **Student's Personal Information** section. In this section you will be asked to upload a profile photo. This photo is optional and may be used in the Welcome and/or Awards Ceremony. Then, click the **Save & Continue** button.
- Complete the **Additional Questions** section. Then, click the **Save & Continue** button.
- Add your **School, Teacher**, and **Grade** information. Then, click the **Save & Continue** button.
- Complete the **Entry** section.
    - **Group Projects Only**
        - **IF YOU ARE REGISTERING AS PART OF A GROUP PROJECT** - The first student in a group to register will create the entry. That student will give other group members the **Team/Project Key. This Team/Project Key** will appear in a confirmation screen for the first student, as well as in that student's profile when logged into the account. *Sample Team/Project Key: b965f631-a8a0-4eff-8145-d1698f3618d3.*
        - The other group members will create their student accounts and 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.
- The **Entry** section includes writing a **Project Description**. In the description, briefly summarize the historical argument and content of your project. Upload your project on this page. You can do it during registration or log back in later and upload an updated version before the **May 17 at 11:59 p.m. ET.** registration deadline. See **page 16** for information on how to format and submit your project. Then, click the **Save & Continue** button.
- On the next page, review the **Special Prizes**. You can nominate your project for **two** special prizes. You can do this now or log back in later and nominate your project. Then, click the **Save & Continue** button.
- Complete the **Student Permissions and Waivers** section with a parent/guardian. Then, click the **Save & Continue** button.
- On the **Payment** page, select credit/debit card payment, invoice, or that your school is paying. PLEASE CHECK WITH YOUR TEACHER FIRST BEFORE PROCEEDING WITH PAYMENT.
- Once you have marked your payment option, you will see a confirmation screen - your registration in now complete. You will receive a registration confirmation email from zFairs. Check your spam folder if you did not receive the email in your inbox. If you used a school email address, you may not receive the confirmation email.
- Click the **Home** button to be brought to the National Contest Registration page.
- To upload a profile photo, upload an updated entry, or nominate your project for special prizes, click on your name in the top right corner of the screen, and choose **My Profile.** You will have access to edit your profile until the registration deadline of **May 17 at 11:59 p.m. ET.**
- *Please note:* We need student videos for the Welcome and Awards Ceremonies! If you would like to submit a video, please follow **these instructions.**

Promoted Students (All Other Students)
● Go to the National Contest registration homepage: **National.NHD.Org**
● Click the **Login** button on the top right of the page. **Do NOT create a new account. Use the same username and password** that you created for your regional/affiliate contest registration to log in to your National Contest profile. If you forgot your username/password, click the **Forgot Password/Username** button to reset.
● Read the welcome message, **"there are a few things to take care of…"** click the **Save & Continue** button.
● Complete the **Student's Personal Information** section. In this section you will be asked to upload a profile photo. This photo is optional and may be used in the Welcome and/or Awards Ceremony. Then, click the **Save & Continue** button.
● Complete the **Additional Questions** section. Then, click the **Save & Continue** button.
● Confirm your **School, Teacher**, and **Grade** information. Then, click the **Save & Continue** button.
● Confirm your **Entry** information. This includes writing a **Project Description**. In the description, briefly summarize the historical argument and content of your project. Upload an updated version of your project on this page. You can do it during registration or log back in later and upload an updated version before the registration deadline of **May 17 at 11:59 p.m. ET.**
● See **page 16** for information on how to format and submit your project. Then, click the **Save & Continue** button.
● On the next page, review the **Special Prizes**. You can nominate your project for **two** special prizes. You can do this now or log back in later and nominate your project. Then, click the **Save & Continue** button.
● Complete the **Student Permissions and Waivers** section with a parent/guardian. Then, click the **Save & Continue** button.
● On the **Payment** page, select credit/debit card payment, invoice, or that your school is paying. PLEASE CHECK WITH YOUR TEACHER FIRST BEFORE PROCEEDING WITH PAYMENT.
● Once you have marked your payment option, you will see a confirmation screen - your registration in now complete. You will receive a registration confirmation email from zFairs. Check your spam folder if you did not receive the email in your inbox. If you used a school email address, you may not receive the confirmation email.
● Click the **Home** button to be brought to the National Contest Registration page.
● To upload a profile photo, upload an updated entry, or nominate your project for special prizes, click on your name in the top right corner of the screen, and choose **My Profile.** You will have access to edit your profile until the registration deadline of **May 17 at 11:59 p.m. ET.**
● *Please note:* We need student videos for the Welcome and Awards Ceremonies! If you would like to submit a video, please follow **these instructions.**

Student Registration

Need to Edit or Add to Your Student Registration?

Logging into Student Account (After Registering)
- Go to the National Contest registration homepage: **National.NHD.Org**
- Click **Login** in the top right corner.
- Insert your username and password.
- If you forgot your username and/or password, click the white **Forgot Password/Username** button and follow the prompts to reset. If you used a school email address, you may not receive the reset email. In that case, email **It@NHD.org** for assistance.

Editing Student Account Information and Project Information
- After logging in to your student account, click your name in the top right corner.
- Select **My Profile** from the drop-down menu to edit your personal information, project information, or other registration information before contest registration closes on **May 17, 2022 at 11:59 p.m. ET.**
- To upload your project, please follow the instruction on **page 16**.

Teacher Registration

Creating a Teacher Account (Teachers in CA, CO, American Samoa, NHD China)
Teachers need to register **before** their students can begin to register. Follow the steps below to begin registration.

- Go to the National Contest registration homepage: National.NHD.Org
- Click **Create Account** in the toolbar, then select **Teacher** from the drop-down menu.
- Insert your first name, last name, and email address. Click the checkbox next to **I am Not a Robot.** Then, click the blue **Next** button.
- Complete the **Teacher's Personal Information** section. This includes uploading a profile photo. This photo is optional and may be used in the Awards Ceremony. Then, click the blue **Next** button.
- Complete the **School** section. Then, click the blue **Next** button.
- Complete the **Additional Information** section. Then, click the blue **Next** button.
- Complete the **Teacher's Permissions and Waivers** section. Then, click the blue **Next** button.
- Registration is complete. Your username will appear on this screen. Record your system username and password. Let your students know that they can register now.
- You will receive a registration confirmation email from zFairs. Check your spam folder if you did not receive the email in your inbox. If you used a school email address, you may not receive the confirmation email.
- *Please note:* We need teacher videos for the Welcome and Awards Ceremonies! If you would like to submit a video, please follow **these instructions.**

Promoted Teachers (All Other Teachers)
- Go to the National Contest registration homepage: National.NHD.Org
- Click the **Login** button on the top right of the page. **Do NOT create a new account.** Use the same username and password that you created for your regional/affiliate contest registration to log in to your National Contest profile. If you forgot your username/password, click the white **Forgot Password/Username** button to reset.
- Read the welcome message, **"there are a few things to take care of…"** click the **Save & Continue** button. Follow the prompts to complete registration.
- Review your **Personal Information**. In your profile, upload a profile photo. This photo is optional and may be used in the Welcome/Awards Ceremony.
- Answer **Additional Questions** regarding NHD participation at your school. Click the **Save & Continue** button.
- Ensure your school(s) is selected. Click the **Save & Continue** button.
- Agree to **NHD Permissions and Waiver**s and click the **Save & Continue** button.
- Registration is now complete. Click the **Home** button to be brought to the National Contest Registration page.
- You will receive a registration confirmation email from zFairs. Check your spam folder if you did not receive the email in your inbox. If you used a school email address, you may not receive the confirmation email.
- *Please note:* We need teacher videos for the Welcome and Awards Ceremonies! If you would like to submit a video, please follow **these instructions.**

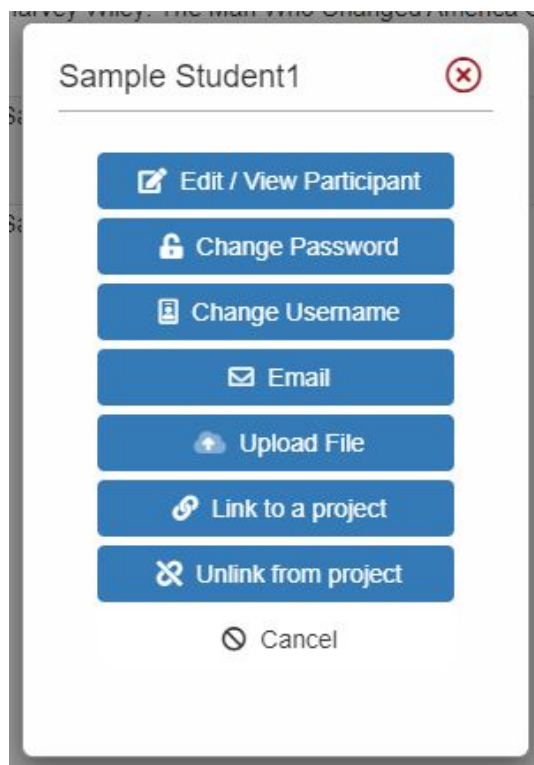# Teacher Registration

Click [here](#) for video instructions.

Need to Edit or Add to Your Teacher Registration?

Logging into Teacher Account (After Registering)
- Go to the National Contest registration homepage: [National.NHD.Org](#)
- Click **Login** in the top right corner.
- Insert your username and password.
- If you forgot your username and/or password, click the white **Forgot Password/Username** button and follow the prompts to reset. If you used a school email address, you may not receive the reset email. In that case, email [It@NHDd.org](#) for assistance.

Editing Teacher Account Information
- After logging in to your teacher account, click your name in the top right corner.
- Select **My Profile** from the drop-down menu to edit your personal information or add a photo for use in the Welcome/Awards Ceremony before registration closes on **May 17, 2022 at 11:59 p.m. ET.**
- Select **Change Password** to change the password for your account.

Checking Your Students' Registration Progress
- After logging in to your teacher account, click **My Students** in the top toolbar.
- This page lists each of your students. Click on a name to bring up a pop-up menu. You can **Edit/View Participant** profile (this includes uploading project PDFs or links), change **Password/Username**, **Link/Unlink** projects, and **Email Participants**.
- *Please note:* Checking student profiles can only be done **before** contest registration closes on **May 17, 2022 at 11:59 p.m. ET.**

Registration Symbol Key

Under **My Students**, each student has a series of icons next to their name/entry:

- **A dollar bill:** The color of the symbol (red or green) shows whether the student's registration fee is paid. Green means it is paid.
- **A map:** If you hover over the map it will show you which affiliate the student is registered under.
- **An arrow:** This symbol will only appear if the student has been promoted into the contest. Students are only promoted if the previous contest uses zFairs and has advanced winners.
- **Conversation Bubble with Check Mark:** This icon will appear if the student has agreed to the permissions and waivers as part of registration.
- **Piece of Paper**: This symbol will only appear if the student's registration fee payment is on an invoice that they created or that their teacher created. If students paid by credit card, this symbol will not appear.
- **No Team Members**: This symbol will only appear if a student registered as a group project but they do not have other group members linked to their group. If this appears, please contact **Registration@NHD.Org** to link students to their group members.

Registration Fees

Student Contest Fees: Each student must pay the **$150 student 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. *Please note:* **There is no Teacher Registration Fee for the 2022 National Contest.**

Submitting Payment: Individual fees cannot be split between multiple forms of payment (i.e., credit card and 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. *Please note: If your NHD Affiliate program is paying for any of your fees, please follow the instructions from them on how to process your payment.*

Students Submitting Registration Fees

Student Registration Fees
- At the bottom of the **Permissions and Waivers** page, acknowledge the registration fees associated with the contest.
- Select **Card** to pay with a credit card, **Check** to pay by check, or **School** to signify that your school is paying your fee. PLEASE CHECK WITH YOUR TEACHER FIRST BEFORE PROCEEDING WITH PAYMENT. *Please note:* Credit card payments are preferred.
    - Either enter credit card information or print the invoice to mail with a check to complete payment.
    - If paying by check, mail the invoice, along with a check (made out to National History Day), to National History Day, 4511 Knox Road, Suite 205, College Park, MD 20740.

- If you need to insert payment information later, login and click your name in the top right corner.
- Select **My Profile** from the drop-down menu and then click the **Store** tab in your toolbar. Add the Student Registration Fee to your cart, and select **Card** to pay with a credit card, **Check** to pay by check, or **School** to signify that your school is paying your fee. PLEASE CHECK WITH YOUR TEACHER FIRST BEFORE PROCEEDING WITH PAYMENT. *Please note:* Credit card payments are preferred.
- To see a record of orders and payments, log in, access your profile, and click on the **Orders** tab.
    - *Please note: If your NHD Affiliate program is paying for any of your fees, please follow the instructions from them on how to process your payment.*

*Registrants who do not complete the payment before the **11:59 p.m. ET Tuesday, May 17 deadline** will face a **$50 Late Fee.** The late fee will increase to **$60 on Thursday, May 19.** If payment is not completed by **Friday, May 22**, the **late fee will increase to $75**. If you need to complete your payment after the May 17 deadline, you must contact the NHD National Office. Contact information is on **page 17**.*

Registration Fees

Teachers Submitting Registration Fees

Teachers Paying for Student Registration Fees
- Log in to your account and then click on the **Store** tab.
- Click on the **Students** tab, next to the **Order History** tab.
- All of your students will appear in the list. Check the box next to the student(s) for whom you are paying.
- Add the fees to the cart.
- Click the blue **Checkout & Pay** button.
- If you are paying by credit card, select **Pay Online**.
  - Complete the required fields.
  - Click **Pay Now.**
- If you are paying by check, select **Generate Invoice.**
  - Confirm the information is accurate and print this invoice.
  - Present this invoice to your school or paying organization's finance office to obtain the check.
  - Mail the invoice along with the check, as instructed.
    - *Please note:* **If your NHD Affiliate program is paying for any of your fees, please follow the instructions from them on how to process your payment.**

*Registrants who do not complete the payment before the **11:59 p.m. ET Tuesday, May 17 deadline** will face a **$50 Late Fee.** The late fee will increase to **$60 on Thursday, May 19.** If payment is not completed by **Friday, May 22**, the **late fee will increase to $75**. If you need to complete your payment after the May 17 deadline, you must contact the NHD National Office. Contact information is on **page 17**.*

Documentary Category

- During registration, upload a single PDF of your **Written Materials** (title page, process paper, and annotated bibliography) **and** insert a shareable **Link** from Google Drive, OneDrive, or Dropbox.
- **Click here** for the accepted Documentary formats and submission assistance.
- *Please Note:* Only one student in a Group Project needs to submit the project PDF and URL.

Exhibit Category

- During registration, upload a single PDF of your **Written Materials** (title page, process paper, annotated bibliography, and exhibit).
- **Click here** for the accepted Exhibit formats and submission assistance.
- *Please Note:* Only one student in a Group Project needs to submit the project PDF.

Paper Category

- During registration, upload a single PDF of your **Paper** (title page, process paper, paper, and annotated bibliography).
- **Click here** for submission assistance.

Performance Category

- During registration, upload a single PDF of your **Written Materials** (title page, process paper, and annotated bibliography) **and** insert a shareable **Link** from Google Drive, OneDrive, or Dropbox.
- **Click here** for the accepted Performance formats and submission assistance.
- *Please Note:* Only one student in a Group Project needs to submit the project PDF and URL.

Website Category

- During registration, insert your 8-digit **NHDWebCentral**® **Site Key.**
- **Click here** for submission assistance.
- *Please Note:* Only one student in a Group Project needs to submit the project Site Key.

Contact Information

Registration@NHD.Org
For registration and contest questions

It@NHD.Org
For technical support with project uploads into registration system

Lorena@NHD.Org
For payment and billing questions