History Day Registration Instructions

Note: Teachers must register and add projects and students first before students can register.

Create your Account

1. Create your account.
2. Enter an email. School emails are often blocked - use a home email.
3. Enter a password and confirm the password.
4. Go to the email we sent (check junk box)
   a. Click the "Verify Email" button.
5. Then login - you may need to refresh the login page.
6. Select the your **local county contest** you are registering for from the dropdown.
7. Once logged in, choose "**I am a Teacher**".

1-3
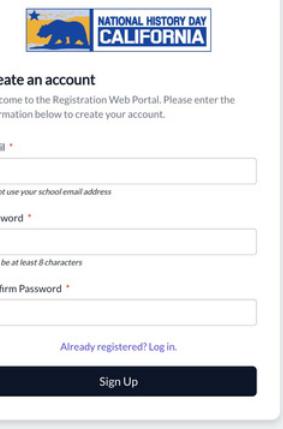
4-5

6

7
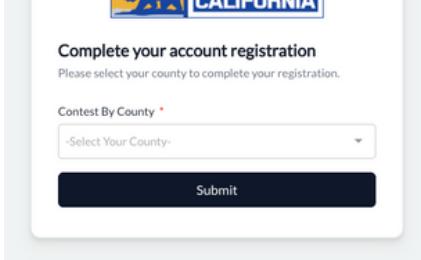
Create your profile account

1. Select the "User" menu on the left and then "Profile".
2. Create your profile "Account"
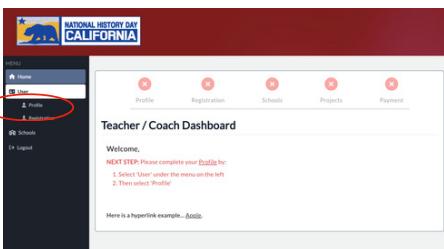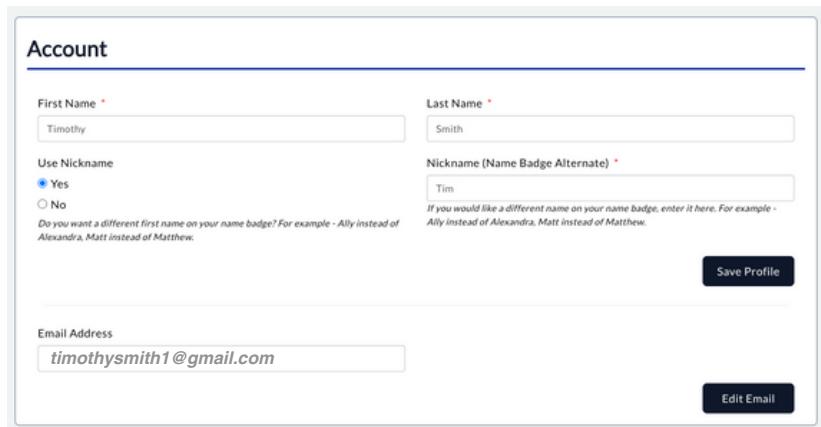
Note: Your contest may not include all of these questions. Complete only those that apply.

Complete your personal information:

1. Personal information
2. Pronouns are optional. You can also put "chose not to say."
3. If the fields don't load correctly, refresh your browser.

Complete school information:

1. School Affiliated with - list the school that you work at.
2. You will be asked to add this school when you add projects.
3. You can also add additional schools with projects if you are coaching students from additional schools or add yourself as a co-teacher (see adding co-teacher section below).

School Information

How many Years of Experience with History Day? *

This is my rookie year

Are you a History Day Alumni? *
○ Yes
● No

Subjects that you teach: *
☐ GATE
☐ Theatre
☐ English
☑ Social Studies
☐ Other

School you are affiliated with: *

Arcade Middle School

Teachers/coaches affiliated with multiple schools will add these when they create projects and add students.

Back | Save Progress to Return Later | Continue

Complete contest information:

1. Enter contest information questions.

Contest Information

Will you be attending the competition? *
● Yes
○ No

Would you like to join the Judging Team? *

Yes, please send me a judge registration link

Are you listed as the teacher/coach on ONE or MORE projects? *
● Yes
○ No

T-Shirt Size *

Medium

Back | Save Progress to Return Later | Continue

Complete releases & agreements:

Note: Your contest may provide a link to complete a release form (instead of the system form), or it may not require teachers to complete a release at all.

Authorization, Releases and Agreements

I, Timothy Smith, hereby request participation in the 2025 NHD Sacramento Contest. My 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:

1. VOLUNTARY RELEASE: Assumption of Risk and Indemnity Agreement: In consideration of the acceptance of my 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 "releasees") 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 my's participation in this event. I understand that participation in this event contains 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.

2. INFORMATION RELEASE: By completing and signing this request (below), I 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, Web sites, multimedia, or audio presentations. 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 Web sites and used for the purposes of study, comparison, and furtherance of knowledge in the fields of education or human behavior. The releasees 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 releasees and there will be no compensation or remuneration.

3. Prohibition of Audience/Participant Reproduction of Virtual Event. I agree that 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 any virtual event without authorization. Any recording or capturing of images will result in disqualification.

4. Code of Conduct. To participate, I will comply with the following requirements. I agree that If I violate any of these I may be disqualified and asked to leave:
- Participants are expected to conduct themselves in compliance with their school site codes of conduct.
- **I will accept the decision of the judges 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, Timothy Smith, hereby agree to everything above: *

☐ Yes

Back | Submit

Add Schools you have projects at:

1. You can add one or more schools under your account.
2. Select the "Schools" button on the side menu.
3. Click the "Add School" button.
4. Use the "Select School" portal and complete the steps.
5. In the Actions column, select the "Add / View Projects" icon to add projects.

Select School

Begin by selecting the Division, followed by County then District, finish by selecting a School.

Division *
Junior (grades 6-8)

County *
Sacramento

District *
San Juan Unified

School *
Arcade Middle

Cancel   Submit

Timothy Smith – School List
Below is a list of the schools where you have projects & students assigned.

🏠 > Schools

Add School(s)

Filter:
Search...

School Name	^	District	Add / View Projects
Arcade Middle		San Juan Unified	

One record

Add Projects

1. On the Project List page, click the "Add Project" button Enter the project title.
   a. You and students will be able to edit the title for a period of time set by your contest administrator.
2. Enter the division
3. Select the category
4. Add all of the projects for this school.

Add Project

Project Title *
Save Mono Lake Campain

Division *
Junior (grades 6-8)

Category *
Select a Category

Group Documentary

Group Exhibit

Group Performance

Group Podcast

Group Website

Individual Documentary

Individual Exhibit

Individual Performance

Project List
Below is a list of the projects where you have students assigned.
NOTE: You must add students before they can register.

🏠 > Schools > Projects

Add Project(s)

Arcade Middle
Filter:
Search...

Add Students

1. Select the blue people icon to go to the Student List for each project.

Arcade Middle
Filter:
Search...

Project Title	^	# of Students	Category	↕	Teacher(s)	Actions
Japanese American Internment and Redress Efforts		0	Group Exhibit		Timothy Smith	
Save Mono Lake Campain		0	Group Podcast		Timothy Smith	
The Sierra Club Environmental Movement		0	Individual Website		Timothy Smith	

3 records

1. Click the "Add Student(s) button on the right to add your first student.
2. Enter First & Last name
3. Select if the school will pay the registration fee or if the student/parent will pay.
   a. Add 1 student for individual projects and up to 5 for group projects.

Add Student

First Name *

Amy

Last Name *

George

Who will be paying? *

School

Student

*Note: Some county contests require payment from schools; individual student or parent payments are NOT permitted. **Check with your county coordinator!***

Student List
Below is a list of the students assigned to this project.

⌂ > Schools > Projects > Students

Add Student(s)

Arcade Middle
TITLE: Japanese American Internment and Redress Efforts
CATEGORY: Group Exhibit
DIVISION: Junior

Filter by:
Search...

Full Name	↕	Project Title	↕	Registered? ↕	Payment ↕	Paid? ↕	Actions
			No Records found				

Student List view
1. See the students added for a project
2. Track if they have registered & if payment was received.

Use the blue person button to edit the student or the payment option.

Use the blue arrows button to move the student to a different project if entered incorrectly.

Timothy Smith - Student List
Below is a list of the students assigned to you.

⌂ > Students

Filter by:
Search...

Full Name	↕	Project Title	↕	Registered? ↕	Payment ↕	Paid? ↕	Actions
Irish, Kaylin		The Reaction		No	Student	No	👤 ⤢ 🗑
Risley, Stephanie		The Revolution		No	School	No	👤 ⤢ 🗑
Barr, Amy		The Revolution		No	School	No	👤 ⤢ 🗑

3 records

Edit Project Details & Upload Projects

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

You must first go to the project you want to edit.

1. Select the "Schools" menu on the left.
2. Select the action button for the school you want. 📝
3. On Project list select the edit project icon for the project you want. ✏️

Go to next page for Project Details

Foothill High - Project List
Below is a list of the projects where you have students assigned.

3

⌂ > Schools > Projects

NOTE: You must add students before they can register.

INSTRUCTIONS:
1. Use the blue button at the right to add projects
2. Use the blue people icon to add students
3. Use the blue paper/pencil icon to edit project details and upload projects (if applicable)
4. Use the green icon to add yourself if you are a co-teacher on a project

Add Project(s)

Projects
Filter by:
Search...

Project Title	^	# of Students	Category	↕	Teacher(s)	Actions
The Reaction		1	Individual Performance		Timothy Smith	📝 ☑ 👥
The Reform		2	Group Documentary		Timothy Smith	📝 ☑ 👥
The Revolution		3	Group Exhibit		Timothy Smith	📝 ☑ 👥

Adding Co-Teachers to a project

Use the green teacher button to add yourself as a co-teacher to a project. Once added your name will also be listed as a teacher on the project.

You can use the filter to filter on your projects or see all of the projects from your school

Arcade Middle
Filter:

Project Title	# of Students	Category	Teacher(s)	Actions
Japanese American Internment and Redress Efforts	0	Group Exhibit	Timothy Smith	
Save Mono Lake Campain	0	Group Podcast	Timothy Smith	
The Sierra Club Environmental Movement	0	Individual Website	Timothy Smith	

3 records

Project Details Page

Teachers can access project details for any project by going to the schools tab–click the action button and then click the blue pencil/paper button on a project.

On this page you will be able to:

- Change a title - This is how it will print on forms and other printed materials.
  - Check spelling and capital letters.

- Submit: Websites, Documentaries & Podcasts links.

- Upload written materials -
  - Title Page, Process Paper, Annotated Bibliography

- Download judge sheets. The "Score Sheet" button will appear once they are ready.

Note: Your contest may provide different instructions. Follow your contest guidelines.

Project Details

⬇ **Score Sheet**

This page shows your project information. You may do the following:

- **Title Changes:** Closes April 11th
  - After this date, you can still change the title of your project that you bring to competition, but printed items (judge score sheets, event program, etc.) will not reflect the change.

- **Submit Project Link:** Closes May 4th
- **Request an Interview Time:** Closes April 11th
  - Request an early or late interview time within the Interview window.

- **Written Materials Upload:** Due May 4th
  - Upload your Written Materials PDF.

Project Last Updated: 12/3/2025 2:43:39 PM

County: Alameda
School: Foothill High
Division: Senior
Category: Group Documentary
Students Listed on Project: Jon Moyer, Frank Smith

Project Instructions:
- Please check spelling & capitalization.

Project Title *

> The Reform

Project Link Instructions:
How to Submit a Shareable Link:

- 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://

Project Link *

>

If there is a link in the "Project Link" field, then we have your project stored in the database.

Project Link for Documentary or Podcast

- 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.

Project Link for Website

Enter your NHDWebCentral URL for your project.

Example: https//12345678.NHDWebcentral.org

## Project Details Page - Continued

Written Materials

1. Prepare a PDF of your written materials. It must be ONE PDF that includes:
   a. Title Page
   b. Process Paper
   c. Annotated Bibliography
2. Use the free software ilnovepdf.com or smallpdf.com to merge your pdfs into one PDF Document.
3. Drop the PDF into the Written Materials Box.

Be sure to click "Submit" so your changes are saved.

- 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.

See rules for more information about written materials: https://www.nhdca.org/contest-rules/
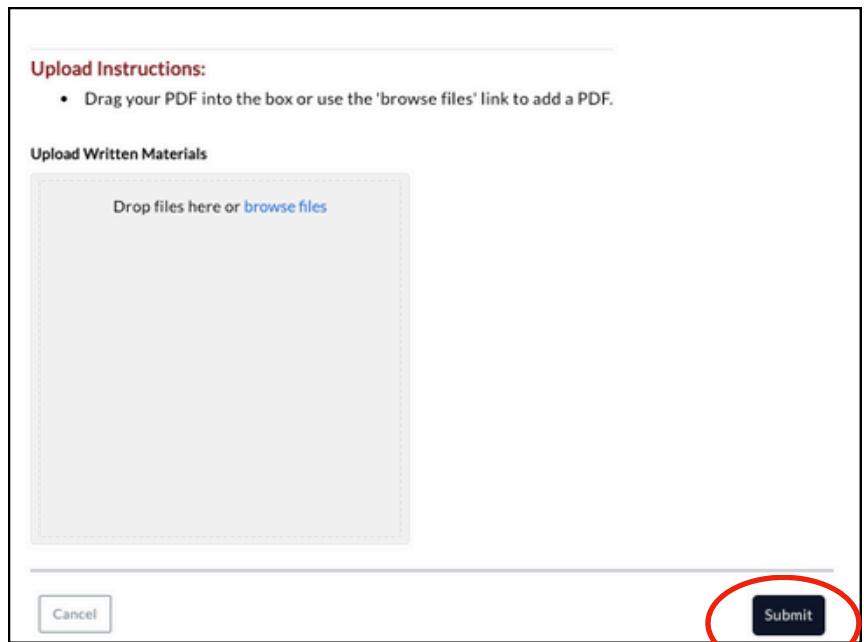
Upload Instructions:
- Drag your PDF into the box or use the 'browse files' link to add a PDF.

Upload Written Materials

Drop files here or browse files

Cancel   Submit

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.