

NHD Online Registration Guide: Teacher



Introduction

Welcome to the National History Day Contest Management system. Within this guide, you will see a description of key terms within the contest system along with step by step instructions on how to set up accounts, request teacher access, create entries, and more. Enjoy!

Key Terms

Below is a list of terms mentioned throughout the training guide.

User Dashboard: The User Dashboard is unique to each user and user type. Below is a list of things you will be able to do on your User Dashboard: Your User Dashboard allows gives you access to the following:

- Edit your profile
- Create an entry
- Request Teacher access
- Access information about your Contest
- Read notifications
- Purchase registration tickets for your Contest

Accounts & User Dashboards

How to create your NHD account

Follow the steps below to create your National History Day Contest account. Once your account is created, you will be able to login to that account year after year to complete contest registration. Account creation is a two-step process. The first step is entering your information on the <http://www.register.nhd.org> website. The second step is verifying your email address and setting a password for your account.

1. Go to: <http://www.register.nhd.org>
2. Click on "Create an Account" from the homepage.
3. Create a username & fill in all required information. Be sure to use an email address to which you will have access. (See paragraph below for more information on the email address requirement.)
4. Once your account has been created, you will receive an email at the email address that was used to create your account. You must verify your email address to complete the account creation process. If you do not receive this verification email from registration@nhd.org, check your spam folder or talk to your IT department to make sure emails from NHD are not blocked.
5. From this email, click on the link within the email to set your NHD Contest System password. This is the final step in setting up your NHD Contest System account. You will then be able to access your user dashboard and complete tasks related to the contest that you are registering for.

A unique email address is required for each account. You can log in to your account using either your username or your email address. You must have access to the email address you provide to receive your confirmation message and finalize your account creation. If you are using a school email address, be sure that you will be able to receive messages from outside the school. It may be helpful to talk with the school IT department to approve NHD's email address so that you will receive the important notifications from the registration system. All emails coming from the system will be sent using registration@nhd.org. This email address is owned by NHD and is only used to send important notifications regarding registration and to respond to user inquiries. If you have questions, please contact your contest coordinator.

Logging into the NHD Contest System

Once you have created an account and set your password you can now login to the NHD Contest System to access your dashboard and start creating your entry. To login to the Contest system follow the steps below:

1. Go to: <http://www.register.nhd.org>
2. Click on the "Login" link in the upper right corner of the screen, or the "Login to My Account" link in the center of the homepage.
3. Enter your username/email & password.

How to reset your password

If you forget your password, follow the steps below to create a new password.

1. Go to: <http://www.register.nhd.org>
2. From the homepage click "Reset my Password" or click on the "Login" link in the upper right corner of the screen and then click on the tab "Reset Password".
3. Once you are on the Reset Password screen enter your username or email address.
4. Click the "E-mail new password" button.
5. Shortly after submitting your username or email address you will receive a one-time login link via email.
6. Click on the link in your email to reset your password.

User Dashboard

Once you create your NHD Contest System account you will be able to access your User Dashboard. To access your dashboard, you must be logged into the Contest System. Once you are logged in, you can access your dashboard in two ways

1) by clicking on "View my dashboard" 2) clicking on "User dashboard" in the upper right corner of the screen.

Your User Dashboard gives you access to the following:

- Edit your profile
- Create an entry
- Request Teacher access
- Access information about your Contest
- Read notifications
- Purchase registration tickets for your Contest

How to edit your profile

Follow the steps below to update information about your user profile.

1. From your User Dashboard click on the “Edit Profile” link listed below your name on the left side of the screen.
2. Make edits & updates to fields within your profile.
3. Click Save when complete.

How to access your School Hub

Follow the steps below to access your School Hub. The School Hub will display contact information for your school and is also where you can create & join entries.

1. Go to: <http://www.register.nhd.org>
2. Login to your account by clicking on “Login” in the upper right corner of the screen.
3. From your User Dashboard click on the school name displayed under the “My School” section of your dashboard
4. Once you click on the school name you will be taken to the School Hub

How to request teacher access

As a teacher, you have additional permissions that allow you to view information about your students, including their registration status and their entry information. To get these permissions, you need to follow the steps below to gain teacher access.

1. From your User Dashboard click your school’s name listed under the “My School” section of the dashboard.
2. This will take you to the School Hub page. From here click on “Request Teacher Access”
 - a. Note: Only teachers and admins will be able to see "Request Teacher Access".
 - b. Note: A User must be a Teacher in a school to be added as a Teacher on an Entry. So, if an admin needs to be listed as a Teacher on an entry for any reason, that admin will need to request teacher access (as an admin they can grant their own request). After being given the Teacher role in the school, the admin will become available to add to an entry as a Teacher.
3. After clicking this button a notification will be sent to the Contest Administrator alerting them of your access request.
4. Once they approve your access, you will receive an email.
5. If you have issues with gaining access, please contact your Contest Administrator. You can find their contact information on the Contest Hub page.

How a student will create an entry & add group members and teacher(s)

The steps below detail the steps students will take to create their NHD Entry. Students can only have one entry per school year! If students are part of a group entry, **only ONE student** in the group will create the entry. They then will add the other group members and you as the teacher to the entry. All students and teachers must create an account to be added to an entry. If students do not see group members or their teacher in the list when searching, they have either not created their account or they

are associated with another entry. Be sure students do not create duplicate entries. If you notice that there are duplicate entries because two group members created the same entry, you must notify your contest coordinator.

1. From your User Dashboard click on your school link under the "My School" section of the dashboard
2. Once a student is on the School Hub, they will click on the button "Create an Entry"
3. Next, they will select the entry category from the following list:
 - a. Individual Documentary
 - b. Group Documentary
 - c. Individual Exhibit
 - d. Group Exhibit
 - e. Paper
 - f. Individual Performance
 - g. Group Performance
 - h. Individual Website
 - i. Group Website
4. Fill in all required fields for the entry and click "Save"
5. Add the teacher(s) to the entry by clicking on "Add Teachers"
6. Search for the teacher by typing their first name OR last name. Once the teacher's name is selected click "Save".
7. If a student has created a group entry they will need to add the group members to the entry by clicking on "Add Members"
8. Search for other students in the school to add to the entry by typing their first or last name. Once their name is selected click "Save"

To edit an entry

Follow the steps below to make any edits to the Entry before the contest lock out date.

1. From your User Dashboard click on the Entry Title displayed within the "My Entry" section of the dashboard
2. Click on the "Edit" Tab
3. Make any necessary edits or updates to the entry.
4. Click "Save"

To nominate the entry for a Special Award

Follow the steps below to nominate the entry for a Special Award.

1. From your User Dashboard click on the Entry Title displayed within the "My Entry" section of the dashboard
2. Click on the "Edit" Tab
3. Click the checkbox next to the award you would like to nominate the entry for.
4. Click "Save"

How to access your Contest Hub

Follow the steps below to access your Contest Hub. Be sure to check out your Contest Hub for information about the contest's location, date, time, contact information for your Contest Administrator, and more important information.

1. Go to: <http://www.register.nhd.org>
2. Login to your account by clicking on "Login" in the upper right corner of the screen.
3. From your User Dashboard click on the contest name displayed under the "My Contest" section of your dashboard
4. Once you click on the contest's name you will be taken to the Contest Hub

How to access notifications

Follow the steps below to access notifications. Notifications will be sent to remind you about upcoming deadlines and important information regarding your contest.

1. Go to: <http://www.register.nhd.org>
2. Login to your account by clicking on "Login" in the upper right corner of the screen.
3. From your User Dashboard, you will see a section titled "Notifications".
4. You will see the most recent notifications listed here.
5. To read the full notification click on name of the notification.

How to complete contest registration & purchase merchandise

There are three sections below: "How to purchase tickets & merchandise", "How to purchase tickets only", How to purchase merchandise only". Pick the section that applies to you and follow the steps carefully. Remember a ticket is required in order to attend the contest and to have an entry judged. **PLEASE NOTE: there are no physical tickets for the contest. This is the means by which you pay your contest registration fees.**

How to purchase tickets & merchandise

Follow these steps if you need to purchase tickets and merchandise such as housing packages, meal plans, clothing items, and more for the contest. If you are a teacher purchasing multiple tickets, you will need to fill out specific information about each student for whom you are purchasing a ticket during the checkout process. Students will receive an email letting them know a ticket has been purchased for them, and they will see their ticketing status as "pending" or "confirmed" on their dashboard if a ticket was purchased for them.

1. Go to: <http://www.register.nhd.org>
2. Login to your account by clicking on "Login" in the upper right corner of the screen.
3. From your User Dashboard, you will see a section titled "My Contest Registration".
4. If no tickets have been purchased for you, you will see a button titled "Purchase Tickets".
5. Once you click on the button you will be taken to screen where you can choose your ticket.
6. Select your ticket by clicking on the "Add to cart" button under the ticket that applies to you.

7. You can edit the quantity of your ticket by clicking on the "Other quantity" link.
8. Once all tickets are selected click the "Choose Merchandise items" button.
9. Here you can purchase merchandise items offered for your contest.
10. Follow these steps for each type of merchandise:
 - a. Housing: Select the type of housing package from the "Size" dropdown. Then fill in the following fields to indicate who the package is for: First Name, Last Name, Relationship to Account Holder, Age, Gender, and Roommate. Click "Add to cart".
 - b. Meal Plans: Select the type of meal plan from the "Size" dropdown Then fill in the following fields to indicate who the package is for: First Name, Last Name, Relationship to Account Holder, Age, and Gender. Click "Add to cart".
 - c. Clothing: Select the size from the "Size" dropdown and click "Add to cart"
 - d. Congratulations Ad: Enter your congratulations message into the "Congratulations Ad Text" field and click "Add to cart"
 - e. Handling Label: Enter the student's name in the "Student's Name" field. Enter the return address into the "Address" field. Click "Add to cart"
11. Once all merchandise is selected click the "Go to Pay" button in the lower right corner of the screen.
12. This will take you to the "Review Order" screen.
13. Under each ticket that was added to your cart, you will need to indicate if the ticket is for yourself or someone else. Under the "This registration is for" field select "myself" if the ticket is for you, and select "Other account" if the ticket is for someone else. If you select "Other account" fill in the person's exact username in the "User" field.
14. Next list any ADA needs of the person for whom the ticket is being purchased, if they have ADA needs.
15. Then based of the user type associated with the ticket you will be asked questions to fill out. Under the section "Free Response Questions" select "Respond as Teacher" & click "Respond." Answer all required fields and click "Save." If you also are purchasing student tickets, you will need to select "Respond as Student" and complete parent and chaperone information for each student ticket.
16. Next is the payment section. Select from one of three payment options: Check, Purchase Order, or Credit Card. *Please note: payment cannot be split between multiple forms of payment (i.e., credit card, purchase order, or check). Each order must be paid in full by a single form of payment. For example, if your teacher registration fees and/or your students' registration fees are being paid by a purchase order from your school, the purchase order must cover the full amount of your teacher registration fee and/or your students' registration fees.*
17. Based on the payment type that is selected, fill in the associated payment fields.
18. Once all payment information is entered, take a moment to carefully review all information that has been entered on this page. Then click on "Continue to next step"
19. The purchase has been made and you can either "View your order" or "Go back to your dashboard"
20. Once your order has been placed you will receive an email notification. If you paid by check or purchase order your ticket status will remain in "Pending" status until NHD receives your payment. Once your payment is received by NHD staff, your ticket status will be updated to "Confirmed" and you will receive an email notification. If you purchased a

handling label, once your payment status is confirmed you will see the handling label on your user dashboard under the "Labels" section.

How to add/remove items from your cart

There are two ways to remove items from your cart. Follow the steps below to remove items.

1. Shopping Cart
 - a. While on the tickets and merchandise pages you can remove items from your cart by clicking on the "Shopping Cart" button in the top left portion of the screen.
 - b. Once the "Shopping Cart" is displayed, click the "Delete" button next to the item you wish to remove.
2. Check out
 - a. While on the "Review Order" page, you realize you want to remove an item, click "Cancel" at the bottom of the page.
 - b. This will take you to the "Shopping Cart" page. Here you can click the "Remove" button to delete an item from the cart or you can update the "Quantity" field if you need to add or reduce the quantity.

How to purchase tickets only

Follow the steps below if you are only purchasing tickets to the contest. If you are a teacher purchasing multiple tickets, you will need to fill out specific information about each student for whom you are purchasing a ticket during the checkout process.

Students will receive an email letting them know a ticket has been purchased for them, and they will see their ticketing status as "pending" or "confirmed" on their dashboard if a ticket was purchased for them.

1. Go to: <http://www.register.nhd.org>
2. Login to your account by clicking on "Login" in the upper right corner of the screen.
3. From your User Dashboard, you will see a section titled "My Contest Registration".
4. If no tickets have been purchased for you, you will see a button titled "Purchase Tickets".
5. Once you click on the button you will be taken to screen where you can choose your ticket.
6. Select your ticket by clicking on the "Add to cart" button under the ticket that applies to you.
7. You can edit the quantity of your ticket by clicking on the "Other quantity" link
8. Once all tickets are selected click the "Choose Merchandise items" button.
9. If you don't want to purchase merchandise (housing, t-shirts, meal plans, congratulations ads) you can skip this section and click "Go to pay" in the bottom right hand corner.
10. This will take you to the "Review Order" screen.
11. Under each ticket that was added to your cart, you will need to indicate if the ticket is for yourself or someone else. Under the "This registration is for" field select "myself" if the ticket is for you, and select "Other account" if the ticket is for someone else. If you select "Other account" fill in the person's exact username in the "User" field.
12. Next list any ADA needs of the person for whom the ticket is for, if they have ADA needs.
13. Then based on the user type associated with the ticket you will be asked questions to fill out. Under the section "Free Response Questions" select "Respond as Teacher" & click "Respond." Answer all required fields and click "Save." If

you also are purchasing student tickets, you will need to select "Respond as Student" and complete parent and chaperone information for each student ticket.

14. Next is the payment section. Select from one of three payment options: Check, Purchase Order, or Credit Card. *Please note: payment cannot be split between multiple forms of payment (i.e., credit card, purchase order, or check). Each order must be paid in full by a single form of payment. For example, if your teacher registration fees and/or your students' registration fees are being paid by a purchase order from your school, the purchase order must cover the full amount of your teacher registration fee and/or your students' registration fees.*
15. Based on the payment type that is selected, fill in the associated payment fields.
16. Once all payment information is entered, take a moment to carefully review all information that has been entered on this page. Then click on "Continue to next step"
17. The purchase has been made and you can either "View your order" or "Go back to your dashboard"
18. Once your order has been placed you will receive an email notification. If you paid by check or purchase order your ticket status will remain in "Pending" status until NHD receives your payment. Once your payment is received by NHD staff, your ticket status will be updated to "Confirmed" and you will receive an email notification.

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2. Check out
 - a. While on the "Review Order" page, you realize you want to remove an item, click "Cancel" at the bottom of the page.
 - b. This will take you to the "Shopping Cart" page. Here you can click the "Remove" button to delete an item from the cart or you can update the "Quantity" field if you need to add or reduce the quantity.

How to purchase merchandise only

If you have a ticket already purchased for you but need to purchase merchandise items offered for your contest, please follow the steps below.

1. Go to: <http://www.register.nhd.org>
2. Login to your account by clicking on "Login" in the upper right corner of the screen.
3. From your User Dashboard, you will see a section titled "My Contest Registration".
4. If a ticket has been purchased for you, you will see a button titled "Purchase something else".
5. Once you click on the button you will be taken to the merchandise page.
6. Here you can purchase the merchandise items offered for your contest.
7. Follow these steps for each type of merchandise:

- a. Housing: Select the type of housing package from the “Size” dropdown. Then fill in the following fields to indicate who the package is for: First Name, Last Name, Relationship to Account Holder, Age, Gender, and Roommate. Click “Add to cart”.
 - b. Meal Plans: Select the type of meal plan from the “Size” dropdown Then fill in the following fields to indicate who the package is for: First Name, Last Name, Relationship to Account Holder, Age, and Gender. Click “Add to cart”.
 - c. Clothing: Select the size from the “Size” dropdown and click “Add to cart”
 - d. Congratulations Ad: Enter your congratulations message into the “Congratulations Ad Text” field and click “Add to cart”
 - e. Handling Label: Enter the student’s name in the “Student’s Name” field. Enter the return address into the “Address” field. Click “Add to cart”
8. Once all merchandise is selected click the “Go to Pay” button in the lower right corner of the screen.
 9. This will take you to the “Review Order” screen.
 10. Select from one of three payment options: Check, Purchase Order, or Credit Card. *Please note: payment cannot be split between multiple forms of payment (i.e., credit card, purchase order, or check). Each order must be paid in full by a single form of payment. For example, if your teacher registration fees and/or your students' registration fees are being paid by a purchase order from your school, the purchase order must cover the full amount of your teacher registration fee and/or your students' registration fees.*
 11. Based on the payment type that is selected, fill in the associated payment fields.
 12. Once all payment information is entered, take a moment to carefully review all information that has been entered on this page. Then click on “Continue to next step”
 13. The purchase has been made and you can either “View your order” or “Go back to your dashboard”
 14. Once your order has been placed you will receive an email notification. If you paid by check or purchase order your ticket status will remain in “Pending” status until NHD receives your payment. Once your payment is received by NHD staff, your ticket status will be updated to “Confirmed” and you will receive an email notification. If you purchased a handling label, once your payment status is confirmed you will see the handling label on your user dashboard under the “Labels” section.

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 - b. Once the “Shopping Cart” is displayed, click the “Delete” button next to the item you wish to remove.
2. Check out

- a. While on the "Review Order" page, you realize you want to remove an item, click "Cancel" at the bottom of the page.
- b. This will take you to the "Shopping Cart" page. Here you can click the "Remove" button to delete an item from the cart or you can update the "Quantity" field if you need to add or reduce the quantity.