[Go to p. 4 for teacher instructions. There is no registration fee for teachers]. All students in a group, regardless of whether they are attending or not, must register and pay if the entry is competing.

For students paying their $20 registration fee:
Login to your account:

To pay your registration fee of $20, navigate to the FEES tab from the Dashboard.
It will look like you don’t have anything to buy.

Go to the **Order History** tab:

Select the **Order ID**:
This will take you to the Payment Screen:

![Payment Screen Image]

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

![Pay Now Dialog Image]

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

Nikki Ward, State Coordinator, Tennessee History Day
Tennessee Historical Society
Ground Floor, War Memorial Building
305 6th Avenue North
Nashville, TN 37243
For teachers paying with a school credit card for all students or who need an invoice for a check:

Login to your account:

![Login to your account](image)

From the Dashboard, navigate to the STORE:

![From the Dashboard, navigate to the STORE](image)
Select the STUDENTS tab:

Add your Students to your cart. **Your students must be registered before you can pay for them.**

Navigate to the Checkout and Pay tab:
You can pay online with a credit card or you can generate an invoice to mail with a check:

Pay Online:

Enter the contact and card info here. If you are using a school card, it may be in your principal’s or accounts person’s name:
Generate Invoice:

---

tn.nhd.org says

Are you sure you want to generate an Invoice? You will need to mail the generated Invoice and payment to your contest.

OK  Cancel

---

Checkout

Invoice

Your Invoice has been generated!

Your payment must be submitted with your invoice.

Print/View

---

Pay Now  Cancel Invoice

Invoice: 3547

d1c4895-bae0-4cad-b6e6b899037

Tennessee History Day

Jennifer C. Cone
Ground Floor, VWR Memorial Building
305 E Avenue North
Nashville, TN, 37213

https://tnhistory.org

<table>
<thead>
<tr>
<th>Product</th>
<th>Quantity</th>
<th>Cost</th>
<th>Line Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amy Taylor - My project</td>
<td>1</td>
<td>$35.00</td>
<td>$35.00</td>
</tr>
<tr>
<td>Skyler Gordon - My project</td>
<td>1</td>
<td>$20.00</td>
<td>$20.00</td>
</tr>
</tbody>
</table>

Total: $40.00

You must send a copy of this invoice with your payment.
If you need an invoice for school records, navigate to the Order History tab: