



AHD 2022 Virtual Contest Registration Instructions

Registration/Project Submission Deadline: Friday, March 25

Creating a Student Account and Registering for Alabama History Day 2022

- After your teacher(s) create their accounts, follow the steps below to begin registration.
- Go to the contest URL: al.ndh.org.
- Click Create Account in the toolbar, then select **Student** from the drop-down menu.
- Insert your first name, last name, and email address. Click the checkbox next to **I am Not a Robot**. Then, click the blue **Next** button.
 - **Note:** This is the email your contest admin will use to contact you.
- Complete the Student's Personal Information section. Then, click the blue **Next** button.
- Complete the Student's School & Teacher section. Then, click the blue **Next** button.
- Complete the Student's Additional Questions section. Then, click the blue **Next** button.
- Complete the Student's Project section.
- **Group Projects Only**
 - **IF YOU ARE REGISTERING AS PART OF A GROUP PROJECT** The first student in a group to register will create the entry. That student will give other group members the "Team/Project Key." This Team/Project key will appear in a confirmation screen for that student, as well as in that student's profile when logged into the account. **Sample Team/**

Sample Team/Project Key: b965f631-a8a0-4eff-8145-d1698f3618d3.

- The other group members will create their student accounts and enter the **Team/Project Key** for their entry. This will bring up the title and description for their entry that was filled out by the group member who created the entry.

Category Submission Instructions (Note: Upon registering, students must at least indicate Project Title and Category. Project files are not required to complete registration. Projects, MUST be submitted, however, by the Friday, March 25, deadline.)

- **Documentary Students:** Upload a single PDF of your **Written Materials** (title page, process paper, and annotated bibliography) and insert a shareable link for your project from Google Drive, OneDrive, or Dropbox to the **Documentary Link** space.
 - *The link should be to an .mp4 file of your Documentary project saved on either Google Drive, OneDrive, or Dropbox. Make sure that the link can be viewed by anyone.*

Philosophy. Literature. Ethics. History. History of the Arts. Languages. Jurisprudence.

- **Exhibit Students:** Upload a single PDF of your Written Materials (title page, process paper, annotated bibliography, and exhibit). To access instructions on how to document your exhibit project before including it in your submission PDF [CLICK HERE](#).
- **Paper Students:** Upload a single PDF of your Paper (title page, process paper, annotated bibliography, and paper, in this order).
- **Performance Students:** Upload a single PDF of your Written Materials (title page, process paper, annotated bibliography, and performance companion worksheet) and insert a shareable link for your project from Google Drive, OneDrive, or Dropbox to the Performance Link space.
 - *The link should be to an .mp4 file of your Documentary project saved on either Google Drive, OneDrive, or Dropbox. **Make sure that the link can be viewed by anyone.***
- **Website Students:** Insert your NHDWebCentral Site Key.
- **ALL PROJECT FILES SHOULD BE NAMED USING THE FOLLOWING CONVENTION:**
 - Student(s)LastName_DivisionCategory_ProjectTitle
 - (Ex: JohnsonSmith_JuniorGroupDoc_AlexanderGrahamBell; Weldon_SeniorIndWeb_Haleyville911)
- Complete the Student's Project Questions section. Then, click the blue **Next** button.
- Review the registration information. Then, click the blue **My Information is Correct** button.
- Complete the Student Permissions and Waivers section with a parent/guardian. Then, click the blue **Next** button.
- Follow the prompts to pay any contest registration fees.
- Registration is complete. Your username will appear on this screen. Record your system username and password.
- You will receive a registration confirmation email from Zfairs. Check your spam folder if you did not receive the email.

Engaging with ZFairs After Registration

Logging into Student Account

- Go to the contest URL: al.ndh.org.
- Click **Login** in the top right corner.
- Insert your username and password.
 - If you forgot your username and/or password, click the white **Forgot Password / Username** button and follow the prompts to reset.

Logging Out of Student Account

- Click your name in the top right corner.
- Select **Logout** from the drop-down menu.

Editing Student Account Information

- After logging in to your student account, click your name in the top right corner.
- Select **My Profile** from the drop-down menu to edit your personal information, project information, or other registration information **before** contest registration ends.
- Select **Change Password** to change the password for your account.