Multi-Contest Judge Access Portal Instructions

Step 1: Creating a Judge Account
- You will need to create an account in one NHD contest before you can set-up your account in the Multi-Contest Judge Access Portal.
- Go to the contest URL. You can find all contest URLs at register.nhd.org/contests.
- Click Create Account in the toolbar, then select Judge 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 Judge’s Personal Information section. Then, click the blue Next button.
- Complete the Judge’s Preference section. Then, click the blue Next button.
- Complete the Judge 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.
- You will receive a registration confirmation email from Zfairs. Check your spam folder if you did not receive the email.

AFTER these steps are completed in one contest, judges can access the Multi-Contest Judge Access Portal.

Step 2: Accessing the Multi-Contest Judge Access Portal
There are two ways to access the portal. You must access the Portal through your initial contest one time first, before accessing it at register.nhd.org.

1. Go to the URL for your initial contest.
   a. Log in to the contest, click Judging in the top toolbar, then select External Portal from the drop-down menu. This will bring you to the Multi-Contest Judge Access Portal.
2. Go to register.nhd.org.
   a. Click the Multi-Contest Judge Access box.
   b. Insert the email address and password used to create your initial judge account, and click the blue Sign-in button.

Step 3: Requesting to Judge Multiple Contests
- Once logged in to the Multi-Contest Judge Access Portal, click the green Add button to view the list of all NHD contests. Scroll down to any contest for which you would like to judge and click the green Request Access to Judge button.
  o Note: You can request to judge at multiple contests.
- After you request access, you will see a yellow Pending button next to the contest name.
- When you are finished requesting access to the contest(s) for which you want to judge, click the gray Close button at the top of the screen. This will bring you back to the homepage of the Multi-Contest Judge Access Portal. Here, you can track the status of the contests you requested to judge. Check back as often as desired, being sure to use the login you created for your initial judge account.
  o The yellow Pending button means your judge status in that contest is pending.
  o The red Removed button means that your request was removed for that contest (i.e., the contest already has enough judges).
  o The gray Sign in at ...nhd.org means that your request was approved and now you can sign into that contest.
After Approval: Completing Additional Contests’ Registration

- After being approved at a contest, click the gray Sign in at ...nhd.org button next to the contest’s name.
- Once in the contest, read the welcome message, “there are a few things to take care of...” click the blue Next button. Follow the prompts to complete registration.
- In the drop-down menu, click My Profile.
- Once you finish completing your profile, you can either:
  - Click your name in the top right corner and select Logout, or
  - Click Judging in the top toolbar, then select External Portal from the drop-down menu. This will bring you back to the Multi-Contest Judge Access Portal.

The Judging Period

- Once notified by a contest admin when to log in and begin judging, there are two ways to login.
  - Option 1: Go to register.nhd.org
    - Click the Multi-Contest Judge Access box.
    - Insert the email address and password used to create your initial judge account, and click the blue Sign-in button.
    - On the Multi-Contest Judge Access Portal homepage, select the gray Sign in at ...nhd.org button next to the contest name. This will bring you to the homepage for that contest.
  - Option 2: Go to the specific contest URL.
    - 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.
- Once logged in, click Judging in the top toolbar, then select Judge Portal from the drop-down menu to access your judge assignments.
- Once you finish judging, you can either:
  - Click your name in the top right corner and select Logout, or
  - Click Judging in the top toolbar, select Judging, and then select External Portal from the drop-down menu. This will bring you back to the Multi-Contest Judge Access Portal.