

Student Registration Guide for 2022

Your teacher must complete registration BEFORE you may register.

- The link to register for your contest is located on the district's page of the Nebraska NHD website: www.nebraskanhd.org. Clicking the button on the left will connect you to that specific contest.
- Be sure to click the "Save and Continue" button after each step.

Registration Steps

1. Using the Create Account on the lower right enter your first name, last name, and email address.
 - a. Note: We ask that you not use a school email because we may need to reach you if an upload does not work or a contest detail changes. Often school emails prohibit incoming emails except from your teacher. Give an email that you will check especially around contest deadlines, etc.
 - b. Select "Student"
2. Complete personal contact information and create a password. Your address, city, state, zip, phone number, gender, ethnicity and parent/guardian name are required.
3. Select your school, teacher, and grade. You must select one teacher and can select up to three if you have co-teachers.
4. Answer any additional questions, such as:
 - a. How many years have you participated in National History Day at any level, including this year?
5. Enter information about your entry.
 - a. **For individual entries or if you are the first one in your group:**
 - i. Select the "Start a New Project" option on the left of the page and fill in the requested information. Title and Category are required fields.
 - ii. Click the box for Team Project if it is not an individual project.
 - iii. You may log back in until the close of registration to upload any written materials and/or enter a link and/or add the NHD WebCentral (this information may be skipped when first registering).
 - b. **For group members registering after the first person:**
 - i. The first student in a group should provide fellow group members the project key. In the "Link to Existing Entry" box on the right, enter the project key and click on the link.
 1. Note: The "team key" will appear at the end of registration and on the student's confirmation page sent via email. The key can also be found within the student's profile on the Entry tab where it is referred to as the "project key". The key is a 32+ number and letter series.
 - ii. If you do not have the project key from the first student that registered, you can enter as an individual project on the left box "Start a New Entry" to finish your registration. You will then need to notify either your teacher or the district coordinator so that you and other group members can be linked together under one project.
6. Complete permissions, waivers and agreements with your parent/guardian.

If your school is paying the fee, you will be done with your registration at this point and the page will read Account Created and say Thank you for registering for the xxx at the bottom.

Paying Registration Fees

If you (or your parents) are paying the registration fee, there will be a box to check under the permissions section that states you agree to pay the fee. The shopping cart will show in the next window after permissions, waivers and agreements. Click the appropriate boxes (Pay & Continue then I agree & continue) and your registration will be complete.

Click on the blue link in the middle of the order history for the invoice. Methods of printing the invoice vary by the browser you are using. Please include the invoice with the payment. (Most contests do not accept credit cards or any type of electronic payment, only checks).

If you need to create an invoice after registering, you will need to log back in and do the following:

1. Click on "Store" Tab
2. Student Registration should show as merchandise, click "Add To Cart" button.
3. Click "Checkout and Pay" button when your registration fee shows up in the Shopping Cart.
4. Click the "Generate Invoice" button.
5. Click "Print/View" button. Then print either by screen shot or the browser (may be an option to print in the upper right hand corner of the browser).

Special Prize Self-Nomination

If your contest has special prizes, you may nominate your project for special awards. There are two options:

1. At the end of your registration, click on the "Special Award Nominations" box.
2. Log back in, click on "My Profile," and select the "Special Award Nominations" tab. Be sure to save.

Viewing Judge Evaluations

- All evaluations will be available online after release by the coordinator. This may happen immediately after the awards ceremony or it may take a few days.
- Your teacher will also have access to your judge evaluations through the online system at the same time you do.
- To access judge evaluations, click on the "Evals" tab which will appear at the top of the screen between "Home" and "Store" once released by the coordinator.
- You can download your evaluations.

NOTE: You may log back into your account until the submission lockout date to make any changes including profile or entry, upload pdfs, enter links, print an invoice or self-nominate for special awards. The submission lockout date can be found on the district's page (www.nebraskanhd.org). A new account cannot be started after the close of registration.