

AHD2021 Virtual Contest Registration Instructions

Registration/Project Submission Deadline: Wednesday, March 31

Creating a Student Account and Registering for Alabama History Day 2021

- After your teacher(s) create their accounts, follow the steps below to begin registration.
- Go to the contest URL: <https://al.nhd.org/?f=ba434712-6fa5-425b-b101-92e8ddddec353>.
- Click **Create Account** in the toolbar, then select **Student** from the drop-down menu.
- Insert your first name, last name, and email address. Click the checkbox next to **I am Not a Robot**. Then, click the blue **Next** button.
 - **Note:** This is the email your contest admin will use to contact you.
- Complete the Student's Personal Information section. Then, click the blue **Next** button.
- Complete the Student's School & Teacher section. Then, click the blue **Next** button.
- Complete the Student's Additional Questions section. Then, click the blue **Next** button.
- Complete the Student's Project section.
- **Group Projects Only**
 - **IF YOU ARE REGISTERING AS PART OF A GROUP PROJECT** The first student in a group to register will create the entry. That student will give other group members the "Team/Project Key." This Team/Project key will appear in a confirmation screen for that student, as well as in that student's profile when logged into the account. **Sample Team/Project Key: b965f631-a8a0-4eff-8145-d1698f3618d3.**
 - The other group members will create their student accounts and enter the **Team/Project Key** for their entry. This will bring up the title and description for their entry that was filled out by the group member who created the entry.

Category Submission Instructions (Note: Upon registering, students must at least indicate Project Title and Category. Project files are not required to complete registration. Projects, MUST be submitted, however, by the Wednesday, March 31 deadline.)

- **Documentary Students:** Upload a single PDF of your **Written Materials** (title page, process paper, and annotated bibliography) **and** insert a shareable link for your project from Google Drive, OneDrive, or Dropbox to the **Documentary Link** space.
 - *The link should be to an .mp4 file of your Documentary project saved on either Google Drive, OneDrive, or Dropbox. Make sure that the link can be viewed by anyone.*
- **Exhibit Students:** Upload a single PDF of your **Written Materials** (title page, process paper, annotated bibliography, and exhibit). *To access instructions on how to document your exhibit project before including it in your submission PDF [CLICK HERE](#).*
- **Paper Students:** Upload a single PDF of your **Paper** (title page, process paper, annotated bibliography, and paper, in this order).
- **Performance Students:** Upload a single PDF of your **Written Materials** (title page, process paper, annotated bibliography, and performance companion worksheet) **and** insert a shareable link for your project from Google Drive, OneDrive, or Dropbox to the **Performance Link** space.
 - *The link should be to an .mp4 file of your Documentary project saved on either Google Drive, OneDrive, or Dropbox. Make sure that the link can be viewed by anyone.*
- **Website Students:** Insert your NHDWebCentral **Site Key**.
- **ALL PROJECT FILES SHOULD BE NAMED USING THE FOLLOWING CONVENTION:**
 - Student(s)LastName_DivisionCategory_ProjectTitle
 - (Ex: JohnsonSmith_JuniorGroupDoc_AlexanderGrahamBell; Weldon_SeniorIndWeb_Haleyville911)
- Complete the Student's Project Questions section. Then, click the blue **Next** button.
- Review the registration information. Then, click the blue **My Information is Correct** button.
- Complete the Student Permissions and Waivers section with a parent/guardian. Then, click the blue **Next** button.
- Follow the prompts to pay any contest registration fees.
- Registration is complete. Your username will appear on this screen. Record your system username and password.
- You will receive a registration confirmation email from Zfairs. Check your spam folder if you did not receive the email.

Engaging with ZFairs After Registration

Logging into Student Account

- Go to the contest URL: <https://al.nhd.org/?f=ba434712-6fa5-425b-b101-92e8dddec353>.
- Click **Login** in the top right corner.
- Insert your username and password.
 - If you forgot your username and/or password, click the white **Forgot Password / Username** button and follow the prompts to reset.

Logging Out of Student Account

- Click your name in the top right corner.
- Select **Logout** from the drop-down menu.

Editing Student Account Information

- After logging in to your student account, click your name in the top right corner.
- Select **My Profile** from the drop-down menu to edit your personal information, project information, or other registration information before contest registration ends.
- Select **Change Password** to change the password for your account.