EDUCATOR REGISTRATION INSTRUCTIONS 2022-23
TENNESSEE HISTORY DAY

DISTRICT 1 and 2 CONTESTS

Educator and Student Registration Opens: Monday, October 3, 2022
Registration Deadline: Friday, October 28, 2022, 11:59 PM ET

Registration Process

Educators should begin the entire registration process by creating their teacher accounts first. Once they have done so, they will instruct their students to create their own student accounts. During student registration, students will select their teacher from a drop-down menu. This will connect their accounts and give the teacher access to their students’ registration information.

Entry Registration

Students will add the information for their entry when they register. Students will either create an independent entry or will link to a group project that their teammate has already created using a special code called a Project Key/Team Key. (These terms are used interchangeably in the registration system.)

*For a group project, have one student create the entry by registering completely first. When that information is saved, the entry is given a Project Key/Team Key, which is a unique number code. That student will then share the Project Key/Team Key with the other group members. Then, the remaining group members will create a student account and enter that same Project Key/Team Key for their entry when prompted. Doing so will bring up the title and description for their entry that added by the first group member. Additional group members confirm and are then linked to the entry.

Go to:
https://www.tennesseehistory.org/district-contests/

Navigate to:
YOUR DISTRICT CONTEST

![Map of Tennessee districts]
First, read the registration instructions for both educators and students.

When you are ready to begin registration, select the red **REGISTER HERE** button:

Create an account. Make sure the logo matches the location of your district contest (either Tusculum College or Lincoln Memorial University):
You are registering as a **TEACHER**:

![Teacher Registration Form]

Complete your profile. **Use your school address.**

Next, you will create a password. You are automatically issued a username. You may change it if you wish. **Save this information.**
Select your **school** here. You may select more than one school by holding down the [ctrl] key. To search for your school, hit [ctrl] F (on a PC) or [command] F (on a Mac):

**Can’t find your school? Contact your **district** or **regional** coordinator and ask for it to be added.**

Answer the required additional questions.
Agree to the permissions/waivers:

You have completed registration. Make a note of your Username and Password. You should receive a confirmation email to the address you gave during registration. If you do not receive this email within several hours of registration, you will need to check your Spam filter, as it is important you receive emails updating you on student progress and contest information from the registration system. It will come from "NoReply." Important registration directions will also be displayed on the final screen.