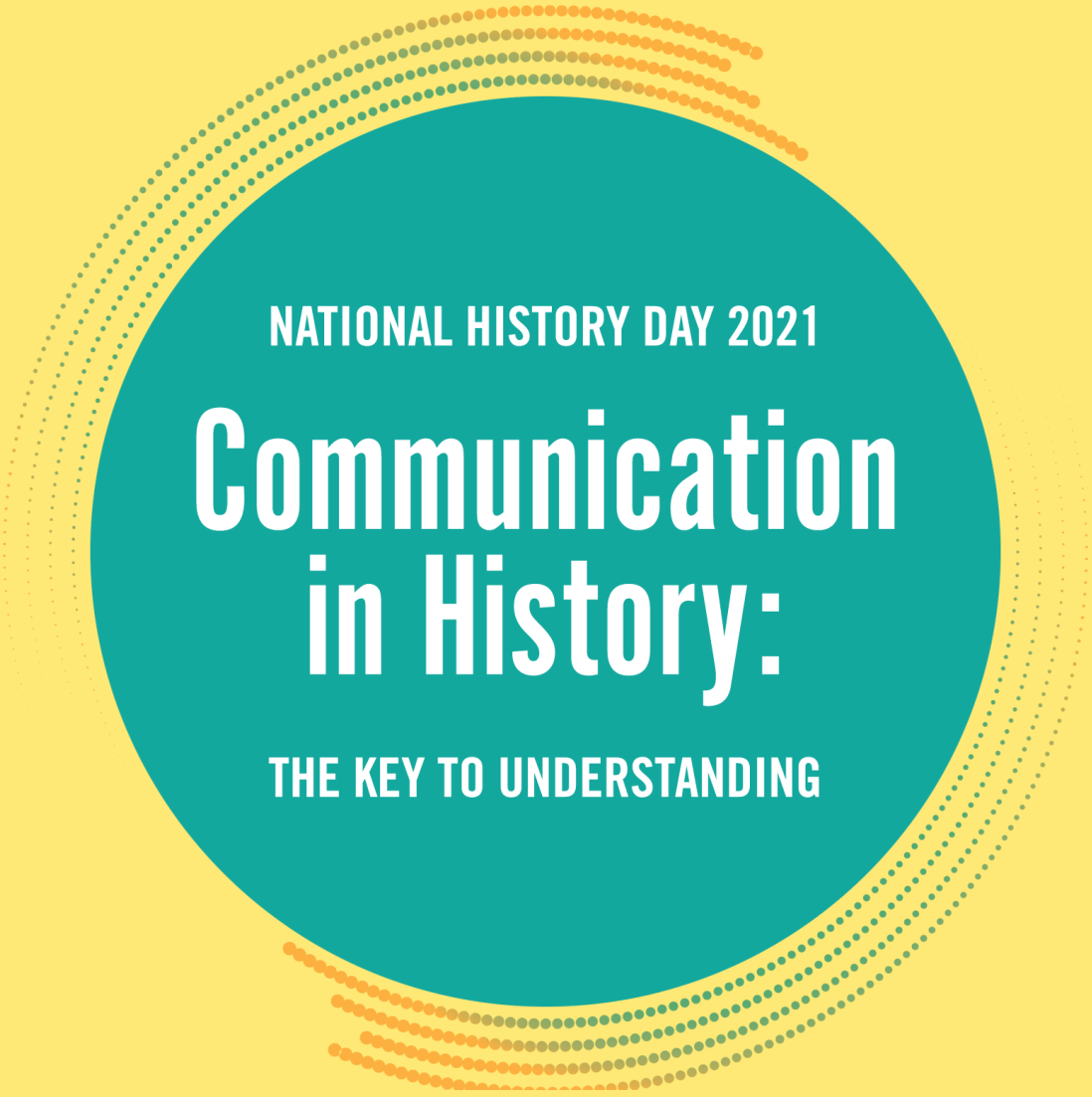
Arkansas River Valley - Region 9
2021 History Day Contest

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 Erin Mills at **emills@almasd.net**

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

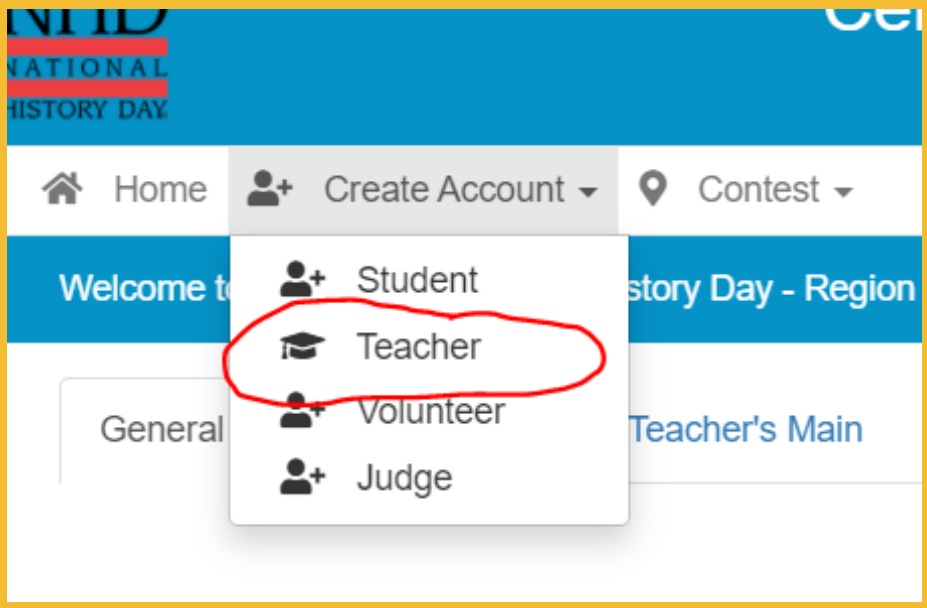
Creating a Teacher Account

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 9 contest portal (https://ar-r5.nhd.org/)

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

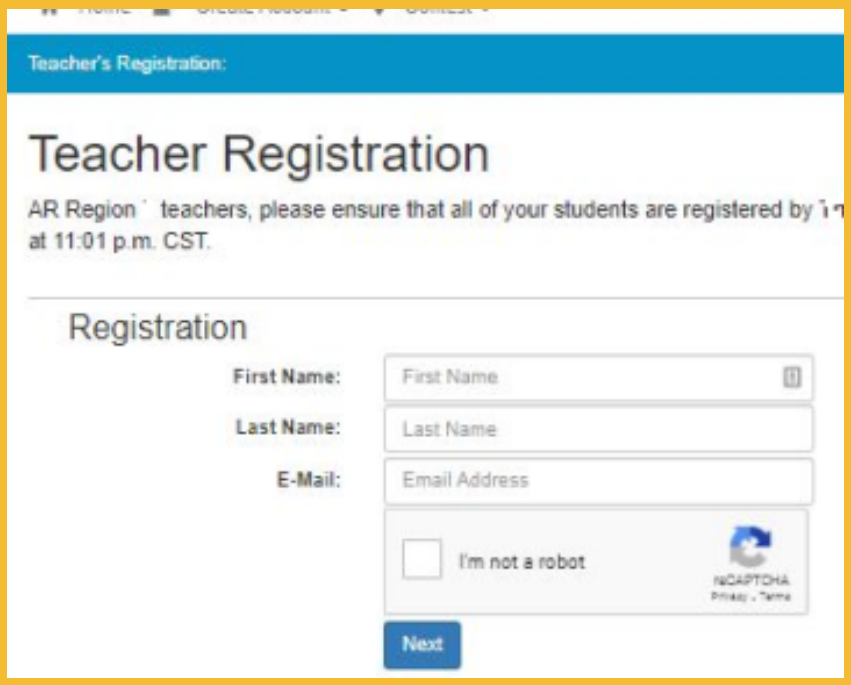
- Select **Teacher** from the drop-down menu.



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.



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.

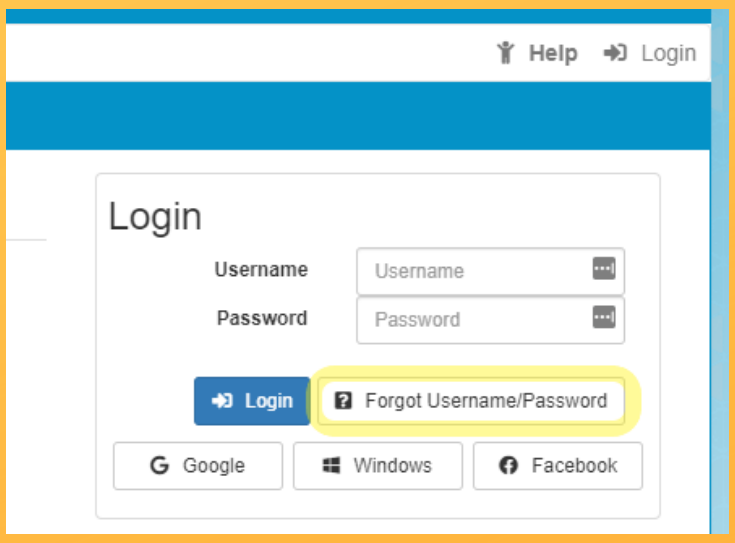
Logging in to a Teacher Account

Step 1: Go to the Region 9 contest portal: https://ar-r5.nhd.org/

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

Step 3: Enter your username and password.

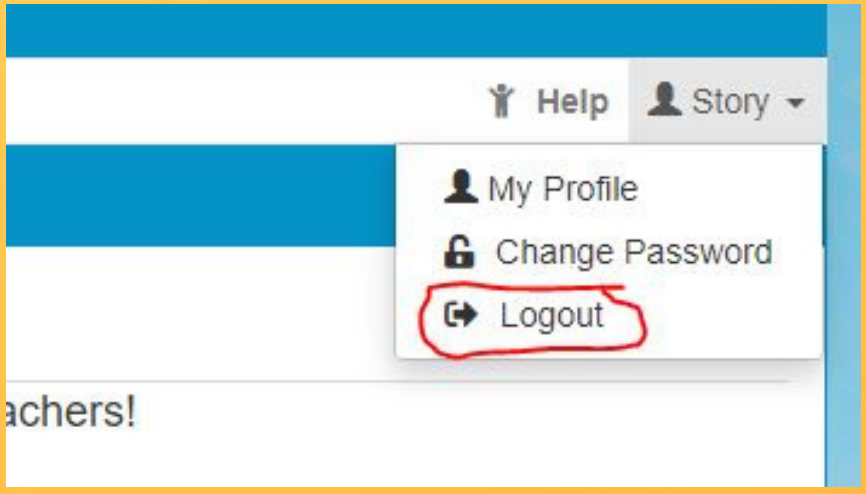
Important: If you forget your username or password, click the white **Forgot Password / Username** button and follow the prompts to reset.



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.

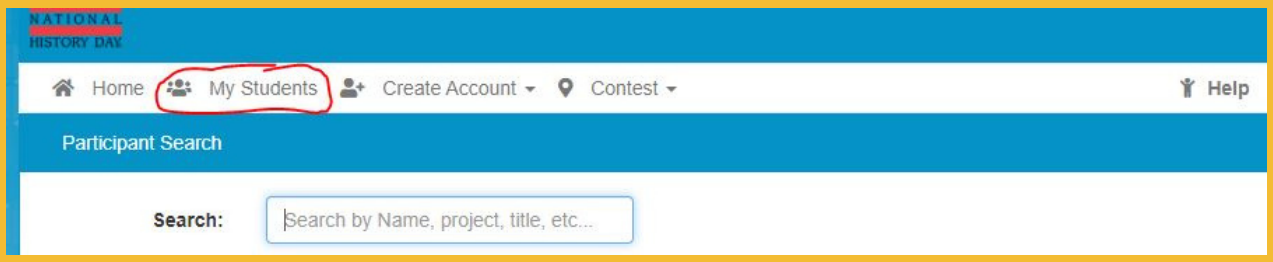
Step 3: Select **My Profile** from the drop-down menu to edit your personal information before registration ends.

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

Checking Your Students' Registration Progress

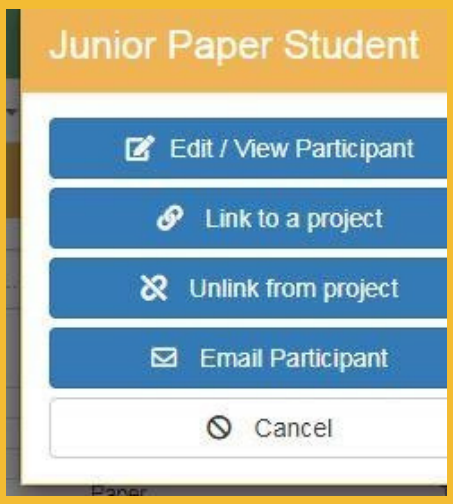
Step 1: Log in to your teacher account

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

ARKANSAS RIVER VALLEY CONTEST REGION 9

Region 9 Coordinator: Erin Mills (emills@almasd.net)

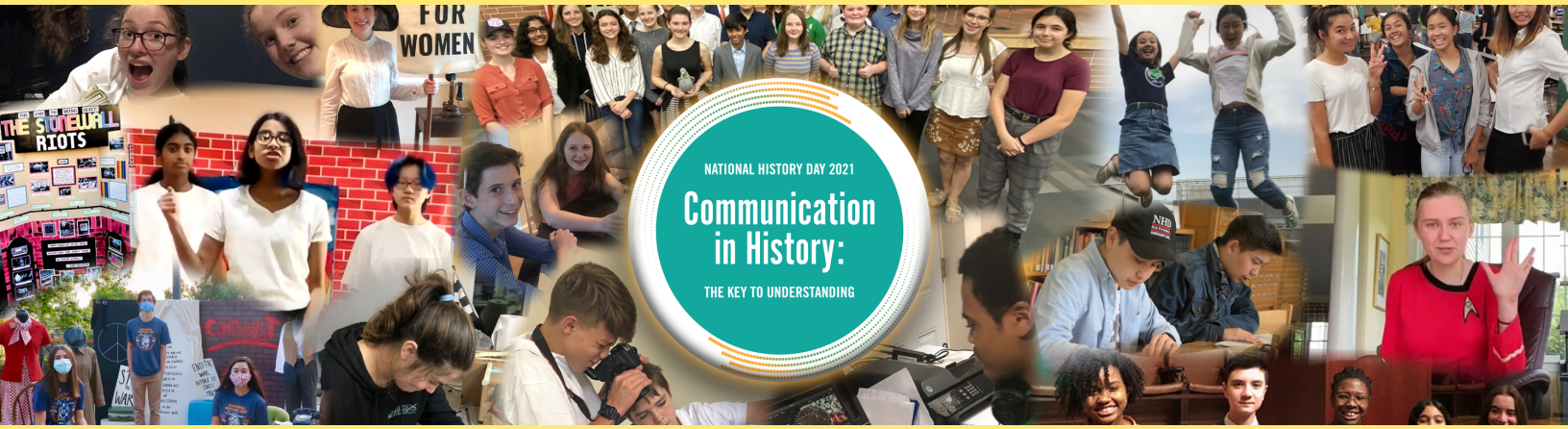
State Coordinator: Story Matkin-Rawn (nhdar@uca.edu, 501-444-2537)

Online Registration: Available Monday, January 4, 2021

Registration Deadline: Friday, February 05, 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!

NHD
NATIONAL
HISTORY DAY®

Alma School District

National History Day
Arkansas