

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 **Historical Paper or Virtual contest** you are registering for from the dropdown.
7. Once logged in, choose "I am a Teacher".

1-3

Create an account
Welcome to the Registration Web Portal. Please enter the information below to create your account.

Email *

Do not use your school email address

Password *

Must be at least 8 characters

Confirm Password *

Already registered? Log in.

Sign Up

4-5

Verify your email address.

Please verify your email by clicking the button below.

Verify Email

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

Need additional assistance? Contact our support team nhdca@scoe.net

6

Complete your account registration
Please select your county to complete your registration.

Contest By County *

-Select Your County-

Submit

7

Complete Your Web Registration
Please select if you are a Teacher or a Student.

I am a Teacher

I am a Student

Create your profile account

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

Account

First Name *

Timothy

Last Name *

Smith

Use Nickname

☒ Yes

☐ No

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

Nickname (Name Badge Alternate) *

Tim

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


Save Profile

Email Address

timothysmith1@gmail.com

Edit Email

Register: Complete your personal information:

**2026 NHD-CA Virtual Contest**

TEACHER MENU

- Home
- Profile
- Registration**
- Schools
- Students
- Payment
- Logout

Personal Information

2026 NHD-CA Virtual Contest : Teacher / Coach Registration

- Registration is required for all teachers & coaches, whether or not you plan on attending.
- If you have questions, please send email to nhdca@scoe.net


Cell Phone *

(916) 555-6666

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

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).

**2026 NHD-CA Virtual Contest**

TEACHER MENU

- Home
- Profile
- Registration
- Schools**
- Students
- Payment
- Logout

School Information

How many Years of Experience with History Day? *

2 - 3 Years

Subjects that you teach: *

☐ N/A
☐ AVID
☐ GATE
☐ Theatre
☒ English

Select all that apply

Are you a History Day Alumni? *

☐ Yes
☒ No

School you are affiliated with: *

Online academy

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

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

Contest information - N/A, Continue to next section

The screenshot shows the 'Contest Information' page of the 2026 NHD-CA Virtual Contest. On the left is a dark sidebar with a 'TEACHER MENU' containing links for Home, Profile, Registration, Schools, Students, Payment, and Logout. The main content area has a header with the National History Day California logo and the contest title. Below the header, the title 'Contest Information' is underlined. A message states: 'This contest doesn't require any of the fields for this section, continue to next page.' At the bottom of the content area are three buttons: 'Back', 'Save Progress to Return Later', and 'Continue'. A footer bar contains version information and a note to refresh the page if there are loading issues.

TEACHER MENU

- Home
- Profile
- Registration
- Schools
- Students
- Payment
- Logout

Contest Information

This contest doesn't require any of the fields for this section, continue to next page.

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

v2.1.2 © 2024-2026 • Sacramento County Office of Education • NHD Virtual
If you encounter any issues with pages loading on this site, please refresh the page.

Authorizations - N/A, Continue to next section

The screenshot shows the 'Authorization, Releases and Agreements' page. The sidebar and header are identical to the previous page. The main content area has the title 'Authorization, Releases and Agreements' underlined. A message states: 'There is no required release form for the NHD-CA Virtual Contest. Please proceed to the next page.' At the bottom of the content area are two buttons: 'Back' and 'Submit'. The footer bar is the same as the previous page.

Authorization, Releases and Agreements

There is no required release form for the NHD-CA Virtual Contest. Please proceed to the next page.

[← Back](#) [Submit](#)

v2.1.2 © 2024-2026 • Sacramento County Office of Education • NHD Virtual
If you encounter any issues with pages loading on this site, please refresh the page.

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.

The screenshot shows the 'Timothy Smith - School List' page. It has a sidebar with a 'Schools' link. The main content area has a title 'Timothy Smith - School List' and a subtitle 'Below is a list of the schools where you have projects & students assigned.' There is a 'Filter:' section with a search box. Below is a table with columns 'School Name' and 'District'. The table has one row: 'Arcade Middle' in the 'San Juan Unified' district. At the bottom of the table is the text 'One record'. To the right of the table is a button 'Add School(s)'. Below the table, there is a button 'Add / View Projects' with a plus icon, which is circled in red.

Timothy Smith - School List

Below is a list of the schools where you have projects & students assigned.

[Schools](#)

Filter:

School Name	District
Arcade Middle	San Juan Unified

One record

[Add School\(s\)](#)

[Add / View Projects](#)

Select School

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

Division *

County *

District *

School *

[Cancel](#) [Submit](#)

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.

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

Home > Schools > Projects

Arcade Middle
Filter:
Search...

Add Project(s)

Add Project

Project Title *
Save Mono Lake Campaign

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

Historical paper contest will only allow you to select Historical Paper as the project category.

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 Campaign	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.

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

Home > Schools > Projects > Students

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					

Add Student(s)

Add Student

First Name *
Amy

Last Name *
George

Who will be paying? *
School
Student

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.

Home > 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.

Home > 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

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	

Add Project(s)

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.

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 & Historical Paper

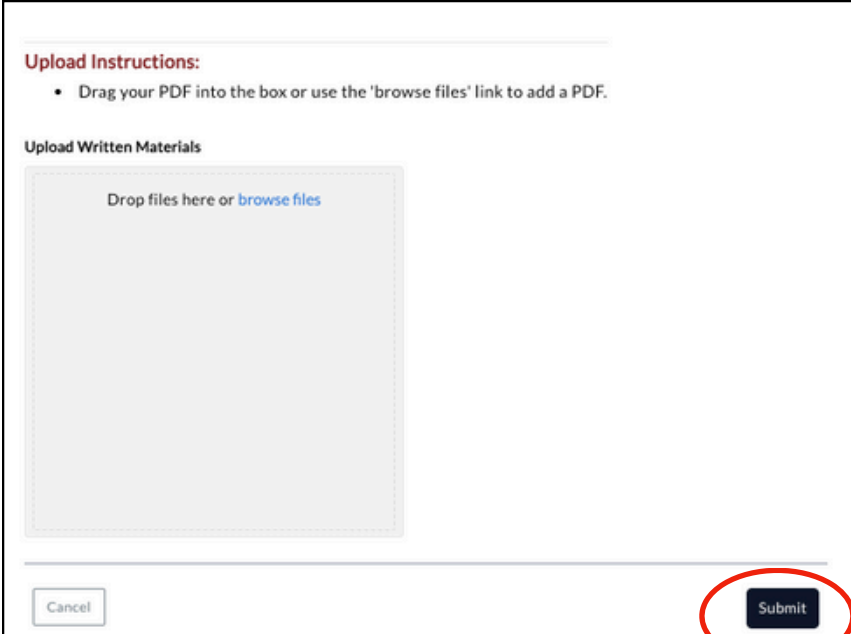
1. Prepare a PDF of your written materials. It must be ONE PDF that includes:
 - a. Title Page
 - b. Process Paper
 - c. Annotated Bibliography
2. Use the free software ilovepdf.com or smallpdf.com to merge your pdfs into one PDF Document.
3. Drop the PDF into the Written Materials Box.



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.

Historical Papers are added via the Upload Written Material box. You will create one pdf with the following:

- **Title Page**
- **Process Paper**
- **Historical Paper**
- **Annotated Bibliography**

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.

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 Campaign	0	Group Podcast	Timothy Smith	  
The Sierra Club Environmental Movement	0	Individual Website	Timothy Smith	  

3 records

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

Payment - Invoice or Quote

As a teacher, you will be able to generate an Invoice.

Select the **“Payment” Tab** on the toolbar.

Next: **Select the school** by clicking the blue action button.

Note:

If you selected that the students would pay then you do not complete this step. Students will have a payment tab with a link to pay.

TEACHER MENU

Home

Profile

Registration

Schools

Students

Payment

Logout

Payment List : Schools

Below is a list of schools to create Quotes for.

Home > Payment > Schools

Filter by:

Search...

School Name	District	County	Actions
Berkeley High	Berkeley Unified	Alameda	
Livermore High	Livermore Valley Joint Unified	Alameda	

2 records