2022 NHD National Contest
Registration Instructions
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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.

Due to NHD Office:
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 11:59 PM ET ON TUESDAY, MAY 17, 2022.

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.
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.

Click here for video 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.
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.
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](http://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 Waivers 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.
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](mailto:Registration@NHD.Org) to link students to their group members.
**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.
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.
Category Submissions

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