<u>NHD Participant Registration Guide</u>
Northwest Piedmont Regional Contest
Friday, March 22, 2019

Use this link to register for the Northwest Piedmont Regional contest: https://nc-nprc.nhd.org. Teachers will create their registration accounts first. Once they have done so, their students will be able to create their student accounts and add their entry information. These same accounts will be used at every level of competition (Regional, State, and National), so it is important that students and teachers keep track of their login information in case they progress to the next level of competition.

Once teachers and students have created their accounts, they will be able to sign into their account at any point to look up payment status, update accounts and project entries before registration deadlines, and find important contest information. Make sure you save your registration link so you can long in at any point leading up to the regional contest.

This document covers how to register and use the registrations system. Please make sure you read over any additional contest information provided to you by your regional coordinator to make sure that you understand the registration deadlines, what must be submitted ahead of the contest and how, and what you must bring with you on the day of the contest.

Note About System Emails
In the new registration system, users will need to accept emails from 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.

<u>Teacher Registration</u>
- **Registration**
    1. Teachers will visit this link (https://nc-nprc.nhd.org) to create an account for the contest year and register for your regional contest. ***Please note:*** *If you used this system for any of the contests last year, you will still need to create an account this year as accounts are cleared out at the end of every summer.*
    2. Under the Create Account heading, enter your name and email address and click the "Create Account" button to begin registration**.**
    3. When asked for registrant type (student, teacher, judge, volunteer, staff), select "Teacher".
    4. Complete personal contact information section and create a password. ***Please note:*** *The system will automatically generate a username (typically your first and last name combined) and it will be shown on this page. If you do not like your generated username, you can simply change it by clicking in that box and typing in your preferred username.*
    5. Teachers will then be prompted to answer additional questions and 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. If you are overseeing students at multiple schools, you can select multiple schools by holding down the "ctrl" key as you click on each school's name. ***Please note:*** *This school list is automatically generated by the registration system and some schools may be missing. If you can't find your school, please contact sheltonr@surry.edu so that they can add it into the system.*
    6. Next please indicate if you are attending the contest.

7. Agree to NHD permissions and waivers.
8. Click "Save and Continue" button.
9. At this point your account is created and you can then use it find contest information, view the registration status of your students, and if you are handling their registration payments, can generate an invoice or pay online for your students. ***Please note:*** *If your school has multiple teachers registered, you will only be able to see the students that registered with you as your teacher.*

● **Viewing Student Information**
   1. When logged in, you can click on the "My Students" tab on the top of the page. This will take you to a list of the students who are linked to you in the system. ***Please note:*** *Students will only appear once they have created their accounts and listed you as their teacher.*
   2. By clicking on the student, teachers can choose to view and edit information, or to link/unlink the student to an entry. This is a helpful tool for students in a group project that might not have linked to their group's project when they registered or mistakenly linked to the wrong group entry.

● **Paying for Student Registration Fees**
   1. Please be very clear to your students before they register if you will handle their registration payments, or if they need to do so individually on their own.
   2. When logged in, click on the "Store" tab
   3. Click on the "Students" tab, next to the "Order History" tab.
   4. All of the students associated with you in the system will appear in the list. You can then check the box next to the student(s) for whom you are paying.
   5. Add the fees to the cart
   6. Click the blue "Checkout & Pay" button
   7. Select "Pay by Check."
      ■ Click "generate invoice", confirm the information is accurate, and then print this invoice.
      ■ Present this invoice to the school or paying organization's finance office to create a purchase order and a cut **check made payable to "History Club of Surry Community College."**
      ■ Mail the invoice, along with the check, to the contest coordinator here:
         Surry Community College
         Attn: Rick Shelton
         630 S. Main St.
         Dobson, NC 27017

Student Registration

- **Registration and Entry Creation**
    1. Once your teacher has created their account, you will visit this link (https://nc-nprc.nhd.org) to create an account for the contest year and register for your regional contest. ***Please note:** If you used this system for any of the contests last year, you will still need to create an account for this year as accounts are cleared out at the end of every summer.*
    2. Under the Create Account heading, enter your name and email address and click the "Create Account" button to begin registration.
    3. When asked for registrant type, select "Student."
    4. Complete required personal contact information and create a password. ***Please note:** The system will automatically generate a username (typically your first and last name combined) and it will be shown on this page. If you do not like your generated username, you can simply change it by clicking in that box and typing in your preferred username.*
    5. Once you have completed all the information, click "Save and Continue" button.
    6. The next page is where you will enter information about your entry. If you are competing in an individual category, you will simply select "create an entry." If you are competing in a group you will:
        - Have one selected group member register first. That first group member will select "create an entry." Once that student has completed registration they will give their fellow group members the "team key" so that they can then register. ***Please note:** The team key can be found within the student's profile by having them log into the system, click on their name in the top right hand corner of the page, and select "my profile."*
        - Once the first group member is done with registration and has given the other group members the team key, they will then start the registration process. This time they will select "link/join existing team project" when asked, and either manually enter or copy and paste their team key into the system.
    7. Special Information for Website Category Students:
        - You need to provide the Weebly URL for your website during registration. Your website URL should look similar to this: **https://12345678.nhd.weebly.com.**
        - If your URL has words instead of numbers in the middle, you'll need to convert it to NHD Weebly before you register. To convert: go to nhd.weebly.com and login using your Weebly username and password. Click "Convert" and write down your new URL. If you experience issues converting your website contact nhdsupport@weebly.com.
        - When you register, you will type in the 8-digit number from your URL (just the numbers, not the entire URL).
        - Websites will lock for judging on the date specified for your contest. You will not be able to access your site during the judging period.
        - Websites will unlock after the competition, allowing you time to make revisions before the next competition.
    8. Special Information for Paper Category Students:
        - You need to upload a PDF of your paper to your registration account. This can be done when you register, or any time before the registration deadline by logging into your account, clicking on your name in the top right hand corner, and selecting "my profile." Make sure you also follow your contest coordinator's instructions for submitting hard copies of your paper.
    9. Once you complete your project entry or link to your group's project, you are then prompted to enter school, teacher, and grade information. Please be very careful to select the correct information.
    10. Click "next" and then answer any additional questions listed.

11. Once information is confirmed, students will be taken to a page where your, along with your parents/guardians, will agree to NHD permissions and waivers.
12. At the bottom of the "Permissions and Waivers" page, acknowledge the registration fees associated with the contest.
13. On the following page, simply click "Continue" since there is no merchandise available for this contest.
14. You will then be taken to your cart. The cart will show the student registration fee, listed as "Registration Fee." If you registered late, a late fee will also be displayed.
15. Select "Pay by Check" in the dropdown menu at the top of the page where it asks, "Registration Fee Payment Method."
16. Next, click the blue "I Agree" button whether you are paying your own registration fee, or your teacher told you that your school is paying.
17. This will take you to the final page of the online registration process. If your teacher told you that you are responsible for paying your own registration fee, click the "print/view" button in the invoice box on this page. This will open a new internet tab with your invoice. Print this invoice and mail it in with your check before the March 8th deadline. **Checks should be made payable to "History Club of Surry Community College"** and mailed to:

> Surry Community College
> Attn: Rick Shelton
> 630 S. Main St.
> Dobson, NC 27017

*If your teacher instructed you that the school will handle your registration fee payment, you do not need to click on this box or print the invoice.

18. Finally, click the blue "Go to Main Page" button. You now need to make sure you submit your project and any required paperwork before the deadline as outlined in the instructions provided to your teacher by the contest coordinator. You are only considered fully registered when payment and any required materials for your project are received.

- **Viewing, Updating, or Editing Student Registration**
    - You can view, update, or edit your registration profile by logging into your account, clicking on your name in the top right hand corner, and selecting "my profile." Any changes must be done before the registration deadline. On your profile you can edit your name, project title, or contact information, upload a PDF of your paper if you are in the historical paper category, or add your Weebly 8-digit code if you are in the website category.
    - You can also view important contest info by logging in and clicking on the drop down "Contest" menu.