

IMPORTANT DATES FOR NORTHEAST DISTRICT 1

Educator and Student Registration Opens: **Monday, October 3, 2022**

Registration deadline: **Friday, October 28, 2022, 11:59 PM ET**

YOUR CONTEST INFORMATION

Coordinator: Dr. Peter Noll (pnoll@tusculum.edu)

Contest Date: Friday, November 18, 2022

Contest Location: Tusculum University

Link to your regional contest webpage: <https://tennesseehistory.org/northeast-1/>

STUDENT CHECKLIST OVERVIEW

STUDENT/ENTRY REGISTRATION DEADLINE: FRIDAY, OCT. 28, 2022, 11:59 PM ET

ALL CONTEST MATERIALS ARE DUE AT THE REGISTRATION DEADLINE.

- Online registration complete
- Documentary students:
 - Documentaries uploaded via SmugMug
 - Cover Sheet, Process Paper, and Annotated Bibliography submitted via registration system in **ONE** pdf
- Exhibit
 - Cover Sheet, Process Paper, and Annotated Bibliography and Photos of physical exhibit submitted via registration system in **ONE** pdf
- Performance
 - Performance uploaded via SmugMug
 - Cover Sheet, Process Paper, and Annotated Bibliography submitted via registration system in **ONE** pdf (Do NOT submit a script)
- Website students
 - URL uploaded via registration system
 - Cover Sheet, Process Paper, and Annotated Bibliography **incorporated into website**
- Paper students:
 - Cover Sheet, Process Paper, Project Paper, and Annotated Bibliography submitted via registration system in **ONE** pdf

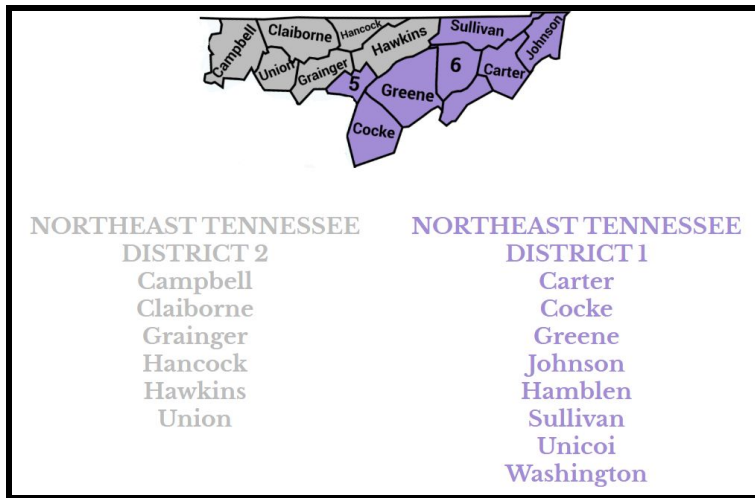
HOW TO REGISTER IN ZFAIR

Go to:

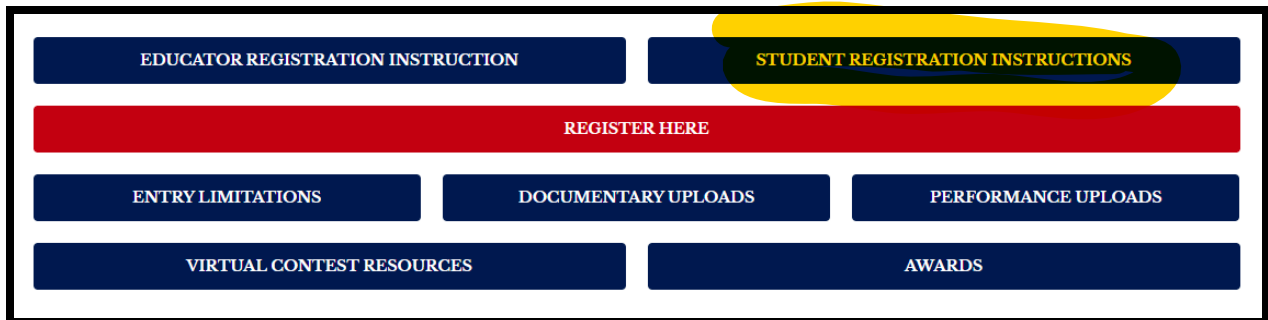
<https://www.tennesseehistory.org/district-contests/>

Navigate to:

YOUR DISTRICT CONTEST



First, read the registration instructions:



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 **STUDENT**:

Register as a?
Select what you are registering as

Student

Teacher

Judge

Volunteer

For the next step, you will need to know your parent/guardian's email and you will need to create a password. **Write down your Username and Password somewhere you will be able to find it again.**

2022-23 STUDENT/ENTRY REGISTRATION INSTRUCTIONS 4

The image shows a registration form with the following sections:

- Profile:** Username (N Ward), First Name, Last Name, E-Mail, Confirm E-Mail.
- Sign-in:** Username (N Ward), Password, Confirm Password.
- Parent / Guardian:** Parent/Guardian's E-Mail, Confirm Parent/Guardian's E-Mail.
- Address:** Address, Address 2, City State, Zip (with dropdown menus for City, State, and Zip).

A "Save And Continue" button is located at the bottom right of the form.

Next select your t-shirt size. *Note - This does not guarantee you will receive a shirt.*

Next you will need to indicate if you are "Starting a New Entry" or "Linking to Existing Entry."

The image shows two options for entry registration:

- Start a New Entry:** Choose this option if you are working alone or you are the first member of your team to register. Includes a "Start" button.
- Link to Existing Entry:** Choose this option if you are working with a team and they have already registered. Includes a "Team Key" input field, a "Project Key" input field, and a "Link" button.

Are you creating a **New Entry** or Joining an **Existing Entry**? An existing entry would be a team project that **already** has one person registered.

- If you are an individual participant **OR** the first team member of your team to register, click **Start** in the "Start a New Entry" box.
- If you are in a Team, please communicate with your teammates. The first person to register will receive a **Project Key/Team Key**. This is a code that will associate all team members with the same project. Share this **Project Key/Team Key** with all your team members.
- If you are joining a team that has **already** had someone register, enter your **Project Key/Team Key** here and then click **Link** in the "Link to Existing Entry" box.

The image shows a "School" selection form with the following fields:

- School* (dropdown menu)
- Teacher (dropdown menu)
- Teacher 2 (dropdown menu)
- Teacher 3 (dropdown menu)
- Grade (dropdown menu)

A "Save And Continue" button is located at the bottom of the form.

Next you will need to select your school, teacher, and grade. If your school does not appear in the drop down menu, contact the **State Coordinator** (historyday@tennesseehistory.org) to have it added. If your **TEACHER** does not appear in the drop down menu, that means they have not registered. Contact your teacher and **STRONGLY ENCOURAGE** them to register.

Select your school, teacher, and grade. Click "Save and Continue."

UPLOADING YOUR PROJECT

Next you will be prompted to enter the title, category, and description of your entry. You will also need to indicate if you are in a Team. If you are, check the box. If you are linking to an existing entry, this will be completed for you.

Enter your Title. Include your full title and spell everything correctly. You can change your title up until registration closes on **Friday, October 2, 2022**.

Select your category:

- Junior division is 6th, 7th, and 8th grades.
- Senior division is 9th, 10th, 11th, and 12th grades.

Include a brief description of your project.

Based on the category you choose, a new button will generate. "Add File."

****If you are still working on your project, you can upload it later from your Profile as long as you meet the **Friday, October 28, 2022, 11:59 PM ET deadline**. Be cautious that you do not miss uploading your work by that deadline!**

- If you are joining an **existing team**, you do not have to add a file. The first person to register in your team should attach the appropriate file to your project for your entire group.
 - **Documentary** - upload your Cover Sheet, Process Paper, and Annotated Bibliography as **ONE pdf** at this point.
 - You will upload your actual Documentary via SmugMug, which can be found on your district contest webpage using the "Uploads" button.
 - **Exhibit** - upload your Cover Sheet, Process Paper, Annotated Bibliography, and Exhibit Images as **ONE pdf** at this point.
 - **Performance** - upload your Cover Sheet, Process Paper, and Annotated Bibliography as **ONE pdf** at this point.
 - You will upload the recording of your Performance via SmugMug, which can be found on your district contest webpage. using the "Uploads" button.
 - **Paper** - upload your Cover Sheet, Process Paper, Paper, and Annotated Bibliography as **ONE pdf** at this point.
 - **Website** - your required written materials should be on your website. Insert your website key at this point.

PERMISSIONS AND WAIVERS

You are not done yet! Just because your paperwork is uploaded does not mean you are FULLY registered. Please complete the permissions and waivers by the **Friday, October 28, 2022, 11:59, PM ET deadline. YOU WILL NOT SHOW AS COMPLETED IF YOU DO NOT ANSWER THESE QUESTIONS. You MUST click "Save and Continue" on this step.**

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, image, and/or name 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.

choose answer...

If no, why?

why



*****Your teacher and your district coordinator can see when these have been completed (or more importantly, when they haven't!). Don't forget to sign these waivers as you **will not** participate in the contest if these haven't been **checked** and **saved**.**

General

Student's Main

Teacher's Main

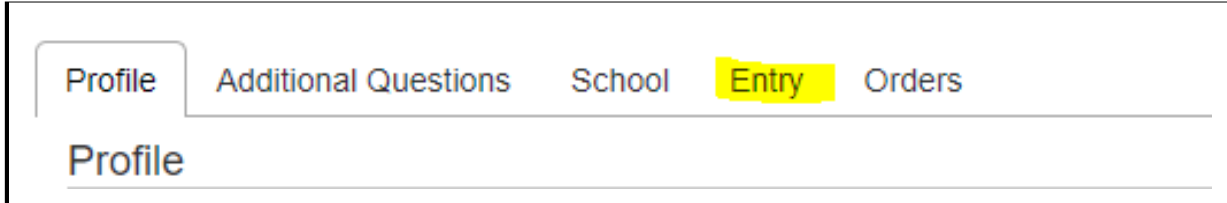
 Account Created

 Waivers Accepted

Want to check that these steps were done correctly? You will see green boxes at the top of your home screen when you log in later. This lets you know you have completed this step.

Not done with your project at the time yet?

To add your project at a later date, log in and click your name in the top right corner. Select **My Profile**, then select **Entry**.



Click **Add File** to upload your PDF at a later date.

This is also where you can find your **Team Key/Project Key** to share with your group partners if you are the first to register.

A screenshot of the 'Entry Info' form. It contains the following fields: 'Project Key' (with a redacted value), 'Title*' (Awesome Project), 'Category*' (Junior Individual Documentary), and 'Description*' (It's a winner.). Below these fields is a 'Written Materials' section with an 'Add File' button and a 'Save' button.

You will receive a confirmation email with this information. You can forward this to any team members so they will know your **Project Key/Team Key** to use when registering.

If you do **not** receive an email to the address you used when you registered, it may have been stopped by your school's filter. Check your spam or ask your teacher for assistance.

Your Profile will show the members on your team who have **registered**. Check this on registration day to make sure all your team members are registered.

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Documentary students will upload the Documentary via SmugMug from the district contest webpage by the **Friday, October 28, 2022, 11:59 PM ET deadline**.

Performance students will upload their performance recording via SmugMug from the district contest webpage by the **Friday, October 28, 2022, 11:59 PM ET deadline**.

**I highly suggest not waiting until the last minute to upload your Documentaries or Performances into SmugMug. Large files take time to upload - you could potentially miss the deadline because your video file is stuck uploading. Give yourself ample time.*



For additional resources on your project, the theme, and the contest, please visit our Tennessee History Day Student Resource Padlet.

<https://padlet.com/TennesseeHistoryDay/THDStudentToolkit>