 Click here to follow along with the step-by-step instructional video.

# REGISTERING AS A GROUP WEBSITE

Please note that these instructions are for students working in **groups**. If you are working individually, please use the instructions for individual websites (page 2).

- Choose one student to begin this process (we will call this person "Student One").
- Go to [www.nhdwebcentral.org](http://www.nhdwebcentral.org).
- Click on the **Register** tab under the NHDWebCentral™ header.
- Enter your date of birth.
 

**Please note:** *If you are under the age of 13, you need parental consent to use NHDWebCentral™. Please complete your parent's or guardian's information. They will receive an email with a notification that you created an account.*

**Note:** *If your parent or guardian does not have access to an email address, please speak with your teacher. They can receive the email and print a copy for your parent or guardian to read.*
- After you enter your parent's or guardian's information and your parent or guardian consents to you creating an NHDWebCentral™ website (only for those under 13), you will be asked to complete a basic registration form.

**STOP:** Take a moment to fill out your username and password below.

Student One

Username

---

Password

---

## Note about usernames

Every student needs a unique username. When you enter your username and click on the **Next** box, one of two options will appear in the upper-right corner:

A **green** box will appear telling you that your username is good.

A **yellow** box will appear telling you that you need to choose a new username.

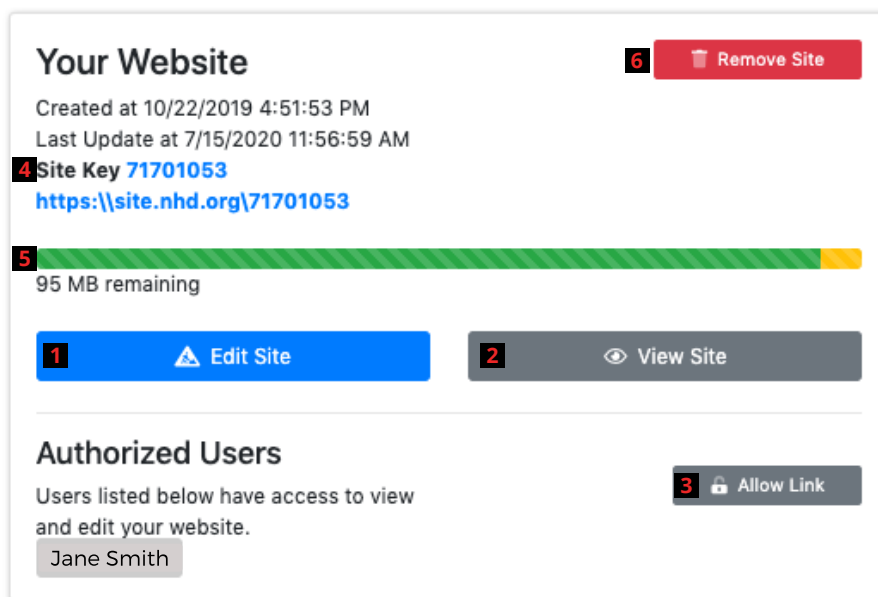
**AUGUST 2021**

Questions? Visit [nhd.org/nhdwebcentral](http://nhd.org/nhdwebcentral)

# REGISTERING AS A GROUP WEBSITE (CONT.)

- Terms of Service and reCAPTCHA checkboxes are required.
- Once you click **Register**, you must sign into your account. Enter your username and password; then click the grey **Sign in** button.
- Student One should now click the grey and yellow **Start Now!** button to reach your site's landing page.

## STRUCTURE OF NHDWEBCENTRAL™ LANDING PAGE



The red numbers in the above image correspond with the numbers below.

1. The **Edit Site** button is where you will create your website and make changes.
2. The **View Site** button allows you to preview the most current work saved on your website (you cannot make edits here).
3. The **Allow Link** button allows other users to join your website. Once you click this, the users have 24 hours to complete their registration and link to the site.
4. This is your **Site Key**. Your unique URL is just below it.
5. This is the size limit of your website. The green will shift depending on the media and files you upload to your website.
6. If you wish to completely delete your website, you can click the **Remove Site** button and assign a new URL to your account. **THIS CANNOT BE UNDONE!**

# REGISTERING AS A GROUP WEBSITE (CONT.)

## Student One needs to do two key tasks:

- Write down the 8-digit site key to share with your group members.

**STOP:** Take a moment to fill out your 8-digit site key below.

Site Key

---

- Click the grey **Allow Link** button to allow other students to join your group. Once you do this, your group member(s) will have **24 hours** to complete their registration and link to the site. If someone does not get it done in that time period, Student One can click the **Allow Link** button again to re-open for another **24 hours**.

## GETTING STARTED -- STUDENTS TWO THROUGH FIVE

- After Student One registers, other group members can complete the registration process.
- Go to [www.nhdwebcentral.org](http://www.nhdwebcentral.org).
- Click on the **Register** tab under the NHDWebCentral™ header.
- Enter your date of birth.
  - Please note:** *If you are under the age of 13, you need parental consent to use NHDWebCentral™. Please fill out your parent's or guardian's information. They will receive an email with a notification that you created an account.*
  - Note:** *If your parent or guardian does not have access to an email address, please speak with your teacher. They can receive the email and print a copy for your parent or guardian to read.*
- After you enter your parent's or guardian's information and your parent or guardian consents to you creating an NHDWebCentral™ website (only for those under 13), you will be asked to complete a basic registration form.

**STOP:** Take a moment to fill out your username and password below.

# REGISTERING AS A GROUP WEBSITE (CONT.)

Student Two

Username

---

Password

---

Student Three

Username

---

Password

---

Student Four

Username

---

Password

---

Student Five

Username

---

Password

---

*See page 4, "Note about usernames."*

# REGISTERING AS A GROUP WEBSITE (CONT.)

- Terms of Service and reCAPTCHA checkboxes are required.
- Once you click **Register**, you must sign into your account. Enter your username and password, then click the grey **Sign in** button.
- Students Two through Five will enter the site key carefully into the field under the **Link to an Existing Website** heading.
- Once the other group members click **Link**, they will come to the same landing page that Student One sees.
- You have successfully linked your accounts and can start working on your group project!

## Did you accidentally click the "Start Now" button instead of entering the existing site key?

On your landing page, click the red **Remove Site** button and confirm deletion. You will return to the Start Now/Link to an Existing Website page.

**Please note:** Be sure you want to remove the site from your account. This action **cannot** be undone.