

Participant Registration Guide

All participants can find a link to their regional contest on the Ohio History Day website – Regional Contest Information page. Teachers must create their registration accounts first. Once they have done so, their students may create their student accounts and add their entry information.

Note About System Emails

In the new registration system, users will need to accept emails from zfacts.com in order to receive the system's automatic and/or admin-generated email messages. If students or teachers are using school email addresses, they may need to check with their IT departments to make sure they can receive outside messages. They may also request that emails coming from the NHD registration system be approved to be received, or "white listed." If you have questions on this, please contact your contest coordinator.

Teachers

- **Registration**
 - Teachers will click on the link provided by their coordinator, which will take them to the homepage of the contest.
 - On the right side, under the header "Register," teachers will fill out their name and email address and click the "register" button.
 - When asked for registrant type (student, teacher, judge, volunteer, staff), teachers will select "Teacher".
 - Teachers will then complete personal contact information: address, city, zip, phone number, gender, and will create a password.
 - Teachers will then be prompted to answer additional questions and choose their school from a list. To easily find a school, teachers can use the search command by typing "ctrl" and "F" on a PC or "command" and "F" on a Mac.
 - Teachers will also indicate if they are attending the contest.
 - Teachers will then agree to NHD permissions and waivers.
 - Click "Save and Continue" button.
 - Payment instructions below.
- **Viewing Student Information**
 - When logged in, teachers will click on the "My Students" tab on the top of the page. This will take them to a list of the students who are linked to them in the system.
 - By clicking on the student, teachers can choose to view and edit information, or to link/unlink the student to an entry.

Students

- **Registration and Entry Creation**

- Once the teacher has created their account, students will click on the link provided by the coordinator, which will take them to the homepage of the contest.
- On the right side, under the header "Register," students will fill out their name and email address and click the "register" button.
- When asked for registrant type (student, teacher, judge, volunteer, staff), students will select "Student."
- Students will then complete personal contact information: address, city, zip, phone number, parent email address, gender, and will create a password.
- Click "Save and Continue" button.
- This will take students to the page where they will enter information about their entry. Students will either create an entry, or link to a group project that their teammate has already created.
 - The first student in a group will create the entry. That student will then give their fellow group members the "team key."
 - The following group members will begin a student account and will enter the "team 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.
- Students are then prompted to enter school, teacher, and grade information.
- They will click "next" and then be required to answer further questions.
- Once information is confirmed, students will be taken to a page where they, along with their parents/guardians, will agree to NHD permissions and waivers.
- Students will then enter payment information for any contest fees. Registration is complete only once all fees have been paid.
- Payment instructions below.

Submitting Fee Payment

- **Payment Options**
 - Paying with Credit Card
 - Click on the blue "Pay Online" button
 - Complete the required fields
 - Click "Pay Now"
 - Paying by Check
 - Click on the "Generate Invoice" button
 - Confirm the information is accurate and print this invoice
 - Mail the invoice, along with the check, to the contest coordinator as instructed.
 - Paying with a Purchase Order
 - Click on the "Generate Invoice" button
 - Confirm the information is accurate and print this invoice

- Present this invoice to the school or paying organization's finance office to create a purchase order and cut the check.
 - Mail the invoice, along with the check, to the contest coordinator as instructed.
- **Teachers Paying for Students**
 - Click on the Store tab
 - Click on the Students tab
 - All of the students associated with the teacher will appear in the list. The teacher will check the box next to the student(s) for whom the teacher is paying.
 - Add the fees to the cart
 - Click the blue "Checkout & Pay" button
 - If the teacher is paying by credit card, they will select "Pay Online."
 - Complete the required fields
 - Click "Pay Now"
 - If the teacher is paying by check or purchase order, they will select "Generate Invoice."
 - Confirm the information is accurate and print this invoice.
 - Present this invoice to the school or paying organization's finance office to create a purchase order and cut the check.
 - Mail the invoice, along with the check, to the contest coordinator as instructed.