

# 2020 STUDENT REGISTRATION INSTRUCTIONS 1

**STUDENT/ENTRY REGISTRATION DEADLINE: MON., MAR. 16, 2020, MIDNIGHT**

**Registration is complete when the following has been received:**

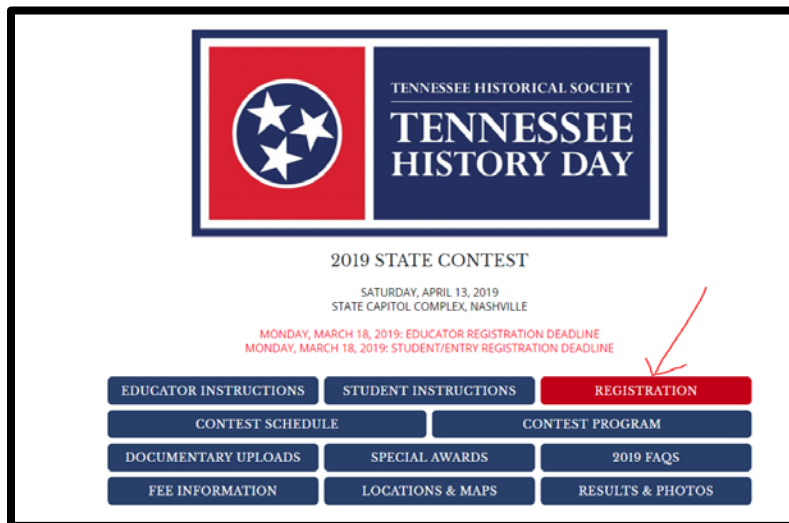
Completed?	Action	Deadline
	Educator registration (required waivers)	Mon., Mar. 16, 2020, midnight
	Student registration (permissions and waivers)	Mon., Mar. 16, 2020, midnight
	Payment submitted (\$20 PER students)	Mon., Mar. 16, 2020, midnight
	Documentary category: documentary file uploaded to SmugMug and cover sheet/process paper/bib submitted as ONE pdf in the registration system	Mon., Mar. 16, 2020, midnight
	Website category: NHDWebCentral Site Key submitted via the registration system	Mon., Mar. 16, 2020, midnight
	Paper category: cover sheet/paper/bib submitted as OND pdf in the registration system	Mon., Mar. 16, 2020, midnight
	Special Awards: cover sheet/paper/bib submitted via email; no need to nominate within the registration system. See <a href="https://tennesseehistory.org/wp-content/uploads/2020-special-instructions-special-awards.pdf">https://tennesseehistory.org/wp-content/uploads/2020-special-instructions-special-awards.pdf</a> for complete instructions.	Mon., Mar. 16, 2020, midnight

From the Tennessee History Day State Contest webpage:

<https://tennesseehistory.org/tennessee-history-day/state-contest/>

Select the REGISTRATION button:

Direct link: <https://tn.nhd.org/>



## 2020 STUDENT REGISTRATION INSTRUCTIONS 2

Login with your SAME username and password that you used for the regional contest. Your username will be something like:

JenniferCore

DO NOT create a new account. If you cannot remember your username, contact your state or regional coordinator. Your username is PROBABLY NOT your email, unless you deliberately changed your username to your email.

We do not have access to your password, so if you have forgotten it, you must reset it.

The screenshot shows the Tennessee History Day website interface. At the top, there is a blue header with the NHD logo on the left, the text "Tennessee History Day" in the center, and a smaller logo on the right. Below the header is a navigation bar with links for Home, Create Account, Contest, Help, and Login. The main content area is titled "Welcome to the Tennessee History Day" and features tabs for General, Student's Main, Teacher's Main, and Judge's Main. On the left side, there is a large logo for the Tennessee Historical Society Tennessee History Day. Below the logo, the text reads: "You are registering for the Tennessee History Day State Contest. Please fill in all sections of this form. Educator registration deadline: Mon., Mar. 18, 2019, midnight, ET. Student/Entry registration deadline: Mon., Mar. 18, 2019, midnight, ET. Your contest information: Coordinator: Jennifer C. Core (historyday@tennesseehistory.org). Contest Date: Sat., Apr. 13, 2019, 8:15 am to 3:30 pm, CT. Location: State Capitol Complex, Nashville, TN. Webpage: https://www.tennesseehistory.org/tennessee-history-day/state-contest-2019/". On the right side, there are two main sections: "Login" and "Create Account". The "Login" section has fields for Username and Password, a Login button, and social media links for Google, Windows, and Facebook. The "Create Account" section has fields for First Name, Last Name, and Email, and a Create Account button.

## 2020 STUDENT REGISTRATION INSTRUCTIONS 3

You will see your information as you entered it for the regional contest. Update any empty fields.

### Registration - Personal Information

Student's First Name	<input type="text" value="George"/>
Student's Last Name	<input type="text" value="Piper"/>
Parent/Guardian's First Name	<input type="text" value="George"/>
Parent/Guardian's Last Name	<input type="text" value="Piper"/>
Address	<input type="text" value="7185 Grammar Dr"/>
Address 2	<input type="text" value="Address line 2"/>
City State, Zip	<input type="text" value="Fairview"/> <input type="text" value="Tennessee"/> <input type="text" value="37062"/>
Phone	<input type="text" value="(615) 550-1234"/>
Parent/Guardian's Phone	<input type="text" value="(615) 550-1234"/>
E-Mail	<input type="text" value="georgepiper@yahoo.com"/>
Confirm E-Mail	<input type="text" value="georgepiper@yahoo.com"/>
Parent/Guardian's E-Mail	<input type="text" value="harmelthorn@gmail.com"/>
Confirm E-Mail	<input type="text" value="harmelthorn@gmail.com"/>
Username	<input type="text" value="GeorgePiper"/>
Password	<input type="password" value="*****"/>
Confirm Password	<input type="password" value="*****"/>

## 2020 STUDENT REGISTRATION INSTRUCTIONS 4

Select your school, teacher, and grade. If your teacher does not appear in the drop down menu, your teacher may need to login to his/her account to activate it. If you are still having trouble, contact our office:

Registration: School & Teacher

Please select your school, teacher, and your grade. If your School and/or Teacher is not listed please have them register; you will be able to continue the registration process once your school and teacher have registered. Thank you.

School:

Teacher:

Grade:

Here is where you can request an early or late judging time. Do not check either if you do not need these options. Just continue to the next screen. Priority will be given to those students who register early. This is the **ONLY** way to request an early or late judging time. Do not call our office to request a special time. Do not email us to request a special time. Do it here.

Additional Questions

I/we need an early judging time. I/we understand that the earliest available time is 10 am and that students who register first will be given priority. I understand that Performance students who qualify for the finals round must be prepared to stay until 2:30 pm. Exhibits cannot be removed until 2:30 pm. [Only answer this question if you need an early judging time].

I/we need a late judging time. I/we understand that the latest available time may be before noon. I understand that Performance students who qualify for the finals round must be prepared to stay until 2:30 pm. I understand Exhibits cannot be removed until 2:30 pm. Students who register first will be given priority. [Only answer this question if you need a late judging time].

## 2020 STUDENT REGISTRATION INSTRUCTIONS 5

You should see the information about your project that you entered for the regional contest. You can change your title here:

Create A New Project    Link / Join Existing Team Project

If you are in a team and your teammate has already registered please select "Link/Join Existing Team Project" and type in the Entry Id or team key

Creating New Project

Title:

Will your display need an electrical outlet?

Category:

Description:

Weebly Website Id:

Save & Continue

Review your information and make any needed changes:

**Registration Information Review**

Please review and verify that all of your information is correct.

<p>First Name: <input style="width: 90%;" type="text" value="██████████"/></p> <p>Last Name: <input style="width: 90%;" type="text" value="██████████"/></p> <p>Address: <input style="width: 90%;" type="text" value="████████████████████"/></p> <p>Address 2: <input style="width: 90%;" type="text" value="Address"/></p> <p>City, State, Zip: <input style="width: 25%;" type="text" value="Fairview"/> <input style="width: 25%;" type="text" value="TN"/> <input style="width: 25%;" type="text" value="37062"/></p> <p>Phone Number: <input style="width: 90%;" type="text" value="██████████-██████████"/></p> <p>E-Mail: <input style="width: 90%;" type="text" value="gegnill@urbco.com"/></p> <p>Parent's E-Mail: <input style="width: 90%;" type="text" value="██████████@gmail.com"/></p> <p>Username: <input style="width: 90%;" type="text" value="GeorgeDavi"/></p> <p>Password: <input style="width: 90%;" type="text" value="██████████"/></p>	<p>School: <input style="width: 90%;" type="text" value="████████████████████"/></p> <p>Teacher: <input style="width: 90%;" type="text" value="██████████"/></p> <p>Grade: <input style="width: 90%;" type="text" value="7th Grade"/></p> <p>Project Title: <input style="width: 90%;" type="text" value="My Project"/></p> <p><input type="checkbox"/> Team Project</p> <p><input type="checkbox"/> Electrical Outlet</p> <p>Category: <input style="width: 90%;" type="text" value="Junior Individual Documentary"/></p> <p>Description: <input style="width: 90%;" type="text" value="My Project"/></p> <p>Weebly Website Id: <input style="width: 90%;" type="text"/></p>
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My Information Is Correct    Edit

# 2020 STUDENT REGISTRATION INSTRUCTIONS 6

Complete your Permissions and Waivers:

Permissions and Waivers

## Permissions and Waivers

Please note that you must submit the following authorizations in order to complete online registration and compete at National History Day contests at all levels. If you have further questions, please contact your contest coordinator.

**Students: to complete this form, you will need a parent/guardian to agree to the authorizations and waivers below.**

I affirm that the entry submitted for competition was researched and developed during this school year. I have read the National History Day Rule Book and contest registration materials regarding policies governing student behavior and will conform to these rules. I understand that violation of these rules may result in the disqualification of my entry. I accept the decision of the judges as final. I have reviewed and understand the information presented above and acknowledge that my participation in National History Day is conditioned on my agreement with the terms and conditions outlined herein. I further understand that selecting "Yes" for each agreement and creating an account shall have the same force of law as my original signature and that I am not obligated in any way to make such agreement, except as a prerequisite to my participation in this program.

**Yes, I agree**

By indicating yes below, I agree to indemnify and hold harmless National History Day, Inc., its affiliate programs, and its staff, trustees and sponsors, for any personal injuries or property damages arising out of my child's participation in the National History Day Contest. I also understand that by agreeing, I am certifying that my child understands what is involved in participation, and that I have freely and voluntarily allowed my child to participate and hereby agree to assume and accept any and all risks associated with his/her participation in the National History Day Contest.

**Yes, I agree**

I give National History Day, Inc., its affiliate programs, and its partners the unlimited right to use the voice and/or image of me and/or my child for publicity, and/or in documentaries, or other education materials and media, including online. I also give National History Day, Inc., and its affiliate programs the right to use images of my/my child's project for teaching and example purposes, including online. If I choose "No," I acknowledge that NHD contest coordinators will do their best to ensure that I and/or my child is not photographed. However, due to the number of participants at the contest this cannot be guaranteed. I am aware that I must remove myself and/or my child from group photography situations, and if necessary, speak to the photographer/media to request that I and/or my child not be photographed.

select... ▼

If no, please explain:

I have read the above statement and agree; I will follow the rules of this contest.

I understand there is a registration fee of 20.00 for which I am responsible. In addition, there is a late fee of 20.00 if registering after 3/19/2019 12:01:00 AM.

The registration fee for EACH student is \$20. ~~Students who do not have a parent/guardian who can pay the fee will not be allowed to register.~~ There are no refunds. There is a late registration fee of \$20. The payment may be submitted 1) by the school, 2) by the teacher, or 3) by the student and his/her family. Please communicate directly with your teacher and other students in your group about payment submission and do not rely upon our office to sort out who is the responsible party.

Payment can be made via credit within the registration system. This is the preferred method.

[Continue](#)

## 2020 STUDENT REGISTRATION INSTRUCTIONS 7

You can pay from the next screen. Teachers may pay for all of their students from their accounts. (See FEE INFORMATION on the state contest webpage for further explanation).

Registration Fee Payment Method:

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**Cart**

Product	Quantity/Details	Cost
Registration Fee	1	\$ 20.00
<b>Total:</b>		<b>\$ 20.00</b>

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Amount To Charge: **\$ 20.00**

Name:

Email:

Phone:

Credit or Debit Card:

Coupon:

If you opt to pay by check, print out the invoice and mail it with the check. Write the student name in the memo line.

Registration Fee Payment Method:

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I will be paying my registration fee by check I understand that it is my responsibility to pay my registration fee. I understand that if my fee is not paid I may not be able to compete.

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Payment can be mailed by the postmark deadline of Mon., Mar. 18, 2019 to: Jennifer C. Core Tennessee Historical Society Tennessee History Day 305 6th Ave N Ground Floor, War Memorial Bldg Nashville, TN 37243 Make check payable to Tennessee Historical Society. Write student name(s) in the memo line.

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**⚠ Registration fees must be paid prior to the fair.**

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**Cart**

Product	Quantity/Details	Cost
Registration Fee	1	\$ 20.00
<b>Total:</b>		<b>\$ 20.00</b>

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# 2020 STUDENT REGISTRATION INSTRUCTIONS 8

## Project Information

Please write down & SAVE your information as you may need it later to make any changes.

Entry Id:

Username: ██████████

 Invoice

Your payment must be submitted with your invoice.

 Print / View

[Go To Main Page](#)

[Register Another Student](#)

\*Please note that all of the above information will be emailed to the provided address. - If you do not see your email after 1 hour please check for it in your spam or junk folders.



You have completed online registration for Tennessee History Day.

Documentary students must upload their project by the deadline: **Mon., Mar. 18, 2019, midnight, central time.**

Go here for documentary instructions:

<https://www.tennesseehistory.org/tennessee-history-day/state-contest-2019/documentary-uploads-thdstate-2019/>

Paper students must upload a pdf of their cover sheet, paper, and annotated bibliography (one document) within the registration system by the deadline.

Website students must submit their URL and publish their website before the registration deadline.

Special award nominees must email their papers and bibliographies as one document to [historyday@tennesseehistory.org](mailto:historyday@tennesseehistory.org) by **Mon., Mar. 18, 2019, midnight, central time.**

For directions, a contest schedule, and more information, visit the THD webpage:

<https://www.tennesseehistory.org/tennessee-history-day/state-contest-2019/>



## 2020 STUDENT REGISTRATION INSTRUCTIONS 9

If your project is a Documentary, you will upload your .mov or .mp4 file from the state contest webpage (<https://tennesseehistory.org/tennessee-history-day/state-contest/>), not within the registration system.

For Documentaries, you will upload your cover sheet/process paper/annotated bibliography as ONE pdf within the registration system. Use the browser button (see below) to upload your paperwork. Bring four hard copies to the contest.

If your project is a Website, the system should have retained the 8 digits from your URL. Do not change anything here. Bring one hard copy of your cover sheet/process paper/annotated bibliography to the contest for your own reference.

If your project is a Paper, you will see a browser button for uploading your file. Your cover sheet/process paper/annotated bibliography must be combined in ONE pdf to be uploaded. Reupload the final version of your Paper by the registration deadline of Mon., Mar. 16, 2020, midnight. Bring one hard copy of your cover sheet/paper/annotated bibliography to the contest for your own reference.

How to add your Paper or Documentary paperwork at a later date:

The screenshot shows the 'My Profile Manager' interface. At the top, there is a blue header with the text 'My Profile Manager' and a light blue banner that says 'Feel free to update your profile or correct any errors.' Below the banner are three tabs: 'Basic Info' (selected), 'Additional Questions', and 'Special Award Nominations'. The form is divided into two columns. The left column contains personal information fields: First Name (Skyler), Last Name (Gordon), Address (301 6th Ave N), Address 2 (Address), City, State, Zip (Nashville, Tennessee, 37040), Phone Number ((123) 456-7890), Cell Phone (Cell phone), E-Mail (membership@tennesseehistory.org), Confirm E-Mail (membership@tennesseehistory.org), Parent's E-Mail (membership@tennesseehistory.org), Confirm Parent's (membership@tennesseehistory.org), Gender (Prefer not to answer), Ethnicity, Username (SkylerGordon), School (Bearden High School (Knoxville)), Teacher & Grade (Core, Jennifer, 11th Grade), and Teacher's Email (membership@tennesseehistory.org). The right column contains project information: Entry Id, Project Title (Ida Bae Wells), a checkbox for 'Electrical Outlet', Category (Senior Individual Paper), Description (Tennessee History is great!), Entry's Paper (with a yellow 'Upload File' button), Project Key (896771de-58b4-401c-b8e3-b73ce12d7c1e), and Project Leader (Skyler Gordon). Below the Project Leader field, there is a section for '1 Team Members' listing 'Skyler Gordon'.

Exhibit and Performance students will bring four hard copies of their cover sheet/process paper/annotated bibliographies to the contest and do not need to upload anything within the registration system in advance.

# 2020 STUDENT REGISTRATION INSTRUCTIONS 10

Your Profile will show the members on your team who have registered.

Feel free to update your profile or correct any errors.

Basic Info   Additional Questions   Special Award Nominations

First Name:	Ann	Entry Id:	
Last Name:	Toplovich	Project Title:	My project
Address:	305 6th Ave N	<input checked="" type="checkbox"/> Team Project	
Address 2:	Ground Floor, War Memorial Bldg	<input type="checkbox"/> Electrical Outlet	
City, State, Zip:	Nashville   Tennessee   37243	Category:	Senior Group Website
Phone Number:	(615) 741-8934	Description:	Awesome Project
Cell Phone:	Cell phone	Weebly Website Id:	12345678
E-Mail:	historyday@tennesseehistory.org	Project Key:	3366fa56-7cc0-466a-80e7-e793b8664fcf
Confirm E-Mail:	historyday@tennesseehistory.org	Project Leader:	Skyler Gordon
Parent's E-Mail:	historyday@tennesseehistory.org	2 Team Members:	
Confirm Parent's:	historyday@tennesseehistory.org	Skyler Gordon	
Gender:		Ann Toplovich	
Ethnicity:			
Username:	AnnToplovich		
School:	Bearden High School (Knoxville)		
Teacher & Grade:	Core, Jennifer   9th Grade		
Teacher's Email:	membership@tennesseehistory.org		

Save

You can login to the system any time before the registration deadline of Mon., Mar. 16, 2020 midnight to update or change your information.

NHD NATIONAL HISTORY DAY


Tennessee History Day

Home   Contest   Fees   Help   Skyler

Welcome to the Tennessee History Day

General   Student's Main   Teacher's Main   Judge's Main

My Profile   Change Password   Logout



You are registering for the Tennessee History Day State Contest. Please fill in all sections of this form.

Educator registration deadline: Fri., Mar. 9, 2018, midnight

Student/Entry registration deadline: Fri., Mar. 16, 2018, midnight

All documentaries, websites, and papers must be submitted by Fri., Mar. 16, 2018, midnight.

Students, your teacher must register before you. You can start your registration without your teacher, but you cannot complete it until your teacher has entered his/her information.

Your contest information:

Coordinator: Jennifer C. Core (historyday@tennesseehistory.org)

Contest Date: Sat., Apr. 7, 2018

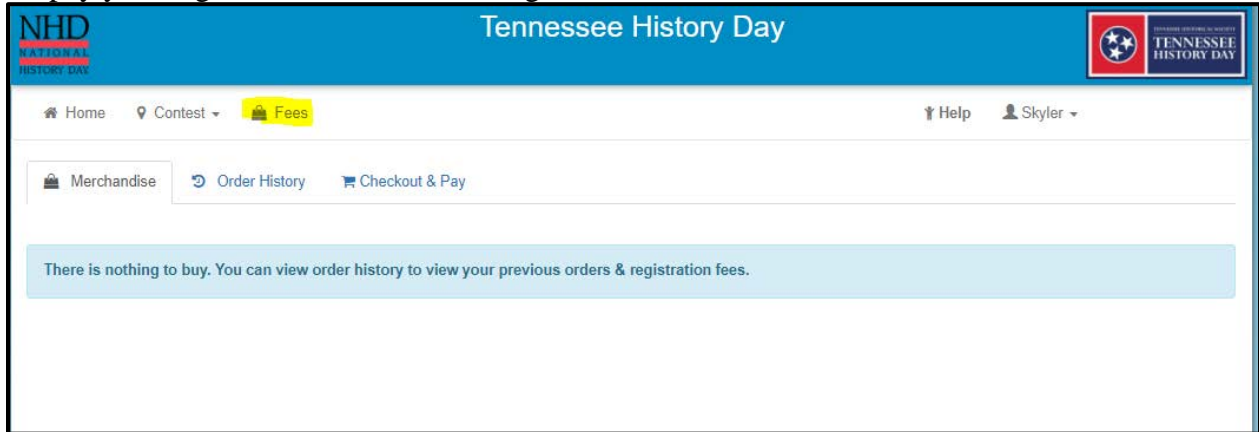
Location: State Capitol Complex, Nashville, TN

Webpage: www.tennesseehistory.org/tennessee-history-day/thd-state-contest/

## 2020 STUDENT REGISTRATION INSTRUCTIONS 11

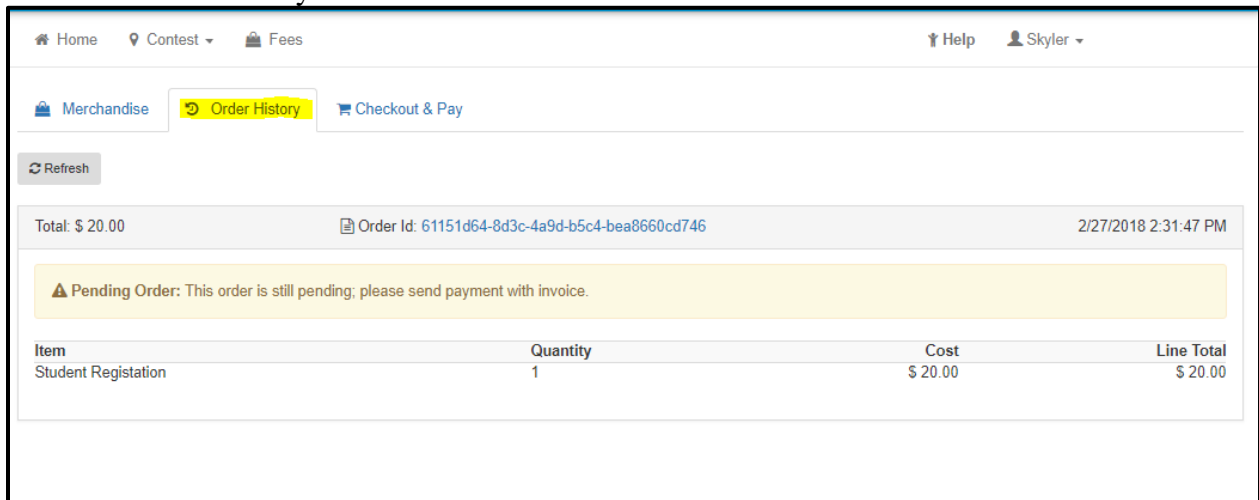
If you have registered but not paid your fee, you can do so at any time before the registration deadline of Mon., Mar. 16, 2020, midnight.

To pay your registration fee of \$20, navigate to the FEES tab from the Dashboard.



The screenshot shows the top navigation bar with 'NHD NATIONAL HISTORY DAY' on the left and 'Tennessee History Day' on the right. Below the navigation bar, there are tabs for 'Home', 'Contest', and 'Fees' (which is highlighted in yellow). There are also links for 'Merchandise', 'Order History', and 'Checkout & Pay'. A message box states: 'There is nothing to buy. You can view order history to view your previous orders & registration fees.'

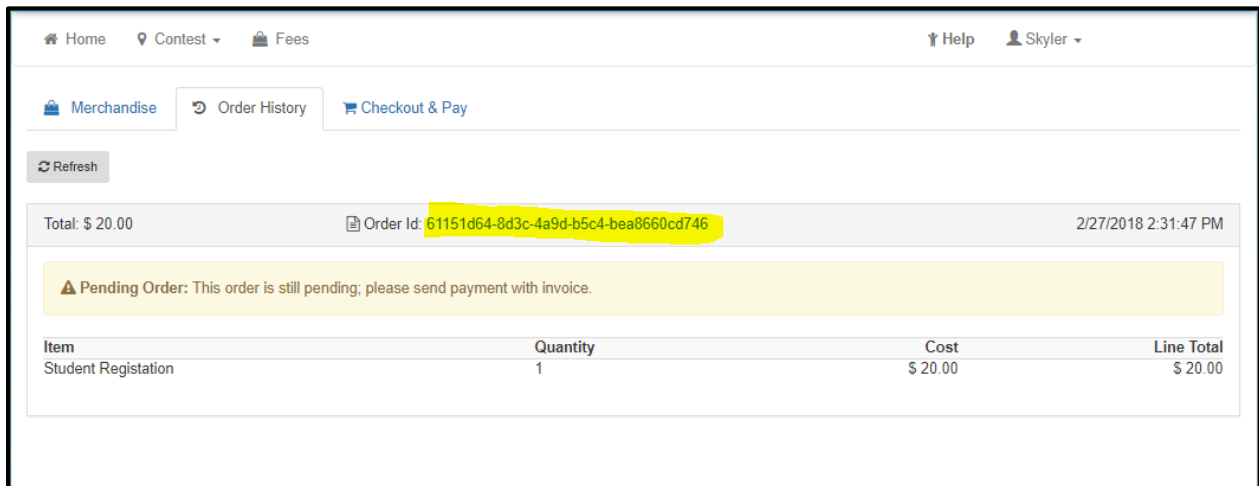
Go to the Order History tab:



The screenshot shows the 'Order History' tab selected. It displays a 'Total: \$ 20.00' and 'Order Id: 61151d64-8d3c-4a9d-b5c4-bea8660cd746' with a timestamp of '2/27/2018 2:31:47 PM'. A yellow warning box says: 'Pending Order: This order is still pending; please send payment with invoice.' Below this is a table with the following data:

Item	Quantity	Cost	Line Total
Student Registration	1	\$ 20.00	\$ 20.00

Select the Order ID:



This screenshot is identical to the previous one, but the 'Order Id: 61151d64-8d3c-4a9d-b5c4-bea8660cd746' is highlighted in yellow to indicate selection.

## 2020 STUDENT REGISTRATION INSTRUCTIONS 12

This will take you to the Payment Screen:

The screenshot shows a web interface for an invoice titled "Tennessee History Day". At the top left, there are two buttons: "Pay Now" (green) and "Delete Invoice" (orange). The invoice details include:

- Invoice: 2780
- 61151d64-8d3c-4a9d-b5c4-bea8660cd746
- Bill To: Skyler Gordon, membership@tennesseehistory.org
- Registration Location: William R. Snodgrass Tennessee Tower, 312 Rosa L Parks Ave, Nashville, TN, 37219
- Attn: Jennifer C. Core
- Website: https://tn.nhd.org

Product	Quantity	Cost	Line Total
	1	\$ 20.00	\$ 20.00
<b>Total:</b>			<b>\$ 20.00</b>

A blue note at the bottom states: "You must send a copy of this Invoice with your payment."

Select the green PAY NOW button to pay from within the registration system using a credit/debit card. Enter your contact and card info.

The screenshot shows the same invoice page as above, but with a "Pay Now" modal form open in the center. The modal form contains the following fields:

- Invoice Total: \$ 20.00
- Name: First Name, Last Name
- Email: Email Address
- Phone: Phone Number
- Credit or Debit Card: Card number, MM / YY, CVC
- A "Pay Now" button at the bottom.

The background invoice details are dimmed but visible, including the invoice number 2780 and the contact information for Jennifer C. Core at the War Memorial Building, 305 6th Avenue North, Nashville, TN, 37243.

If you are paying by check, PRINT this invoice and mail with the check to:

Jennifer C. Core, State Coordinator, Tennessee History Day  
Tennessee Historical Society  
Ground Floor, War Memorial Building  
305 6th Avenue North  
Nashville, TN 37243