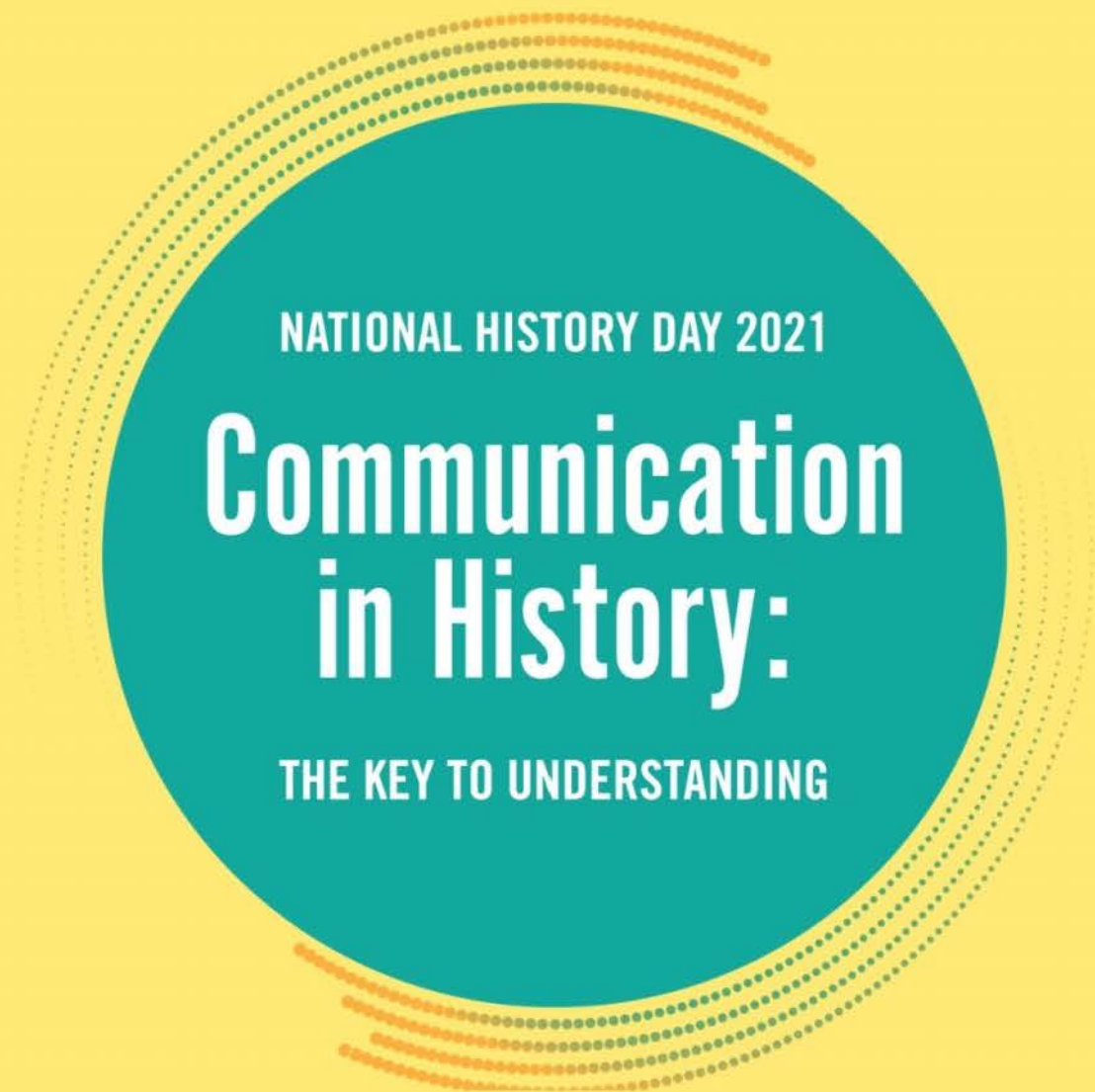


Central Arkansas - Region 7 2021 History Day Contest

Virtual Contest Registration

TEACHER'S GUIDE



Welcome to History Day!

We hope that this guide makes registration a breeze! But should you need any assistance, please contact us:

For **technical questions** regarding your registration, the status of a student's registration, or the virtual contest system, call **501-444-2357** or email **nhdar@uca.edu**. (Story Matkin-Rawn, Judy Huff, and Koria Robinson are working together to answer those questions asap.)

For regional contest questions, contact Kristin Mann at **kdmann@ualr.edu**

Check out our virtual contest FAQs at **uca.edu/nhd/VirtualFAQ**

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Creating a Teacher Account

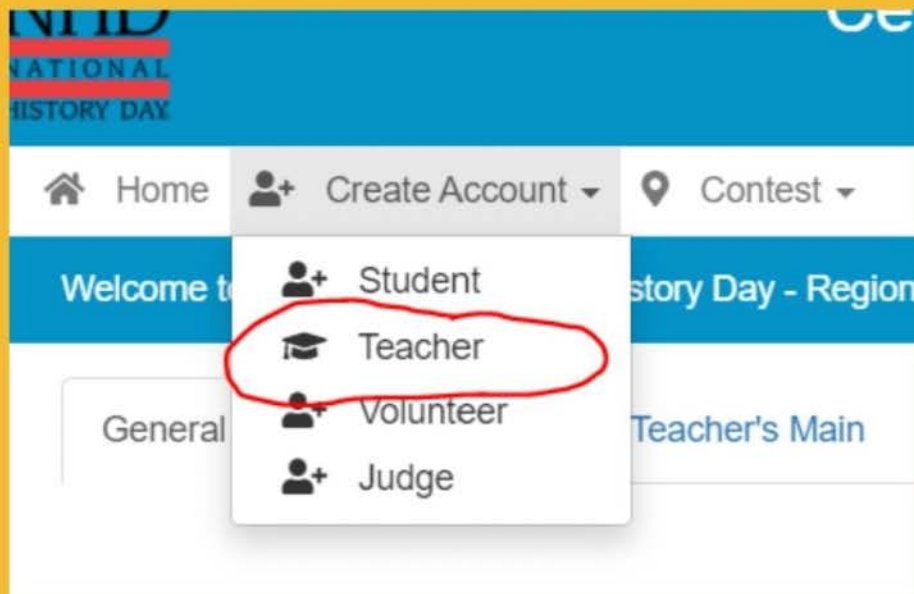


Important: Teachers must register before their students. Students will not be able to register until their teacher has registered.

Step 1: Go to the [Region 10 contest portal](https://ar-r4.nhd.org/)
(<https://ar-r4.nhd.org/>)

Step 2: Click **Create Account** in the toolbar

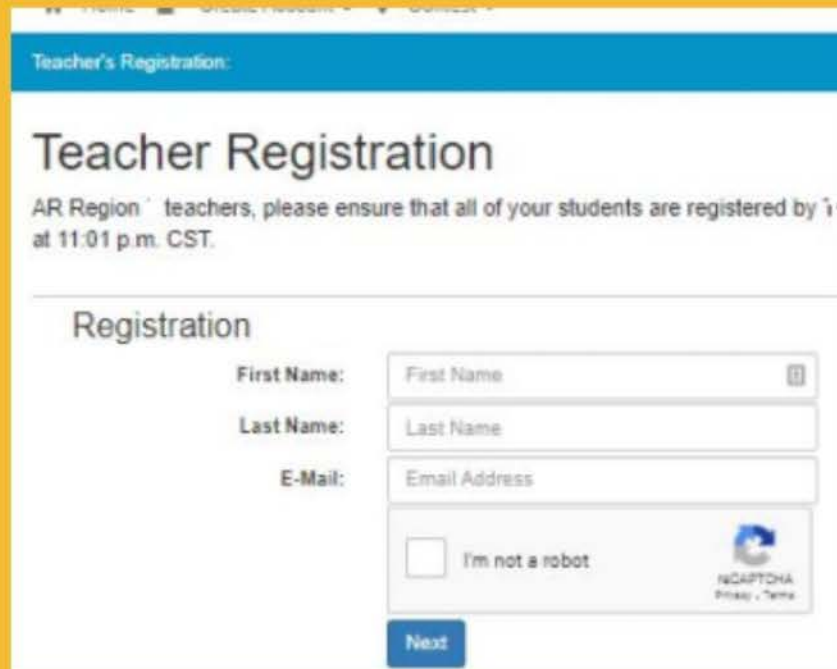
- Select **Teacher** from the drop-down menu.



Creating a Teacher Account

Step 3: Add your name and email.

- Check the box next to "I'm Not a Robot."
- Click the blue Next button.



The screenshot shows a web form titled "Teacher's Registration" with a blue header. Below the header, the main title "Teacher Registration" is displayed. A note states: "AR Region teachers, please ensure that all of your students are registered by 11:01 p.m. CST." The form section is titled "Registration" and contains three input fields: "First Name", "Last Name", and "E-Mail". Below these fields is a checkbox labeled "I'm not a robot" and a CAPTCHA logo. A blue "Next" button is located at the bottom of the form.

Step 4. Complete the **Teacher's Personal Information** section.

- Your **password** must be least 6 characters long. It also must contain upper and lowercase letters.
 - Record your username and password.
- Select the blue **Save & Continue** button.

Creating a Teacher Account



Step 5: **Select your school** from the menu.

- If your school does not appear on this list, please contact nhdar@uca.edu with your school name and we will add it!

Select **Save & Continue**.

Step 6. Complete the **Additional Questions**.

- If a question does not apply to you, enter n/a.

Select **Save & Continue**.

Step 7. Complete the **Teacher's Permissions and Waivers** section. Then, click the blue **Continue** button.

Step 8. Registration is complete! You will receive a **registration confirmation email** from Zfairs. Check your spam folder if you do not receive the email.

Logging in to a Teacher Account

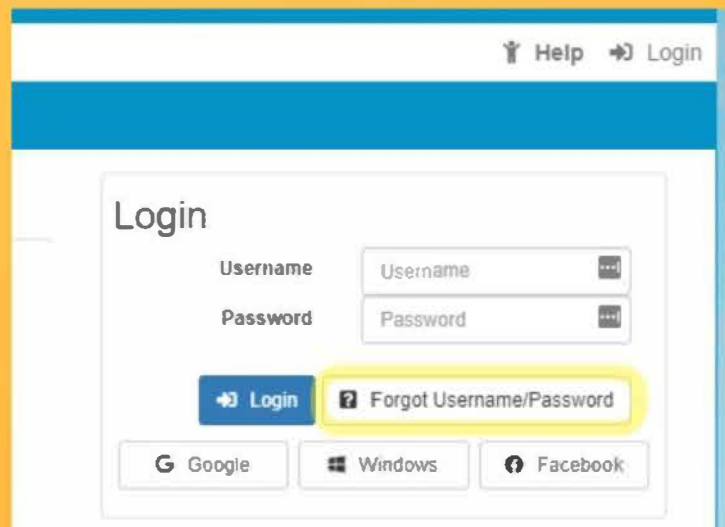


Step 1: Go to the Region 10 contest portal:
<https://ar-r4.nhd.org/>

Step 2: Locate **Login** in the top right corner.

Step 3: Enter your username and password.

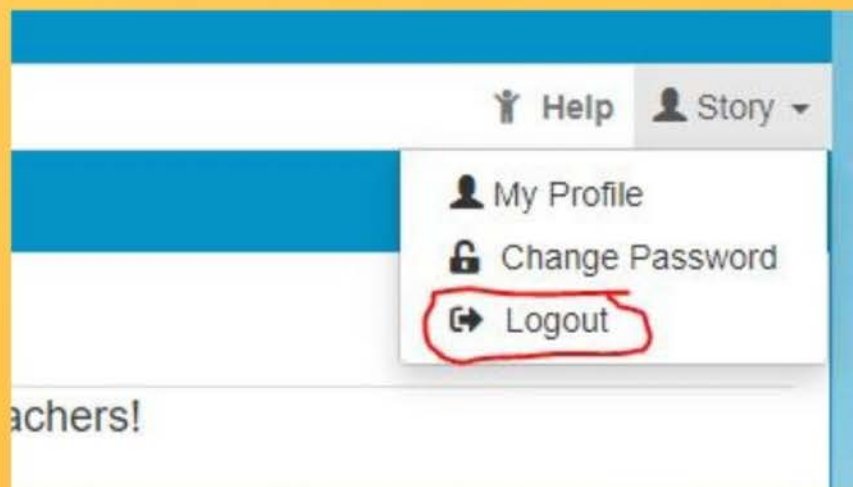
Important: If you forget your username or password, click the white **Forgot Password / Username** button and follow the prompts to reset.



Logging out of a Teacher Account

Step 1: Click your name in the top right corner.

Step 2: Select Logout from the drop-down menu.



Editing Teacher Account Information



Step 1: Log in to your teacher account.

Step 2: Click your name in the top right corner.

Step 3: Select **My Profile** from the drop-down menu to edit your personal information before registration ends.

Step 4: Select **Change Password** to change the password for your account.

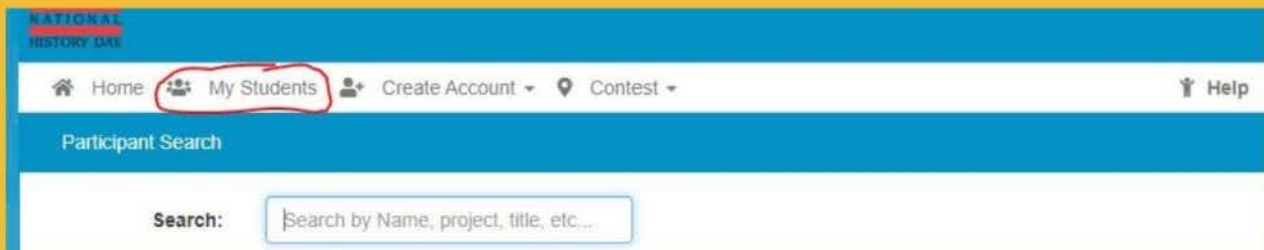


Checking Your Students' Registration Progress



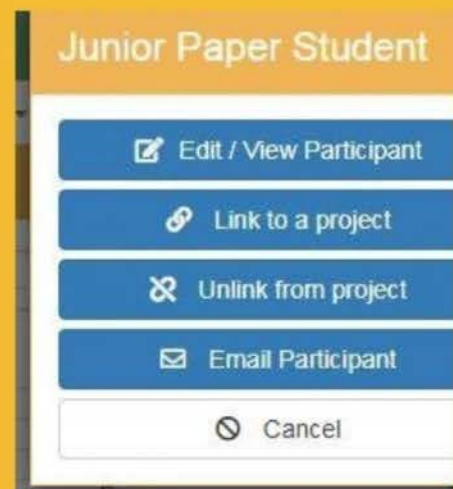
Step 1: Log in to your teacher account

Step 2: Click My Students in the top toolbar. This page lists each of your students.



Step 3: Click on a student name to bring up a pop-up menu. You can:

- Edit/View Participant profile
- Link/Unlink Projects
- Email Participants.



These actions are optional and will only be available before entries are due on Feb. 18th.

Dates and Contact Information

CENTRAL ARKANSAS CONTEST REGION 7



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

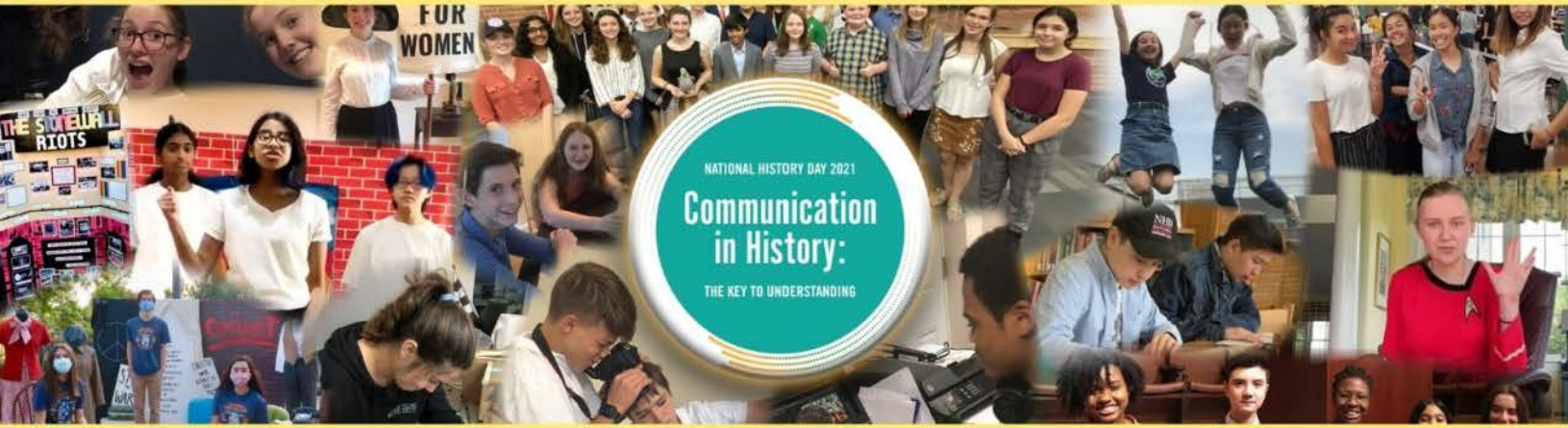
State Coordinator: Story Matkin-Rawn
(nhdar@uca.edu, 501-444-2537)

Online Registration: Available Monday,
January 4, 2021

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

Entries due: 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 allowing your students the opportunity to expand their skills through National History Day.

We wish you well!

It's more than a day, it's an experience.

