

Hawai'i History Day State Participant Registration Guide 2019

All qualified teachers, students and judges must complete their contest registration located on the registration page on the Hawai'i History Day webpage (<https://hawaiihistoryday.hihumanities.org/registration/>).

Teachers MUST create their registration before their students can register.

Note About System Emails

In the new registration system, users will need to accept emails from noreply@zfairs.com in order to receive the system's automatic and/or admin-generated email messages. If students or teachers are using school email addresses, they may need to check with their IT departments to make sure they can receive outside messages. They may also request that emails coming from the NHD registration system be approved to be received, or "white listed." If you have questions on this, please contact your contest coordinator.

Teachers

Registration

- Click on your district link.
- On the right side, under the header "Create Account," teachers will fill out their name and email address and click the "Create Account" button.
- When asked for registrant type (student, teacher, judge), teachers will select "Teacher".
- Teachers will then complete personal contact information: address, city, zip, phone number, gender etc. and will create a password.
- Teachers will then be prompted to answer additional questions and complete the mandatory 2019 HHD Teacher Survey.
- Teachers will then choose their school from a list. To easily find a school, teachers can use the search command by typing "ctrl" and "F" on a PC or "command" and "F" on a Mac.
- Teachers will also indicate if they are attending the contest.
- Teachers will then agree to NHD permissions and waivers.

- Click “Save and Continue” button.
- Viewing Student Information
 - When logged in, teachers will click on the “My Students” tab on the top of the page. This will take them to a list of the students who are linked to them in the system.
 - By clicking on the student, teachers can choose to view and edit information, or to link/unlink the student to an entry.

Students

Registration and Entry Creation

- Once the teacher has created their account, students will click on the link provided on the Registration Page on their correct Hawai‘i DOE District link located on the Hawai‘i History Day website (<https://hawaiihistoryday.hihumanities.org/registration/>), which will take them to their district contest.
- On the right side, under the header “Create Account,” students will fill out their name and email address and click the “Create Account” button.
- When asked for registrant type (student, teacher, judge), students will select “Student.”
- Students will then complete personal contact information: address, city, zip, phone number, parent email address, gender etc., and will create a password.
- Click “Save and Continue” button.
- This will take students to the page where they will enter information about their entry.
- Students will either create an individual entry, or link to a group project that their teammate has already created.
 - Only one "team key" should be created for each group. The first student in a group will create the entry. That student will then give their fellow group members the “team key.”
 - The following group members will begin a student account and will enter the “team 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.
- Students will select their project category and if applicable, upload their completed PDF version of their NHD Essay or enter their Weebly Website URL. Your registration will NOT be considered complete unless your

final PDF version of your NHD Essay is uploaded and/or Weebly URL is inserted. Please note that you will be able to upload more than one version of your paper. The system will ONLY accept the last uploaded paper as your competing project.

- **Papers** should be converted from a word document into a PDF (Portable Document Format) and save the file titled with your last name, underscore, first name, underscore, your division, underscore and your district. **Sample: doe_jane_senior_central.**
- Students are then prompted to enter school, teacher, and grade information.
- Click “next” and the system will take you to a page where the student AND parent are to complete a required 2019 HHD Parent/Guardian and Student Survey.
- Once information is confirmed, students will be taken to a page where they, along with their parents/guardians accept NHD permissions and waivers. This will complete the registration process.
- You will receive a confirmation email letting you know that your registration has been completed. If you do not receive a confirmation email within an hour, please contact Director of Hawai'i History Day Shannon Cristobal at historyday@hihumanities.org.
- If you are unable to finish your registration, you may log back into your account and complete your registration. Please only create **ONE** student account.