**Texarkana Regional History Day**

**Student Registration Instructions**

**2022-2023**

**If you cannot get into your student account after you register, please contact** [**cnakashian@tamut.edu**](mailto:cnakashian@tamut.edu) **and we can help you. DO NOT create another account.**

**Creating a Student Account**

* After your teacher(s) create their accounts, follow the steps below to begin registration.

**Please note that your teacher must register first.**

* Go to the contest URL: <https://tx-trhdc.nhd.org/>
* Click **Create Account** in the toolbar, then select **Student** from the drop-down menu.
* Insert a username (keep it simple, we recommend first and last name with no space), first name, last name, and email address. If **I am Not a Robot** appears, click the checkbox next to it. **T**hen, click the **Save & Continue** button.
  + ***Note:*** This is the email your contest admin will use to contact you.
* You will be asked to confirm your email address by clicking on a link in an email. If necessary, check your spam folder.
* Complete the Student’s Profile section. Create and Confirm a **Password**. Then, click the **Save & Continue** button.
* Click on **Start a New Entry** or **Link to Existing Entry** to join a Team member who has already registered. See below.
  + **IF YOU ARE REGISTERING AS PART OF A GROUP PROJECT,** the first student in a group to register will create the entry. That student will give other group members the “Team/Project Key.” This Team/Project key will appear in a confirmation screen for that student and in that student’s profile when logged into the account. ***Sample Team/Project Key: b965f631-a8a0-4eff-8145-d1698f3618d3.***
  + The other group members will create their student accounts and enter the **Team/Project Key** for their entry. Entering the key will bring up the title and description for their entry (completed by the group member who created the initial entry).
* Complete the Student’s School & Teacher section. Then, click the **Save & Continue** button.
* Complete the Student’s **Entry section** to include the project title, category, description, and required uploads. If you are not ready to upload written materials and documentary link at this time you can continue and login at another time to complete the entry information prior to the registration deadline of February 2, 2023. Then, click the **Save & Continue** button.

**Category Instructions**

* + **Documentary Students:** Click **Add File** and upload a single PDF of your Written Materials (title page, process paper, and annotated bibliography). Upload your documentary in Google Drive or Drop Box and provide a **shareable link** in the registration system.
  + **Exhibit Students:** Click **Add File** and upload a single PDF of your Written Materials (title page, process paper, and annotated bibliography).
  + **Paper Students:** Click **Add File** and upload a single PDF of your Paper and Written Materials (title page, process paper, annotated bibliography, and paper).
  + **Performance Students:** Click **Add File** and upload a single PDF of your Written Materials (title page, process paper, and annotated bibliography).
  + **Website Students:** Insert your NHDWebCentral Site Key.
  + **Elementary Poster Students:** Click **Add File** and upload a single PDF of your Written Materials (title page, process paper, and annotated bibliography)
* Complete the Student Permissions and Waivers section with a parent/guardian. There are four check boxes and one dropdown. Then, click the **Save & Continue** button.
* Registration fees will now appear in the Shopping Cart. Click on **Pay & Continue.**
* There will be two choices for payment. Click on the **Check** tab if you are paying your own registration fee. Click on the **School** tab if your school is paying the fee for you. (see the information below about mailing payment). Click on **I Agree & Continue**.
* Registration is complete. Your username will appear on this screen. Record your system username and password.
* You will receive a registration confirmation email from zFairs. Using a school email address may block the registration confirmation email or mark it as spam.

**Logging into Student Account (After Registering)**

* Go to the contest URL: <https://tx-trhdc.nhd.org/>
* Click **Login** in the top right corner.
* Insert your username and password.
  + If you forgot your username and/or password, click the blue **Help** hyperlink and follow the prompts to reset.

**Logging Out of Student Account**

* Click your name in the top right corner.
* Select **Logout** from the drop-down menu.

**Editing Student Account Information**

* After logging in to your student account, click your name in the top right corner.
* Select **My Profile** from the drop-down menu to edit your personal information, project information, or other registration information before contest registration ends.
* Select **Change Password** to change the password for your account.

**Making Payment of Registration Fees**

* Check with your teacher to see if you are responsible for payment of the registration fees or if the school is paying the fees. There is an option to select the school will pay.
* If your school is paying, ask your teacher to generate an invoice.
* If you have questions about invoices or payment, please contact us at [cnakashian@tamut.edu](mailto:cnakashian@tamut.edu)