



Judges Registration Instructions

WHAT: 2026 Alabama History Day

WHEN: Thursday, April 9, 2026

WHERE: American Village, Montevallo

JUDGES REGISTRATION DEADLINE: Tuesday, March 31, 2026

Judging Begins: Thursday, April 2, 2026.

Judging assignments will be posted in your ZFairs account by **Thursday, April 2, 2026**. All projects, except performances and exhibits must be evaluated before competition day. Those assigned exhibits and performances are encouraged to review process papers and bibliographies before competition day. All judges will conduct student interviews and submit final rankings on competition day.

QUESTIONS? Email Idrissa Snider, Ph.D., at isnider@alabamahumanities.org.

HOW TO CREATE YOUR ZFAIRS JUDGING ACCOUNT

Please follow the steps below to register for the **2026 Alabama History Day Competition**. This is required for all judges.

CREATE YOUR ACCOUNT

1. Go to the **Alabama History Day Competition URL:** <https://al.nhd.org/>.
2. Click **Create Account** in the toolbar, then select **Judge** from the drop-down menu.
3. 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: The email address you give is the email we'll use to contact you about everything related to Alabama History Day.)
4. You will be prompted to complete each section of questions. Please do not skip these. Once completed, please click the blue **NEXT** button until registration is complete.

**ALABAMA
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HOW TO LOG INTO YOUR JUDGES ACCOUNT

After you've registered for a judges account, you can log in anytime to update your information. All judging assignments will be available on **April 2nd**. All project categories except exhibits and performances will be available to evaluate using the online evaluation form. PLEASE DO NOT WAIT UNTIL COMPETITION DAY TO EVALUATE YOUR ASSIGNMENTS UNLESS YOU ARE ASSIGNED EXHIBITS OR PERFORMANCES. JUDGING AND RANKING FOR PAPERS, WEBSITES, AND DOCUMENTARIES SHOULD BE ENTIRELY COMPLETED BEFORE COMPETITION DAY. On competition day, all judges will conduct interviews with students. Exhibit and Performance categories will submit final rankings on competition day.

1. Go to the **Alabama History Day Competition** URL: <https://al.nhd.org/>
2. Click **Login** in the top right corner. Insert your **user name** and **password**.
3. If you forget your log-in, click **Forgot Password/Username** and follow the prompts.

HOW TO EDIT YOUR ACCOUNT INFORMATION

Once logged in, you can edit your account information anytime.

1. Follow the log-in instructions, above.
2. Once logged in, 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 the contest registration deadline.
3. Select **Change Password** if you need to change the password for your account.

HOW TO LOG OUT OF YOUR ACCOUNT

After you've completed your registration/project upload work in the zFairs system, log out to protect your information.

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

NEED HELP OR HAVE QUESTIONS?

Please call or email the Alabama Humanities Alliance's program coordinator for Alabama History Day:

205.558.3996

jsnider@alabamahumanities.org

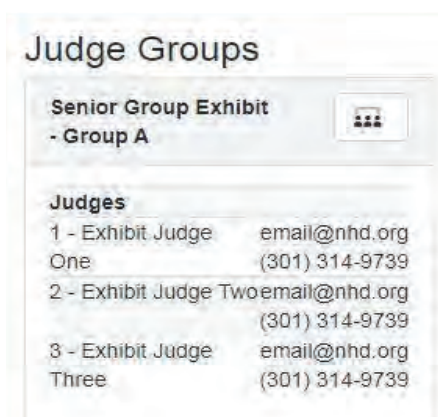
Thank you for participating in Alabama History Day.

Viewing and Evaluating Student Projects

Viewing Student Projects

After you receive notification that entries are ready for viewing, log in to your judge account, click **Judging** in the toolbar, then select **Judge Portal** from the drop-down menu. You can view your **Judge Group** and **Judge Assignments** on this page. The **Judge Group** section lists your team name (*i.e., Senior Group Exhibit - Group A*) as well as team members' names, email addresses, and phone numbers. There is also a button next to your team name (rectangle icon with three people), allowing your team to open a video conference on this page.

Note: If you have multiple judging assignments in this contest, there will be multiple Judge Group listings, each on its own tab.



The **Judge Assignments** section lists the projects your team will evaluate.

Click the blue **View & Evaluate** button next to the project's title to start evaluating. This will open a new browser tab. This tab will show the project title and links to the project and/or the project's written materials (if applicable) at the top of the page. Each category has slightly different language (see below). Underneath the title and links, you will find the digital evaluation sheet.

Paper category– Click **View Paper**, which opens the paper, including the required written materials (title page, process paper, and annotated bibliography) in a new browser tab.

Website category– Click on the **Website Link**, which opens the website in another browser tab. Process papers and annotated bibliographies are incorporated into the websites.

Exhibit category– Click on **Click to Open** written materials, which opens the title page, process paper, annotated bibliography, and exhibit as a single PDF in a new browser tab.

Documentary category– Click on **Click to Open** written materials, which opens the title page, process paper, and annotated bibliography as a single PDF in a new browser tab.

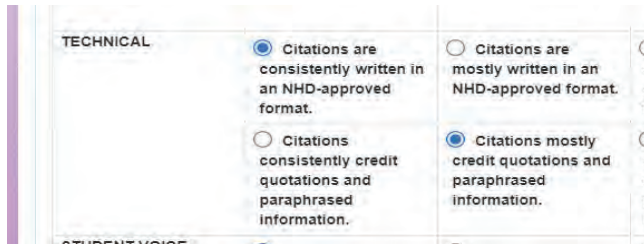
Performance category– Click on **Click to Open** written materials, which opens the title page, process paper, and annotated bibliography as a single PDF in a new browser tab.

Evaluating Student Projects

After viewing each project, complete its digital evaluation sheet:

Under the **Historical Quality** section, select a circle for each of the evaluation criteria.

Under the **Clarity of Presentation** section, select a circle for each of the evaluation criteria.



The screenshot shows a portion of a digital evaluation form. The section is titled 'TECHNICAL'. It contains two columns of radio button options. The first column has two options: 'Citations are consistently written in an NHD-approved format.' (selected) and 'Citations consistently credit quotations and paraphrased information.' (unselected). The second column has two options: 'Citations are mostly written in an NHD-approved format.' (unselected) and 'Citations mostly credit quotations and paraphrased information.' (selected). Below this section, the 'STUDENT VOICE' section is partially visible.

Note: If a section of the evaluation has two evaluative items (i.e., Technical), you can select one circle under one column and another under a different column, if desired.

Under the Rules **Compliance section**, select **Yes** or **No** for each of the category rules. If you select No, you will be asked to provide an explanation. Please discuss all rules compliance violations with your team. If you all agree on a violation, each of you must mark the violation. Students will receive this section of the form.

Under the **Feedback and Notes section**, write your evaluative comments. There is a minimum of 500 characters for each comment section. There is no character maximum. Students will receive these comments.

Under the Personal **Notes** section, you have the option to write your own comments here (i.e., notes on the project). Students will not see these notes.

To save an in-progress evaluation, click the blue **Save** button. This will save your progress, but not share it with your team or submit it to the contest admin.

After completing an evaluation, click the light blue **Save & Share with Team** button to save the evaluation and allow your team members and your contest admin to view it.

You may still make changes to the evaluation after clicking **Save & Share with Team**; just be sure to click it again to update your evaluation.



After saving, close the tab. Repeat this process with each of your projects.

When you finish all the evaluations, be sure to **Save & Share with Team** for each entry.



The screenshot shows a progress status bar for an evaluation. On the left, it displays the date and time '22001 9:40 AM', the project name 'Senior Group Documentary', a link to 'View Paper', and a 'Documentary Link' with a Google Drive URL. On the right, it shows the progress for three judges: 'Documentary Judge One', 'Documentary Judge Two', and 'Documentary Judge Three'. Each judge has a progress bar with three segments: 'Not Started' (red), 'In Progress' (orange), and 'Finished' (green). Judge One is 'Not Started', Judge Two is 'In Progress', and Judge Three is 'Finished'. A 'View & Evaluate' button is at the bottom left.

As you complete evaluations, the judge system will update your progress status. You will also be able to view your team members' progress status for each project. For each project, you will see three different statuses: **Not Started**, **In Progress**, and **Finished**.

Not Started: This evaluation has not been started.

In Progress: This evaluation has some progress but is not completed.

Finished: This evaluation is complete and submitted to the NHD contest admin.

Virtual Team Meeting

Your Judge Captain will set up an online meeting. Your team may use any online meeting platform but ZFairs does provide a simple, free online platform. Click on the icon (rectangle with three people) at the top of your Judge Portal to join the meeting at your agreed-upon time. During the meeting, discuss the projects, review any rules compliance issues, and develop a consensus ranking for the entries in your group. It is important that all of you agree on rules violations (and mark them as such) so that students receive a consistent message.

If applicable, discuss any special award nominations for the Judge Captain to submit later.

After your meeting, please return to the Judge Portal to complete or revise your evaluations as needed, adding or removing rules compliance flags in accordance with your consensus discussion. When you are finished with all of the evaluations, remember to click the light blue **Save & Submit** button for each entry's evaluation. All of your progress status should now show as **Finished**.

Notify your captain that you are finished with your evaluations. Once your Judge Captain submits the rankings and evaluations, your team's access to the evaluations will be locked.

Judge Captains

Judge Captains follow the same instructions to view and evaluate student projects. Additionally, Judge Captains are responsible for scheduling and leading a virtual team meeting and, with the team's guidance, ranking projects, nominating projects for special awards (if applicable), and submitting the rankings and evaluations to the contest admin.

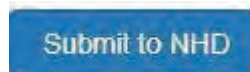
To rank projects, go to your Judge Portal and select the blue **Submit Rankings** button. A pop-up menu will appear to insert the rankings. Click **Save**.



Click the Special Awards Nomination text next to the trophy icon to nominate for special awards. A pop-up window will appear to nominate entries. Click in the box to write your reasoning for the nomination, then click the green Nominate button.



To submit the rankings and evaluations to the contest admin, click the blue **Submit to NHD** button. A pop-up message will ask you to confirm the submissions. Click the blue **Okay** button.



Note: If a change needs to be made following this point, contact your contest admin.