



Written Material – Upload Instructions

All project categories must upload their written materials by 11:59 PM on Friday, March 6th.

This allows judges to read your materials before your interview.

Instructions:

1. Print or export your Title Page, Process Paper, and Annotated Bibliography as PDFs.
2. Create ONE combined PDF in this order
 - Title Page
 - Process Paper
 - Annotated Bibliography

How to Combine Your PDF's

You can use the free software ilovepdf.com or smallpdf.com to merge your PDFs into one PDF document.

1. Log in to your online account. This is the one you used to register.
2. Go to your Project Details tab.
3. Upload your Combined PDF by dropping the file in the Written Materials Upload Box.
4. Click "Submit"

The screenshot shows the user interface for uploading written materials. At the top, there is a banner for 'NATIONAL HISTORY DAY CALIFORNIA 2026 Sacramento County History Day'. On the left, there is a dark sidebar menu with 'ADMIN MENU' (Home, Search) and 'STUDENT MENU' (Home, Profile, Registration, Project Details, Logout). The main content area has the heading 'Upload Instructions:' followed by two bullet points: 'If you want to replace what you previously submitted, upload a new file.' and 'Drag your PDF into the box or use the 'browse files' link to add a PDF.' Below this is a large grey box labeled 'Upload Written Materials' with the text 'Drop files here or [browse files](#)'. To the right of this box is a note: '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.' Below the upload box, there is a field labeled 'Uploaded File Name:' containing the text 'Apollo 11 Written Materials.pdf'. At the bottom of the form are 'Cancel' and 'Submit' buttons. A red arrow points from the 'Confirming Your PDF Upload' section below to the 'Uploaded File Name:' field.

Confirming Your PDF Upload

- You will not get a confirmation email.
- To verify – go back to your project details page and if you have a title under the "Uploaded File Name:", then we have your project PDF stored in the database.