UTAH HISTORY DAY CONTEST REGISTRATION GUIDE
FOR STUDENTS

Choose the Correct Contest
Depending on where you live and the school you attend, your first contest may be at the school, district, or regional level. If you aren't sure which contest to choose, contact utahhistoryday@gmail.com.

*The four school district-level contests serve students attending the public schools in those districts. If you live inside the boundaries of Canyons, Carbon, Davis, or Ogden school district BUT you attend a charter, private, cyber, or home school, you should enter directly into the local regional contest.

Click on the correct contest link at right to begin registration.

Email Address is Required
To use the National History Day (NHD) registration system, students will need to receive emails from zfairs.com. If you are using a secured school email address, check with your school's IT department to make sure you can receive messages from outside the school. You can request that emails coming from the NHD registration system be approved to be received, or "white listed." Or you may opt to use personal email accounts instead of school email addresses.

FAQ: Families may use the same parent email as the contact email for all participating children.

District-Level Contests*
Canyons School District
Carbon School District
Davis School District
Ogden School District
District contests feed into their local regional contest.

Regional Contests
Cache (Box Elder/Cache/Rich)
Castle Country (Carbon/Emery)
Duchesne-Uintah
Salt Lake (Salt Lake/Tooele/Park City)
San Juan
South-Central (Beaver/Iron)
Utah Valley
Washington County
Weber (Ogden/Weber/Davis)

Utah State Contest
Must qualify at regional contest.

Teachers Register FIRST
Teachers must create an account BEFORE their students can register. Students, you will link to your during student registration. If you are not working with a teacher, you are an Independent Student. See below.

Independent Students
If you are working without a teacher you may have a parent or other trusted adult register as your "teacher" in the system. This person will receive contest related emails and must be able to share them with you.

Student Accounts
After students have created an account in the NHD registration system, it will remain active throughout the current program year. When students advance from one level of competition to the next, they will use the SAME student account for all contests.
- Save your username and password so you can easily login to the system as needed.

- Do not create multiple student accounts.
- Student accounts are good for the full academic year but do not carry over to the next year.

How to Register, I

If you are registering for your FIRST NHD contest THIS YEAR:
- Select Create Account → select Student from the dropdown menu.
- Enter your name and email address and click Next.
- Verify your email: Open your email inbox and look for the Confirm Email Address message from NoReply@zfairs.com. Click on the link, it will take you to a confirm email page. Once your email has been confirmed, return to the Verify Email Address page and continue your registration.
- Complete personal contact information, providing your preferred mailing address.
- Create a password. Write down your username and password and keep them in a safe place.
- Click "Save and Continue." This will take you to the project registration section.
  - Students competing in an **Individual** category: Click Create a New Project. Enter your title (you can change it later) and select your category (cannot be changed).
  - Students competing in a **Group** category: Select one member of your group to register first. Student 1 will create the project information for the whole group. Then, remaining members of the group will link their student profiles to the group project using the **team key** code.
    - Student 1: Click Create a New Project. Enter your title (you can change your title) and select your category (cannot be changed). Continue and complete the registration process. When you finish, look for the Register Next Team Member button to easily register your next group member and link them to the team key.
    - Copy and paste the team key in a safe place, just in case.
    - The remaining group member(s) will each create a student account as described above. In the project registration section, they should click on Link/Join Existing Team Project, and enter the team key code for the group.
- After completing the entry information, select your school, teacher, and grade information.
- Click "Save and Continue." Answer remaining questions.
- Review your information. Make corrections as needed.
- Students and parents must agree to NHD permissions and waivers.
- Save and exit.

How to Register, II

If you ALREADY have an NHD registration account for the year and are advancing to the next contest:
- You will receive an email with the registration link to the next contest.
- **LOGIN** to your student profile (find the Login button at top right). Use the same username and password that you created for your first contest.
- Correct information in your profile as needed:
  - Make sure student and parent **email** addresses are correct.
  - Make sure your **mailing address** is correct and includes zip code.

- ○ Correct your **project title,** if necessary.
- ○ Apply for a special award, if desired.
- Save and exit.

Registration Fees

There are no fees to register for NHD contests in Utah.

Cancellations

- If you are competing in an **Individual** category and **cannot** attend the contest, you must send an email to utahhistoryday@gmail.com to cancel your reservation. Provide your name, age division and category, and project title.
- If you are competing in a **Group** category and one member of your group cannot attend, do not cancel your reservation. Not all members of a group project are required to attend the contest. At least one student from the group must attend to represent the project and interview with the judges.

Paper Entries: Special Instructions

- You need to upload a PDF of your paper into the registration system, by the paper deadline. This can be done after you register for the contest. You can login to your student account later to submit the paper by the due date.

Website Entries: Special Instructions

- You must provide the Weebly URL for your website during registration. Your URL should look like this: **https://12345678.nhd.weebly.com.**
- If your URL has words instead of numbers in the middle, you'll need to convert it to NHD Weebly before you register. To convert: go to nhd.weebly.com and login using your Weebly username and password. Click "Convert" and write down your new URL. If you experience issues converting your website contact nhdsupport@weebly.com.
- When you register, you will type in the 8-digit number from your URL (just the numbers, not the entire URL).
- Websites will lock for judging on the date specified for your contest. You will not be able to access your site during the judging period.
- Websites will unlock after the competition, allowing you time to make revisions before the next competition.

Student Registration Helper: Gather This Info Before You Register

Student Name _____

Student Email (can be a parent's email) _____

Student's Mailing Address_____

City State ZIP _____

Parent Email (can be same as student's email)_____

Website Entries Only: Weebly URL _____

Project Title _____

_____

Project Category (select one)

Individual Documentary	Individual Exhibit	Individual Performance	Individual Website	Historical Paper
Group Documentary	Group Exhibit	Group Performance	Group Website	

Write this information down as you register and keep in a safe place:

Your username _____

Your password_____

Project Key code (for group projects only) _____