

Central Arkansas - Region 7
2021 History Day Contest

Virtual Contest Registration
STUDENT GUIDE



Welcome to History Day!

We hope that this guide makes registration for the virtual contest a breeze!

But what if it doesn't? WHAT IF YOU RUN INTO PROBLEMS!?!? 😬 What if your PDF just won't upload? Or members of your History Day group register the same project separately instead of using the Team Key? [*more on Team Keys on page 6.*] Or you accidentally register twice using two different emails?

Never fear! We have a hotline for that. Well, sort of. More like an email account that we are watching like hawks and a phone we are trying to answer or call back right away during the day, including on weekends. But please try us!

- The "hotline" help phone number is 501-444-2357.
- The email is nhdar@uca.edu.

You can also check our [virtual contest FAQs](https://uca.edu/nhd/VirtualFAQ) at uca.edu/nhd/VirtualFAQ

There are, of course, a lot of questions we cannot answer. Stuff that only your teacher can answer. Any teacher-specific deadlines, grades, meetings – we won't have a clue. Your teacher can also contact the regional coordinator with questions: Dr. Kristin Mann at kdmann@ualr.edu

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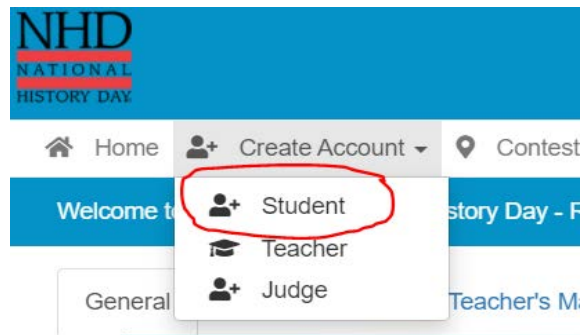
Creating a Student Account

Important: You will not be able to create your account until after your teacher creates their account.

Also Important: The registration deadline is *Thursday, Feb. 11 at 11:01 pm.*

Step 1: Go to the regional contest URL: <https://ar-r4.nhd.org/>

Step 2: Click **Create Account** in the toolbar. Select **Student** from the drop-down menu.



Step 3: 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.

- **Note:** This is the email your contest admin will use to contact you.

Registration


Student's First Name

Student's Last Name

E-Mail

Confirm E-Mail

I'm not a robot


 reCAPTCHA
Privacy - Terms

Step 4: Complete the **Student's Personal Information** section. Then, click the blue **Save & Continue** button. *Be sure to indicate your t-shirt size. All students participating in a regional contest will receive a free NHD t-shirt!*

Step 5: Complete the **Student's School & Teacher section**. Then, click the blue **Save & Continue** button. *It's ok to only add only one teacher.*

The screenshot shows a registration form with the following fields and buttons:

- School:** A dropdown menu with the text "Select a School..." and a downward arrow.
- Teacher:** A dropdown menu with a downward arrow.
- Teacher:** A second dropdown menu with a downward arrow.
- Teacher:** A third dropdown menu with a downward arrow.
- Grade:** A dropdown menu with the text "Select Grade..." and a downward arrow.
- Save & Continue:** A blue button located at the bottom of the form.

Step 6: Complete the **Student's Additional Questions** section. Then, click the blue **Save & Continue** button.

Step 7: Add the project title, note whether this is a team (group) project, and select your project category in the **Student's Project** section. Then, click the blue **Save & Continue** button. *Remember – you don't actually have to upload your project PDF or add a link until Feb. 18.*

The screenshot shows the "Creating New Project" section of the registration form. At the top, there are two tabs: "Create A New Project" (which is active) and "Link / Join Existing Team Project". Below the tabs is a light blue banner with the text: "If you are in a team and your teammate has already registered please select 'Link/Join Existing Team Project' and type in the Entry Id or team key".

The "Creating New Project" section contains the following fields:

- Title:** A text input field with the placeholder text "Project Title".
- Will this be a Team Project?**
- Category:** A dropdown menu with the text "select.." and a downward arrow.
- Description:** A large text area with the placeholder text "Project description" and a small icon in the bottom right corner.
- Documentary Link:** A text input field with the placeholder text "Documentary Link".

Step 7, Cont.: If you have a group project, please see **the Group Project Registration** instructions below.

Step 8: Registration is complete. You will receive a registration confirmation email from **NoReply@Zfairs.com**. Check your spam folder if you did not receive the email.

Group Project Registration

IF YOU ARE REGISTERING AS PART OF A GROUP PROJECT

- The first student in a group to register will create the entry. That student will give other group members the “Team/Project Key.” This Team/Project key will appear in a confirmation screen for that student, a confirmation email, and in that student’s profile when logged into the account.
 - **Sample Team/Project Key:** b965f631-a8a0-4eff-8145-d1698f3618d3.
- The other group members will create their student accounts and enter the **Team/Project 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.

Create A New Project	Link / Join Existing Team Project
If you are in a team and your teammate has already registered please select "Link/Join Existing Team Project" and type in the Entry Id or team key	
Join Existing Team / Project!	
Team Key:	<input type="text" value="Team Key Or Id"/>
	Link
*If you are not linking / joining an existing team project; create a new project.	

Logging in to a Student Account

- Go to the contest URL: <https://ar-r4.nhd.org/>
- Click **Login** in the top right corner.
- Insert your username and password.
 - If you forget your username or password, click the white **Forgot Password / Username** button and follow the prompts to reset.

Home Create Account Contest

Fair Login

Sign-In

Username

Password

Logging Out of Student Account

- Click your name in the top right corner.
- Select **Logout** from the drop-down menu.

Help Elizabeth

- My Profile
- Change Password
-

Editing Student Account Information

After logging into your student account, click your name in the top right corner.

- Select **My Profile** from the drop-down menu to edit your personal information, project information, or other registration information. The option to edit your account is only available before February 18, 2021 at 11:01 (the due date for your project).
- Select **Change Password** to change the password for your account.

Uploading Your Project

Important:** History Day projects must be submitted to the regional contest by **Thursday, February 18th at 11:01 pm.

To submit your project, log in to your student account. Click your name in the top right corner. Select **My Profile**.

- **Documentary Students:** Upload a single PDF of your **Written Materials** (title page, process paper, and annotated bibliography) and insert a shareable **Documentary Link** from Google Drive, OneDrive, or Dropbox. Find full virtual contest guidelines for documentaries at nhda.fyi/DocGuide
- **Exhibit Students:** Upload a single PDF of your **Written Materials** (title page, process paper, annotated bibliography, and exhibit). Find full virtual contest guidelines for exhibits at nhda.fyi/ExhibGuide
- **Paper Students:** Upload a single PDF of your **Paper** (title page, process paper, annotated bibliography, and paper). Find full virtual contest guidelines for papers at nhda.fyi/PaperGuide
- **Performance Students:** Upload a single PDF of your **Written Materials** (title page, process paper, annotated bibliography, and performance companion worksheet) and insert a shareable **Performance Link** from Google Drive, OneDrive, or Dropbox. Find full virtual contest guidelines for performances at nhda.fyi/PerfGuide
- **Website Students:** Insert your NHDWebCentral **Site Key**. Find full virtual contest guidelines for websites at nhda.fyi/WebGuide

You made it! You have completed your registration *and* submitted your project to the contest.

Advancing to the State Contest

If your project takes first, second, or third place at the regional contest, you will advance to the state contest. You will receive an email from your coordinator with a link that takes you to the homepage of the Arkansas State Contest.

Step 1: Click the **Login** button on the top right of the page. **Do not create a new account.**

Step 2: Use the same username and password that you created for regional contest registration to log in to your Arkansas State Contest profile.

Step 3: Read the welcome message, “there are a few things to take care of...” click the blue **Next** button. Follow the prompts to complete registration.

Step 4: Complete the **Student Permissions and Waivers** section with a parent/guardian. Then, click the blue **Next** button.

Step 5: Click the **Complete first time login** button. This will take you to the main page where you can access your profile.

Step 6: Click on your name in the top right corner of the screen. Select **My Profile**. Please **confirm** that your name, mailing address, phone number, email address, and any category-specific information is complete and accurate. This information is necessary for NHD staff to contact you if an issue arises and to mail you your certificates or medal after the contest. This must be completed by the State Contest registration deadline on **Friday, March 19, 2021**.

Step 7: Please use the same process you followed for the regional contest to upload and/or enter the link for your updated project and written materials. Updated projects must be uploaded to your Arkansas State Contest profile by **Monday, April 5, 2021 at 11:01 pm**.

Central Arkansas Contest Region 7: Dates and Contact Information

Region 7 Coordinator: Dr. Kristin Mann (kdmann@ualr.edu)

State Coordinator: Story Matkin-Rawn (nhdar@uca.edu, 501-444-2537)

Online Registration: Available Monday, January 4, 2021

Registration Deadline: Thursday, February 11, 2021 at 11:01 pm CST

Entries due (and Website Lockout): Thursday, February 18, 2021 at 11:01 pm CST

Award Ceremony: Saturday, March 6, 2021. Look for an email announcing the time and streaming platform.

Thank you for participating in National History Day.

We wish you well!

