

UTAH HISTORY DAY CONTEST REGISTRATION GUIDE FOR TEACHERS

Choose the Correct Contest

Depending on where your students live and the school they attend, their 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 your student lives inside the boundaries of Canyons, Carbon, Davis, or Ogden school district BUT they attend a charter, private, cyber, or home school, they 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, teachers and 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.

Teachers Register FIRST

Teachers must register BEFORE their students can register. Students will link themselves to you during student registration.

Teacher Accounts

After teachers have created an account in the NHD registration system, it will remain active throughout the current program year. When your students advance from one level of competition to the next, you will use the SAME account to manage your students for all contests.

- Save your username and password so you can easily login to the system as needed.
- Do not create multiple teacher accounts.
- Do not register again if your students advance to the next contest.
- Student accounts are good for a full academic year but do not carry over from year to year.

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.

Viewing Your Student List

- When logged in, click on the “My Students” tab on the top of the page. This will take you to a list of the students who are linked to you in the registration system.
- Students will appear on your list *after* they have successfully created an NHD registration account.
- Teachers can view and edit student information, or link/unlink the student to an entry.

How to Register, I

If this is your FIRST TIME registering for an NHD contest:

- Select Create Account → select *Teacher* from the dropdown menu.
- Enter your name and email address and click Next.
- Complete personal contact information, providing your preferred mailing address.
- Create a password.
- Select your school from the list.
 - If your school does not appear on the list, please add it under Create Account → Schools → Register a School. Then return to your registration.
- Answer any additional questions.
- 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 teacher profile (find the Login button at top right). Use the same username and password that you created for your first contest this year.
- Check that your teacher profile correctly links you to your school. If it does not, you can add your school and link it to your profile now.
- Correct information in your profile as needed.
- Save and exit.

Registration Fees

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

Student Cancellations

- If a student competing in an **Individual** category **cannot** attend the contest, please send an email to utahhistoryday@gmail.com to cancel their reservation. Provide student name, age division and category, and project title.
- If a student is competing in a **Group** category and one member of the group cannot attend, do not cancel the entry. 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

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

Website Entries: Special Instructions

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