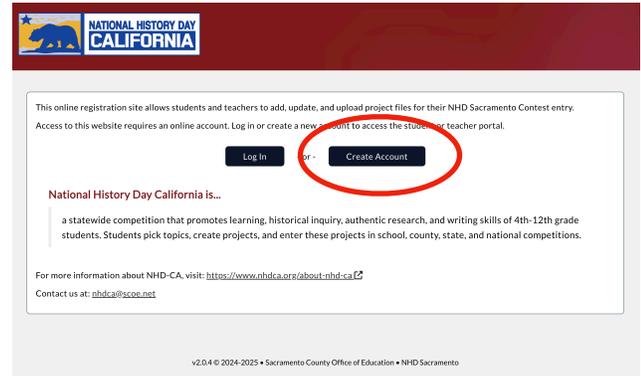


# NHD-CA State Contest Registration Instructions - Students

A parent/caregiver will need to complete parts of this registration.

## Create your Account

1. Enter an email. School emails are often blocked - use a home email.
2. Enter a password and confirm the password.
3. Find the verification email we sent from [nhdca@scoe.net](mailto:nhdca@scoe.net) (check your junk box)
  1. Click the "Verify Email" button.
  2. Then login - you may need to refresh the login
4. Once logged in, choose "I am a Student".

A screenshot of the 'Create an account' form. It features the National History Day California logo at the top. Below the logo, there is a heading 'Create an account' and a welcome message. The form includes three input fields: 'Email', 'Password', and 'Confirm Password'. There are small instructions for each field, such as 'Do not use your school email address' and 'Must be at least 8 characters'. A 'Sign Up' button is at the bottom, and a link for 'Already registered? Log in.' is also present.

The email looks like this and was sent from [nhdca@scoe.net](mailto:nhdca@scoe.net)



Verify your email address.

Please verify your email by clicking the button below.



If you did not make this request, please disregard this email.

Need additional assistance? Contact our support team [nhdca@scoe.net](mailto:nhdca@scoe.net)

A screenshot of the 'Complete Your Web Registration' form. It features the National History Day California logo at the top. Below the logo, there is a heading 'Complete Your Web Registration' and a prompt to select if the user is a Teacher or a Student. There are two buttons: 'I am a Teacher' and 'I am a Student'. The 'I am a Student' button is circled in red.

## Select Your School

A screenshot of the 'Select your school' form. It features the heading 'Select your school' and a paragraph explaining that the teacher will add projects and students during the registration process. A blue 'Select School' button is centered at the bottom.

## Select School

The following will appear in order as you choose your responses:  
*Please be patient, there might be a slight delay in loading lists*

1. Grade Level
2. County
3. School District
4. School

If you do not find your school:

- Check to make sure grade level, county, district are correct.
- Check with your teacher to make sure they have completed their registration.
- Your school will not show up until your teacher has registered.

A screenshot of the school selection form. It consists of four dropdown menus: 'Grade Level' (set to 'Grade 7'), 'County' (set to 'Sacramento'), 'District' (set to 'San Juan Unified'), and 'School' (set to 'Arcade Middle'). There are 'Cancel' and 'Submit' buttons at the bottom.

## Associate with a project

Find your name and click on the “This is me” button to be added to the project.  
If there is a long list, you can use the “Filter by” to filter on project title or name.

### Student List

Find your name and confirm that you are associated with the correct project.

**NEXT STEP:**

1. Find your name in the list below
2. Click the 'This is me' button next to your name

**Arcade Middle**  
Sacramento County

Filter by:

Full Name	Project Title	Registered?	Payment	Paid?	Actions
<a href="#">This is me</a> → Muscat, Brian	The Sierra Club Environmental Movement	No	School	[need]	
<a href="#">This is me</a> → McAdams, Susan	Save Mono Lake Campaign	No	School	[need]	
<a href="#">This is me</a> → Belecky, Mike	Save Mono Lake Campaign	No	School	[need]	
<a href="#">This is me</a> → Strickland, Jason	Save Mono Lake Campaign	No	School	[need]	
<a href="#">This is me</a> → Adams, Jennifer	Japanese American Internment and Redress Efforts	No	School	[need]	
<a href="#">This is me</a> → George, Amy	Japanese American Internment and Redress Efforts	No	School	[need]	

6 records

**sac-nhd.scoe.net says**

Confirm Jennifer Adams as the member of this project: Japanese American Internment and Redress Efforts

[Cancel](#) [OK](#)

## Create your profile account

1. Select the “User” menu on the left and then “Profile”
2. Create your profile “Account”

MENU

- Home
- User
- Profile**
- Registration
- Project
- Logout

School  Project  Profile

### Student Dashboard

Welcome,

**NEXT STEP:** Please complete your [Profile](#) by:

1. Select 'User' under the menu on the left
2. Then select 'Profile'

## Complete your profile Account:

- Verify your name is spelled correctly.
- Add a nickname to display on your name badge (optional)
- Enter phonetic pronunciation.
- NOTE: Your email is entered automatically. If you change your email address it will also change it for when you log in.

### Account

**Student Name Instructions:**

- Your name will print on your NAME BADGE as: **Jen Adams**
- Your name will print on your CERTIFICATE as: **Jennifer Adams**

First Name \*

Last Name \*

Use Nickname  Yes  No

Nickname (Name Badge Alternate) \*

*Do you want a different first name on your name badge? For example - Ally instead of Alexandra, Matt instead of Matthew.*

*If you would like a different name on your name badge, enter it here. For example - Ally instead of Alexandra, Matt instead of Matthew.*

Phonetic Pronunciation of your Full Name

Email Address (also used for log in) ⓘ \*

*Ex: Raul Gonzalez: rah-OOL gon-SAH-les or Ngoc Nguyen: nank nuhWEN or sounds like 'Knock' 'WIN'*

*Use a personal email account. Please make sure the email address can not be blocked by your school district.*

## Complete your registration

1. Select the “User” menu on the left and then “Registration”
2. Complete the registration sections.

MENU

- Home
- User
- Profile
- Registration**
- Project
- Logout

School

Project

Profile

Registration

### Student Dashboard

Jennifer Adams

**NEXT STEP:** Please complete your [Registration](#) by:

1. Select 'User' under the menu on the left
2. Then select 'Registration'

**NHD Sacramento**

Welcome to the Sacramento History Day Competition.

Competition Date: Saturday, March 15th  
Location: Sacramento State University Union

Special Awards  
If you would like to register for a special awards use this link:

## Complete Personal Information:

- Pronouns are optional.
- Select your t-shirt size.
- Cell phone is optional. Parents will also have a space to provide a cell phone in a later step.

NOTE: you can save progress and return later to complete additional steps.

### Personal Information

Pronouns to use on your name badge she/her/hers	T-Shirt Size * Medium <small>Sizes are adult unless specified as youth</small>
Grade Level * Grade 7	How many Years of Experience with History Day? * 2 Years
Street Address * 111 Main Street	City * Sacramento
State * CA	Zip Code * 95866
Cell Phone (916) 222-3333	

[Back](#) [Save Progress to Return Later](#) [Continue](#)

## Complete the Statement of Agreement/Originality

- Please be sure to read the agreement. It is a good idea to have a parent read it as well.

### Statement of Agreement / Originality

Please note that you must choose "Yes" for the following authorization in order to complete the online registration and to compete at the NHD Sacramento Contest. If you have further questions, please contact the contest coordinator.  
IT IS RECOMMENDED THAT YOUR PARENT / CAREGIVER ALSO READ THIS STATEMENT.

- I affirm that the entry submitted for competition was researched and developed during this school year.
- I have read the National History Day rules and policies governing student behavior and will conform to these rules. (The rules can be found at: <https://www.nhdca.org/contest-rules>)
- I will make sure that my project's WORD COUNT is within the allowed number of student composed words for my project category.
- I understand that violation of these rules may result in my project not advancing to the next round of competition, and / or the disqualification of my entry.
- I further understand that selecting "Yes" below and submitting my registration shall have the same force of law as my original signature and that I am not obligated in any way to make such agreement, except as prerequisite to my participation in this program.

I have read the above statement and agree; I will follow the rules of this contest. I acknowledge that the work I am submitting is my own and it may be subject to plagiarism or academic integrity review as determined by the contest coordinator: \*

Yes

[Back](#) [Save Progress to Return Later](#) [Continue](#)

## Complete Parent/Caregiver Information

You must have one parent/caregiver listed. A second one is optional.

We will send information emails to the student email and both caregivers listed on a student record.

You must have a chaperone in attendance with you at all times when at the NHD-CA state contest.

### Parent / Caregiver Information

#### Parent / Caregiver One

First Name * Betsy	Last Name * Adams
Email Address * badams@gmail.com	Cell Phone * (999) 666-2222

Did Betsy Adams participate in NHD as a student? \*

Yes

No

#### Parent / Caregiver Two (optional)

First Name John	Last Name Smith
Email Address email@example.com	Cell Phone (###) ###-####

Who will be in attendance at the contest to serve as my chaperone? \*

Parent / Caregiver One listed above

My History Day Teacher

Other

[Back](#) [Save Progress to Return Later](#) [Continue](#)

## Complete Medical/Emergency Information

Provide insurance and doctor's information.  
If no medical concerns or medications please put n/a.

If your child needs an accommodation, please email us so we can make arrangements.

### Medical / Emergency Information

MUST BE FILLED OUT BY A PARENT / CAREGIVER

Insurance Provider Company *	Insurance Policy Number *
<input type="text" value="Blue Shield"/>	<input type="text" value="10002455"/>
Doctor's Name *	Doctor's Phone
<input type="text" value="Dr. Smith"/>	<input type="text" value="(916) 333-5555"/>

In the field below, indicate all medical concerns and restrictions (e.g. diabetes, allergies to medications and/or foods, heart problems, asthma, etc.) \*

Taking Medications - Please list any medication(s) \*

If your child needs accommodations, please email us at [nhdca@scoe.net](mailto:nhdca@scoe.net).

## Complete Authorizations & Releases

Be sure to click “**submit**”.

### Authorization & Releases for Jennifer Adams

MUST BE FILLED OUT BY A PARENT / CAREGIVER

#### Medical Consent

I, the undersigned, hereby give consent to have the above signed treated by a physician or surgeon in case of sudden illness or injury while participating in NHD Sacramento Contest and activities; including, authorization and consent for any x-ray examination, medical anesthetic, or surgical diagnosis rendered under the general or special supervision of any member of the medical/dental staff and emergency room staff licensed under the provisions of the Medical Practice Act or Dental Practice Act and on the staff of any acute general hospital holding a current license to operate a hospital from the State of California Department of Public Health. It's understood that this authorization is given in advance of any specific diagnosis, treatment or hospital care being required but is given to provide authority and permission to render care which the aforementioned physician in the exercise of his/her best judgment may deem advisable. It's understood that efforts shall be made to contact the undersigned prior to rendering treatment to the patient, but that any of the above treatment will not be withheld if the undersigned cannot be reached. This authorization is given pursuant to the provisions of Section 25.8 of the Civil Code of the State of California. The signing of this release only gives the organizers of this program and agents thereof, the right to consent for treatment of minors. It does not release signee of liability from medical cost arising from said treatment. The releases do not assume liability of said cost and are not liable for any complications arising from said treatment. It is understood that the releases provide no medical insurance for such treatment. If a personal physician is listed, every effort will be made to contact such physician. However, the location of the event or the nature of the illness or injury may require the use of emergency medical personnel.

I hereby agree to the terms outlined above and give medical consent for my child to participate in the NHD Sacramento Contest: \*

Yes

#### Permission

I hereby request participation in the 2025 NHD Sacramento Contest. My parent or guardian, whose signature is shown below, and I hereby agree to follow the rules of competition and accept the interpretations and decisions made by the competition manager. The competition will be run in compliance with local and state health and safety requirements. Additionally, we understand and agree to the following specific provisions:

- VOLUNTARY RELEASE: Assumption of Risk and Indemnity Agreement:** In consideration of the acceptance of my child's participation in the NHD Sacramento Contest, I hereby release, discharge, and covenant not to sue the Sacramento County Office of Education, their representatives, officers, successors, and assignees, directors, staff, workers, participating volunteers, and all other hosts (herein collectively referred to as "releasers") from all claims and liability arising out of strict liability or ordinary negligence or hold harmless and cover releasee for all claim judgment(s) or expense(s) that may incur arising out of my child's participation in this event. I understand that participation in this event contain a certain risks of injuries, that the event will be indoors and outdoors, and that there is inherent risk in doing so which I voluntarily assume, because I choose to do so. I further know that other participants may pose a risk as there may be physical activities. I voluntarily elect to accept all risks connected with participation in this program.
- INFORMATION RELEASE:** By completing and signing this request (below), I (student and parent/guardian) hereby give permission and indicate consent to the release of educational information about or relative to participation in the NHD Sacramento Contest. Such information shall include but not be limited to the release of results, photographs, the reproduction of sound, motion picture, or videotape recordings, to be used in connection with an educational television program or subsequent video, photographic, websites, multimedia, audio presentations, and on social media platforms including but not limited to Instagram, Facebook, LinkedIn, X, Blue Sky, Threads, and TikTok. I further grant permission to be shown on videoconference (eg. Zoom, Teams), closed circuit TV systems, shared with other classes and schools, shared at community and professional meetings, aired by cable stations, entered into educational or media contests, posted on websites and used for the purposes of study, comparison, and furtherance of knowledge in the fields of education or human behavior. The releases shall have the right to reproduce, use, display, and disseminate in such manner as they see fit, without obligation of any kind to any person, the contest results and materials I produce for this contest. I understand and agree that all media will become the exclusive property of the releases and there will be no compensation or remuneration.
- Prohibition of Audience/Participant Reproduction of Virtual Event.** I agree that my child and I will adhere to virtual privacy policies and California privacy statutes by refraining from capturing images (through screenshot or other means), recording and/or rebroadcasting any part of the virtual event without authorization. Any recording or capturing of images will result in disqualification.
- Code of Conduct.** I will comply with the following requirements. I agree that if I violate any of these I may be disqualified and asked to leave:
  - I will conduct myself in compliance with my school site codes of conduct.
  - I will **accept the decision of the judges and competition coordinators** as final. I will respect the judges' decisions and discuss any concerns with the event coordinator in a respectful manner.
  - I will **respect** all judges, staff, teachers, students and parents and conduct myself in a manner that is **courteous to everyone**.
  - I will **model good sportsmanship** at all times.

I have read and agree to the contents of this document. By clicking yes below, I hereby

Give permission and consent to the **voluntary release** and **information release** (Items 1-4) described above.  
I understand that my child must **comply with the safety measures** to participate in the competition.  
Agree to follow all of the **rules of the competition and code of conduct**.  
I also understand that by signing this document, I am **assuming all risks associated with my child's participation** in the event.

I hereby give permission and agree to everything above: \*

Yes

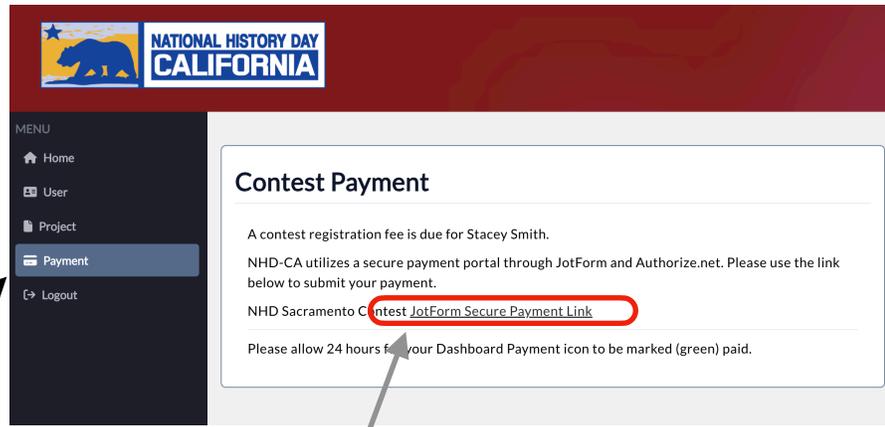
First Name of Signee *	Last Name of Signee *
<input type="text" value="Betsy"/>	<input type="text" value="Adams"/>
Relationship to Signee *	
<input type="text" value="Mother"/>	

## Registration Fees - Payment

Students whose school is paying their \$110 fee, will have a green payment circle on their home page.

If you are paying your own fee, select your payment button and use the JotForm link to make your payment.

If your payment button is not visible, let your teacher know they need to finish their registration.



## Parent Registration & Teacher Thank You Packages

If you are paying your own fees or the school is paying your fees, you will have the option to purchase these additional items by selecting the payment button and clicking on the link. These items will appear as optional purchases.

## Project Details

Select the Project Details button on the left side of your dash board.

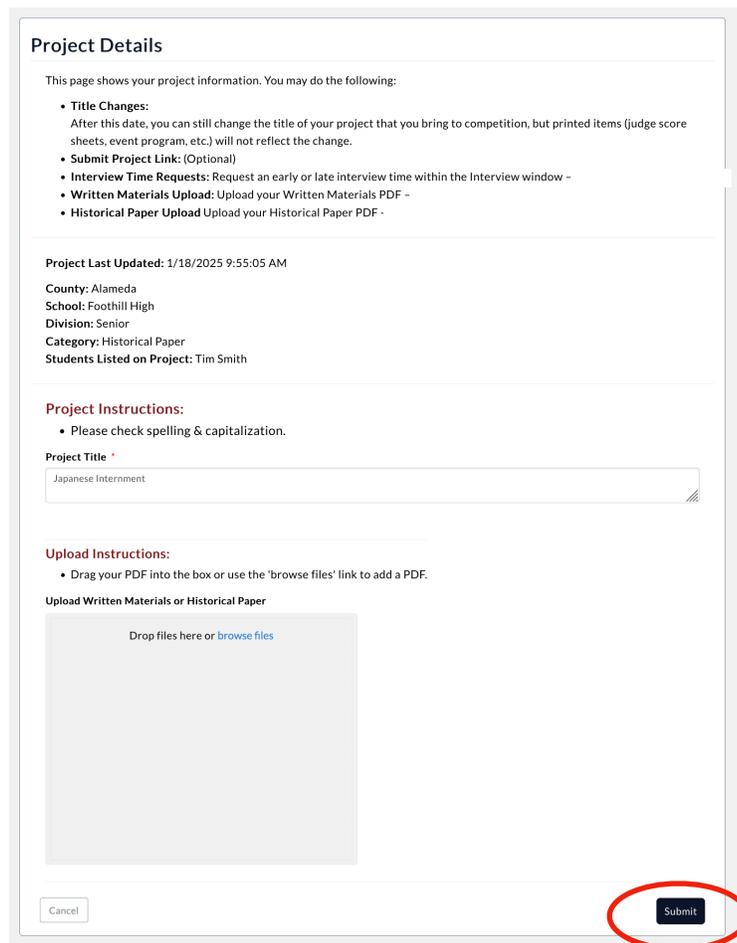
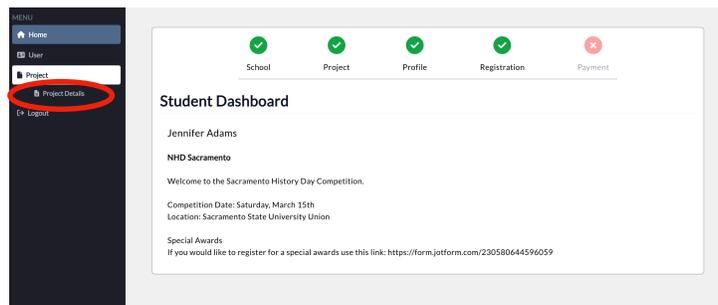
**Project Details page allows you to:**

- Change your title - This is how it will print on forms and your certificate. Check spelling and capital letters.
- Request an interview time frame. Note: We may not be able to accommodate your request but will try.
- Upload your Project

See rules for more information about written materials: <https://www.nhdca.org/contest-rules/>

**Both Teachers and Students** have access to the Project Details page and are allowed to make changes, add project links & upload written materials.

Be sure to click **“Submit”** so your changes are saved.



## Required Uploads - Written Materials for Exhibits, Documentaries, Performances, Podcasts, and Posters

Prior to the contest, you **MUST** upload a pdf of your title page, process paper, and annotated bibliography **11:59 May 1st**.

You may **ONLY** have **ONE** PDF uploaded.

**1.** Prepare a PDF of your written materials. It must be **ONE** PDF that includes:

- Title Page
- Process Paper
- Annotated Bibliography

Use the free software [ilovepdf.com](http://ilovepdf.com) or [smallpdf.com](http://smallpdf.com) to merge your pdfs into one PDF document.

Drop your PDF in the box and click the “Submit” button.

Click the “Submit” button to save.

- **You will not get a confirmation.**
- **To verify** – go back to your Project Details page and if you have a title under the “Uploaded File Name:”, then we have your written materials stored in the database.

You can replace the pdf by dropping a new one in the box and clicking the “Submit” button. We will only keep the most recently saved version.

The screenshot shows the 'NHD-CA Project Entry Portal' interface. On the left is a dark sidebar menu with options: Home, User, Project (selected), Project Details, Payment, and Logout. The main content area has a red header with the 'NATIONAL HISTORY DAY CALIFORNIA' logo and the title 'NHD-CA Project Entry Portal'. Below the header, there are 'Upload Instructions' and a section titled 'Upload Written Materials or Historical Paper'. The instructions state: 'Drag your PDF into the box or use the 'browse files' link to add a PDF.' and 'If you want to replace what you previously added, click 'Done' to select a new file.' The upload area contains a large grey box with the text 'Drop files here or [browse files](#)'. Below this box, the 'Uploaded File Name:' is displayed as 'Hoover Process Paper and Annotated Bib State.pdf'. At the bottom of the upload area are two buttons: 'Cancel' and 'Submit'. The 'Submit' button is circled in red. A red arrow points from the 'Submit' button to the text 'Drop your PDF in the box and click the “Submit” button.' Another red arrow points from the 'Submit' button to the text 'Click the “Submit” button to save.'

## Required Uploads - Websites & Historical Papers

Students submitting a Website or Historical Paper project **MUST** upload their final project by **Wednesday, April 16th**.

1. Prepare a PDF of your written materials/historical paper. It must be ONE PDF that includes:

- Title Page
- Process Paper
- Annotated Bibliography

Use the free software [ilovepdf.com](http://ilovepdf.com) or [smallpdf.com](http://smallpdf.com) to merge your pdfs into one PDF Document.

2. Access your Project Details page from your account.

3. **Website** – Enter your NHDWebCentral URL for your project.

- Ex: <https://12345678.NHDWebcentral.org>

4. Upload your written materials pdf that includes:

- Title Page
- Process Paper
- Annotated Bibliography

5. Click the “Submit” button to save.

- **You will not get a confirmation.**
- **To verify** – go back to your Project Details page and if you have a title under the “Uploaded File Name:”, and a link in the “Project Link” field, then we have your project stored in the database.

The screenshot shows a web form for project submission. It includes sections for 'Project Link Instructions', 'Interview Time Request Instructions', and 'Upload Instructions'. A 'Project Link' text box is present. Below the instructions is a 'Drop files here or browse files' area for uploading PDFs. An 'Uploaded File Name' field shows 'Copy of Kaylin Irish - IRR- Outline and Final-3.pdf'. At the bottom are 'Cancel' and 'Submit' buttons. The 'Submit' button is circled in red. Arrows from the text on the left point to the 'Project Link' field, the file upload area, and the 'Submit' button.

**Project Link Instructions:**  
How to Submit a Sharable Link:

- **Documentary or Podcast:** Submit your Google, YouTube, or other Cloud-based storage service link for your project.
  - Share settings must be set to "Viewable by anyone with the link"
  - Be sure your link includes https://
- **Website:** Enter your NHDWebCentral URL for your project.
  - Ex: <https://12345678.NHDWebCentral.org>

Project Link

**Interview Time Request Instructions:**  
You can request a specific range within the day for your preliminary interview with the judges.

- Please **only request if you really have a valid conflict** such as a travel issue, taking the SAT, etc.
- We will make every effort to accommodate your time request, however, we cannot guarantee that we will be able to meet your request.
- Student interviews will take place:

Interview Time Requests  
 I need to Request an Interview Time

**Upload Instructions:**

- If you want to replace what you previously submitted, upload a new file.
- Drag your PDF into the box or use the 'browse files' link to add a PDF.

Upload Written Materials or Historical Paper

Drop files here or [browse files](#)

Uploaded File Name:  
Copy of Kaylin Irish - IRR- Outline and Final-3.pdf

You can only have one pdf uploaded at a time. If you upload another pdf and click “Submit” it replaces the one you just uploaded.

## Optional Project Uploads - Documentary or Podcast

Students submitting Documentary or Podcast entries MAY submit a link to their project for viewing at the state contest or you can bring your project on a computer or flash drive.

1. Access your Project Details page from your online registration account.

2. **Documentary or Podcasts** – Save your project on your cloud-based storage (Google, YouTube, etc.) & Submit your shareable link here.

- Share settings must be set to “viewable by anyone with the link”
- Be sure your link includes https://
- Have someone test your link to make sure it is accessible.

5. Click the “Submit” button to save.

- **You will not get a confirmation.**
- **To verify** – go back to your Project Details page and if you have a link in the “Project Link” field, then we have your project stored in the database.

**NATIONAL HISTORY DAY CALIFORNIA** NHD-CA Project Entry Portal

MENU

- Home
- User
- Project**
- Project Details
- Payment
- Logout

**Project Link Instructions:**

How to Submit a Sharable Link:

- **Documentary or Podcast:** Submit your Google, YouTube, or other Cloud-based storage service link for your project.
  - Share settings must be set to "Viewable by anyone with the link"
  - Be sure your link includes https://
- **Website:** Enter your NHDWebCentral URL for your project.
  - Ex: https://12345678.NHDWebCentral.org

Project Link

Submit