Multi-Contest Judge Access Portal Instructions

If you would like to judge at multiple contests, follow the instructions below.

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 complete the login process in this order.

1. Log in to your original contest, 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.
2. **AFTER** you access the Multi-Contest Judge Portal through your original contest one time, you can access the portal this second way.
   a. Go to register.nhd.org.
   b. Click the Multi-Contest Judge Access box.
   c. 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).
The gray **Sign in at ...nhd.org** means that your request was approved and now you can sign into that contest.

<table>
<thead>
<tr>
<th>Contest Name</th>
<th>Sign in Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roswell New Mexico Virtual Contest</td>
<td>Sign in at test2.nhd.org</td>
</tr>
<tr>
<td>National History Day Contest</td>
<td>Sign in at national.nhd.org</td>
</tr>
<tr>
<td>Test Site Area 51</td>
<td>Removed</td>
</tr>
<tr>
<td>Pennsylvania</td>
<td>NHD Philly</td>
</tr>
</tbody>
</table>

**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, click your name in the top right corner.
- In the drop-down menu, click **My Profile**.
- In your profile, complete the prompts and answer the questions on each of the tabs.
  - **Note**: Click the blue **Save** button once you complete the sections.
- 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, go to [register.nhd.org](http://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.
- 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**.