

**Northwest Arkansas -
Region 10
2021 History Day Contest
Virtual Contest Registration
TEACHER'S GUIDE**



NATIONAL HISTORY DAY 2021

**Communication
in History:**

THE KEY TO UNDERSTANDING

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 Korina Robinson are working together to answer those questions asap.)

For **regional contest questions**, contact Jami Forrester at **jforrester@nwacc.edu**

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

Table of Contents



Creating a Teacher Account	3
Logging in to a Teacher Account	6
Logging out of a Teacher Account	7
Editing Teacher Account Information.	8
Checking Students' Registration Progress.	9
Contact Information/Important Dates	10

Creating a Teacher Account

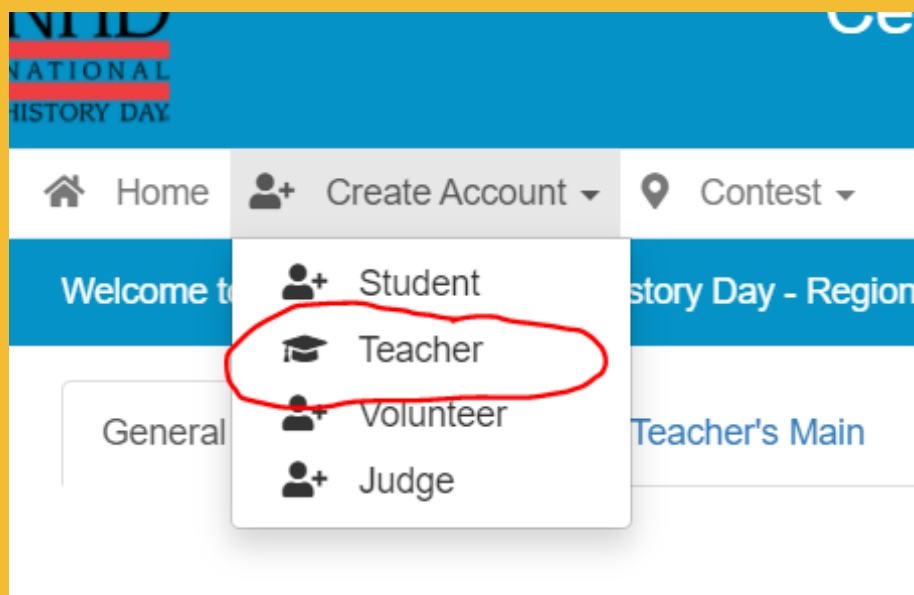


Important: Teachers must register before their students. Students will not be able to register until their teacher has registered.

Step 1: Go to the [Region 10 contest portal](https://ar-r6.nhd.org/) (<https://ar-r6.nhd.org/>)

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

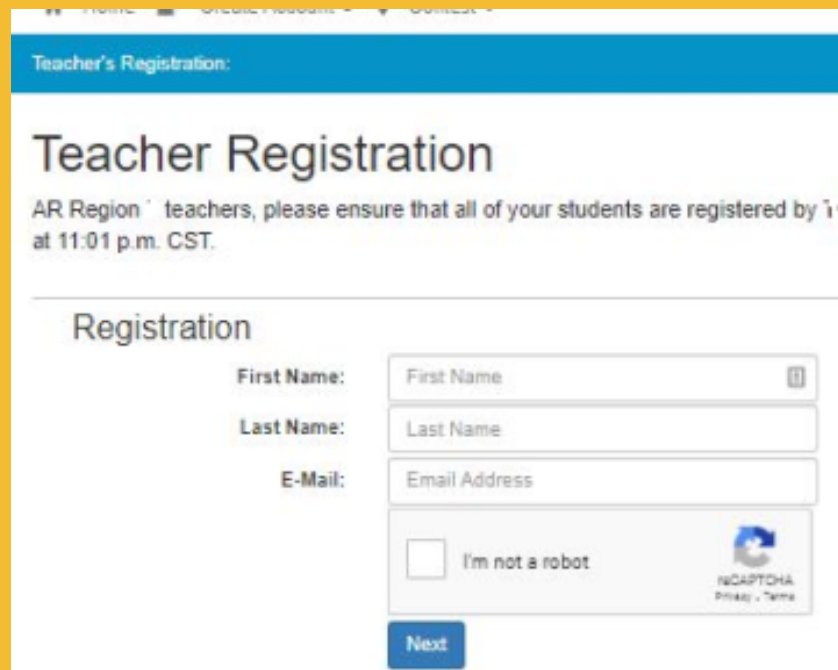
- Select **Teacher** from the drop-down menu.



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.

A screenshot of a web browser showing a "Teacher Registration" form. The form has a blue header with the text "Teacher's Registration:". Below the header, the title "Teacher Registration" is displayed. A message reads: "AR Region teachers, please ensure that all of your students are registered by 11:01 p.m. CST." The form fields include "First Name:", "Last Name:", and "E-Mail:". Below these fields is a checkbox labeled "I'm not a robot" and a reCAPTCHA 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 at 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

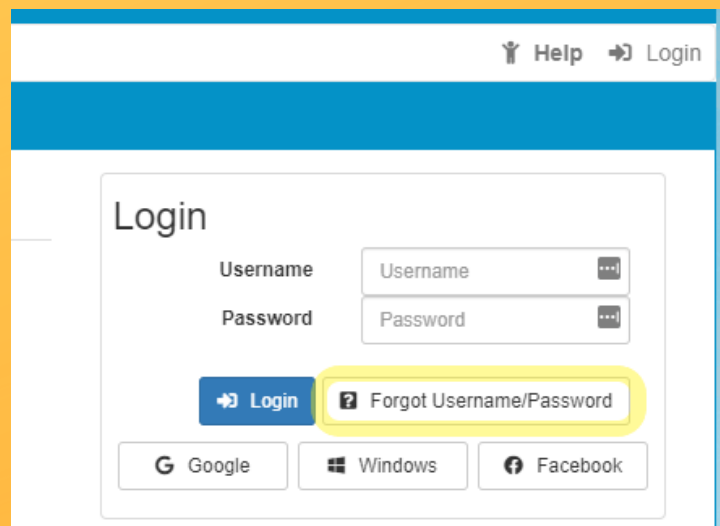


Step 1: Go to the [Region 10 contest portal](https://ar-r6.nhd.org/):
<https://ar-r6.nhd.org/>

Step 2: Locate Login in the top right corner.

Step 3: Enter your username and password.

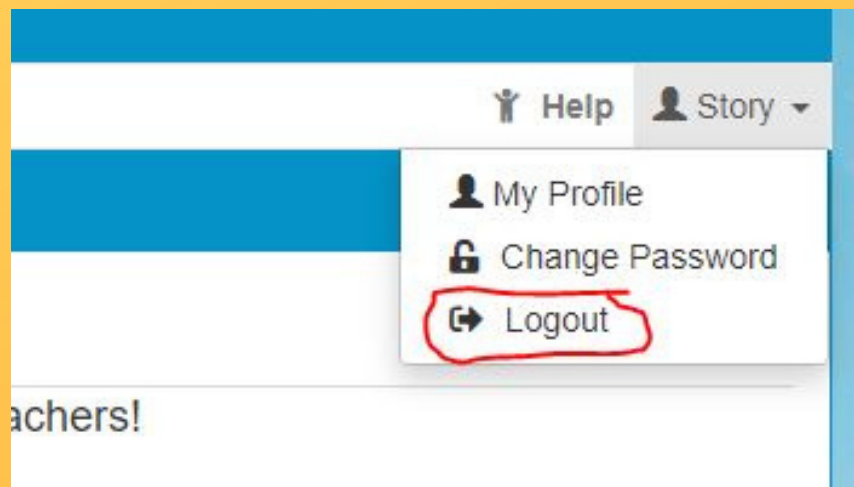
Important: If you forget your username or password, click the white **Forgot Password / Username** button and follow the prompts to reset.



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.

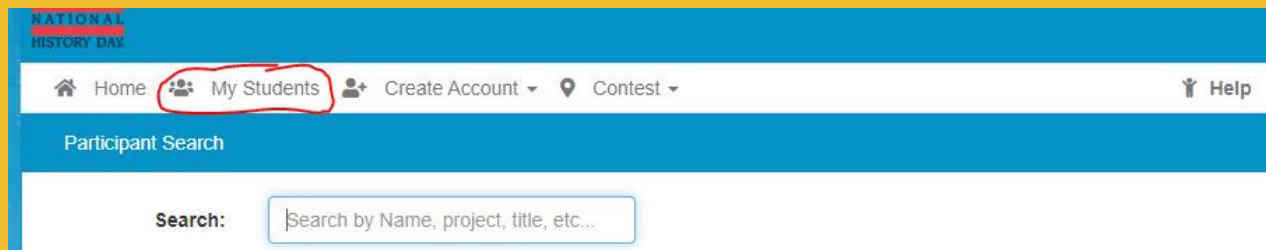


Checking Your Students' Registration Progress



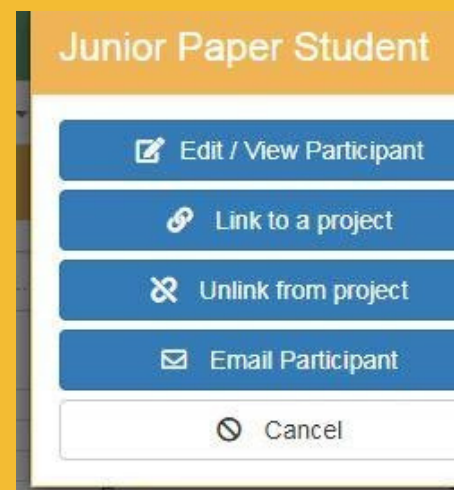
Step 1: Log in to your teacher account

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. 19th.

Dates and Contact Information

NORTHWEST ARKANSAS CONTEST REGION 10



Region 10 Coordinator: Dr. Jami Forrester
(jforrester@nwacc.edu)

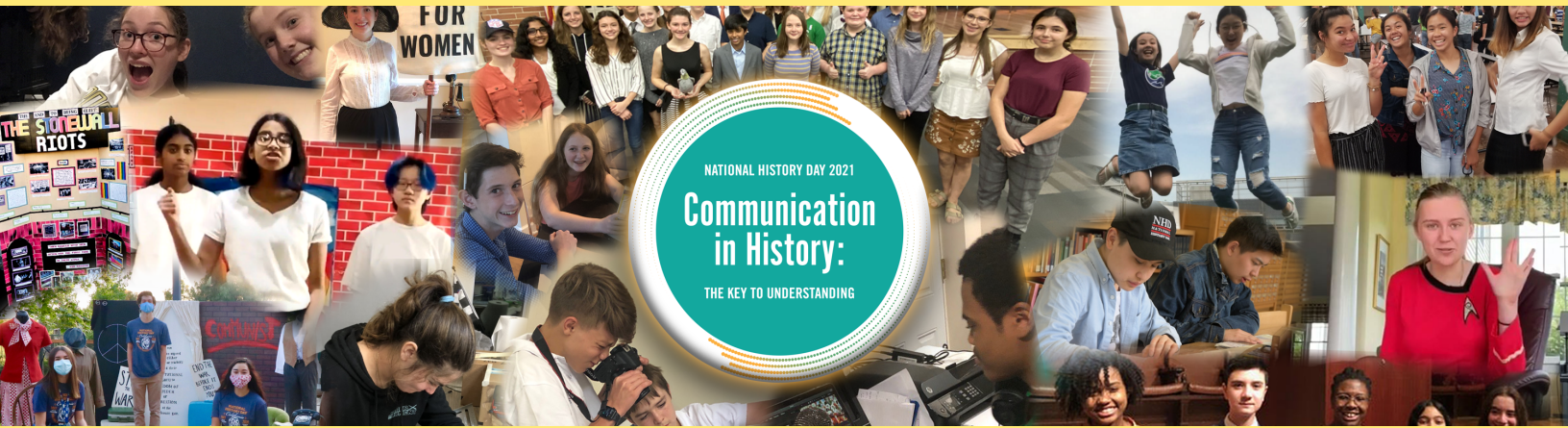
State Coordinator: Story Matkin-Rawn
(nhdar@uca.edu, 501-444-2537)

Online Registration: Available Monday,
January 4, 2021

Registration Deadline: Friday, February 12,
2021, at 11:01 pm CST

Entries due: Friday, February 19, 2021, at 11:01
pm CST

Award Ceremony: Friday, March 5, 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.

