<u>**Student Registration Guide for 2023**</u>

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. Once on the website select Contest Info tab and click on District Contests. Click the name of the contest to get to your district contest page. The student registration button is on each contest page.
- Be sure to click the "Save and Continue" button after each step.

<u>**Registration Steps**</u>
1. Using the Create Account either from the tab or on the lower right, enter your first name, last name, and email address.
   a. Note: We ask that you *don't 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" when the option is available. (If student is not available, registration for students has not opened or has closed, depending on the date).
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. Answer any additional questions, such as:
   a. How many years have you participated in National History Day at any level, including this year?
4. Select your school, teacher, and grade. You must select one teacher and can select up to three if you have co-teachers.
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 Entry" 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 a group 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 "project 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. 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.
7. Click on Pay & Continue and then in the Checkout box, select either check or school for payment method. Click the I agree & continue box.
8. At this point you have completed your registration with the final page listing your account information. If you have a group project, the team information will be at the bottom of the screen. You may choose to self-nominate for special awards if the option is available.

Paying Registration Fees

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 under merchandise tab, 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 right click and select print or do a screenshot.

If created an invoice when registering by clicking the check option, it will be listed under Order History. Click on the blue link next to Order Id to open the invoice. Then right click and select print.

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 the contest and when released 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 have the option to 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.

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