



Instructions on NHD Paper Upload within Registration 2017 National History Day Contest

- Upon logging into registration, you will create your entry under your **School Hub**.
- Click on the **Create Entry** button in your School Hub.
- Select **Paper** as your Entry Type and click the button "Go to Entry Creation Form".
- Fill out the fields with your necessary information and scroll to the bottom where **Paper URL** is displayed.
- Click on the hyperlink **NHD Paper Upload** (Opens in a new tab) and keep both pages open.
- Be sure your browser's pop-up blocker allows pop-ups for the NHD site. A new window will appear with the title **NHD Paper Upload**.
- Fill in all fields with the necessary information and read the instructions on file labeling (toward the bottom of the window). If necessary, convert your file to a PDF* and/or rename your file according to the example label (LastName_Division_School_State.pdf).
- Click on **Choose File** and navigate to the PDF file.
- Once the PDF is selected click **Open**.
- Click **Upload File** at the bottom of the window and wait patiently for the file to upload.
- When the upload is complete a message will appear. The message will state that the file was uploaded successfully, and it will list the URL for your uploaded document. *If the message is unsuccessful please contact IT@nhd.org.*
- Once the success message appears, highlight the entire URL and copy it.
- Go back to the **Create Paper Entry** page and paste the URL into the field **URL** under the hyperlink.
- Click the **Save** button at the bottom of the page to finish and confirm upload.

Papers must be uploaded within registration no later than 11:59pm ET on Tuesday, May 16, 2017. If you experience difficulties, please contact IT@nhd.org.

*Here are several resources on how to convert Word documents to PDF:

- <http://smallpdf.com/word-to-pdf>
- <https://support.office.com/en-au/article/Save-as-PDF-443b9ec2-3b9a-431f-b6f7-672550a296b7#bm17>