

New York City History Day Participant Registration Guide

Registering At-a-Glance:

- **All participants** will register via the [contest registration link](#).
- **Teachers:** Teachers will create their registration accounts first. Teachers serving as judges **MUST** create a separate judge account using a different email address.
- **Students:** After their teacher has created an account, students will create their student accounts and add their entry information. Note, the title you enter for your project will be what appears on the judge's list of entries.
- **Fee:** \$10 per student. Payment is due by February 28, 2020. Details about how to pay are below. Students, please check with your teacher before paying directly.
- **Deadline:** Monday, February 3, 2020 at 11:59pm for all student participants to register. This is also the submission deadline for all websites and papers.

Note about System Emails

In order to receive emails from the registration system, **teachers and students will need to accept emails from zfacts.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 teachers or students have trouble with the registration system or payment of student fees, they should first consult this guide. If the problem persists, please email info@nhd.org. For questions specific to *New York City History Day*, email nychistoryday@mcny.org.

Teachers:

- **Registration**
 - Teachers will click on [the contest homepage link](#).
 - Parents or other adults serving as sponsors for a student competing in *New York City History Day* should register as teachers.
 - On the right side of the page, under the header "Create Account," teachers will fill out their own name and email address and click the "register" button.
 - When asked for registrant type (student, teacher, judge, volunteer, staff), teachers will select "Teacher."
 - Teachers will then complete personal contact information: address, city, zip, phone number, and will create a password.

- Teachers will then be prompted to answer additional questions and choose their school from a list.
 - If your school does not appear in the list, please contact nychistoryday@mcny.org. The Museum staff will be able to add your school.
 - If you are a parent or guardian serving as a sponsor for a student competing independently rather through their school, or if your student is homeschooled, select the “Competing Independently/Homeschool Student” option in the list of schools.
- Teachers will indicate if they are attending the contest.
- Teachers will then agree to *NHD* permissions and waivers.
- Click “Save and Continue” button.
- Payment instructions below.
- **Once you have finished registering, you must tell your students to create their individual accounts and register their History Day projects.**
 - Students can only register AFTER their teacher has registered.
 - Teachers can only move to the next step – “Viewing Student Information” – once all their students have registered.
- **Viewing Student Information**
 - When logged in, teachers will click on the “My Students” tab on the top of the page. This will take them to a list of the students who are linked to them in the system.
 - By clicking on the student, teachers can choose to view and edit information, or to link/unlink the student to an entry.

Students:

- **Registration**
 - Once their teacher has created an account, students will click on [the contest homepage link](#).
 - On the right side, under the header “Create Account,” students will fill out their name and email address and click the “register” button.
 - When asked for registrant type (student, teacher, judge, volunteer, staff), students will select “Student.”
 - Students will then complete personal contact information: student’s address, city, zip, and phone number, and parent/guardian’s name, email address, and phone number, and will create a password.
 - Click “Save and Continue” button.

- This will take students to the page where they will select their school, teacher, and grade.
- Click “Save and Continue” button.
- **Entry Creation**
 - Once students have registered, they will be asked to enter information about their entry. Students will either create an entry or link to a group project that their teammate has already created.
 - **Individual Entries**
 - The student will enter their project’s name, select the category, and enter a brief description of the project.
 - The student will have the option to specify if they need an electric outlet.
 - **Paper Submissions:** Students submitting papers will upload their documents after entering their project’s name and selecting their category. Papers must be PDF files to be accepted for upload.
 - **Website Submissions:** Students will be required to submit their NHDWebCentral Site Key.
 - For help finding your Site Key, please visit <https://www.nhd.org/nhdwebcentral%E2%84%A2-help-library>.
 - For both paper and website submissions, students may register first and upload papers and link websites at a later date, as long as they submit by February 3, 2020.
 - **Group Entries**
 - The first student in a group will create the entry. That student will then give their fellow group members the “team key.”
 - The team key appears on the final confirmation page. It will also be sent via email to the first student to register and is visible on the student’s “My Profile” page.
 - The following group members will begin registering by creating their own student account. When prompted to enter the title of their project, they should select “Link/Join Existing Project” at the top of the page. They will then enter the “team key” for their entry. This will bring up the title and description for their team’s entry that was filled out by the group member who created the entry.
 - **Website Submissions:** Students will be required to submit their NHDWebCentral Site Key.

- Press "Save & Continue."
- The student will then be asked to review and confirm their information. If correct, select "My Information is Correct."
- Once information is confirmed, students will be taken to a page where they, along with their parents/guardians, will agree to *NHD* permissions and waivers.
- After agreeing to all permissions and waivers, a confirmation page should appear. Students may complete registration **WITHOUT** paying the \$10 fee. Students, please check with your teacher before paying directly.
- Payment instructions below.

Submitting Fee Payment & Purchasing Items

- Selecting Items to Purchase – there are no items to purchase through *New York City History Day*. You may skip this screen when it appears during the registration process.
- Fee per student is \$10.
- Student fees must be paid by February 28, 2020.

Payment Options

- All student registration fees for *New York City History Day* **MUST** be paid by credit card through the *NHD* registration system. Payments by check will not be accepted.
- Teachers should communicate clearly to students if they will be handling all registration fee payments or whether students should pay their own registration fees.
- If teachers need to pay by Purchase Order, they should follow the instructions found below.

Instructions for Teachers Paying Students' Registration Fees

- **By Credit Card:**
 - After logging into their teacher account, teachers should click on the "Store" tab on the top of the page.
 - Click on the "Students" tab.
 - All of the students associated with the teacher will appear in the list. The teacher will check the box next to the student(s) for whom the teacher is paying.
 - Click the "Add Selected Fees to Cart" button.
 - Click the tab that reads "Checkout & Pay."
 - Click the blue "Pay Online" button.
 - Enter credit card information and click the blue "Pay Now" button.

- **By Purchase Order:**
 - Teachers should follow the instructions above to add students' fees to their cart for checkout.
 - Click on the tab that reads "Checkout & Pay"
 - Click on the white "Generate Invoice" button.
 - Confirm the information is accurate and print this invoice
 - Present this invoice to the school or paying organization's finance office to create a purchase order and cut the check. **The Museum of the City of New York is a New York City Department of Education vendor (vendor number MUS015).**
 - Mail the invoice, along with the purchase order.
 - Checks should be made payable to:
Museum of the City of New York
 - Mail check to:
Museum of the City of New York,
Attn: NYC History Day
1220 Fifth Avenue
New York, NY 10029
- **Instructions for Students Paying Their Registration Fees**
 - Before making any payments, students MUST check with their teacher to verify that their teacher has NOT already submitted a payment covering the registration fee.
 - Once students have registered and finalized their entry, they should click on the "Store" tab at the top of the page.
 - Students will see their student registration fee amount of \$10 and the sentence "Your registration fees are due. If you would like you can pay them now."
 - Students should click on the button that reads "Add to Cart."
 - Click the blue "Checkout & Pay" button.
 - Click the blue "Pay Online" button.
 - Enter credit card information and click the blue "Pay Now" button.

Refund Policy

- If a student pays their own registration fee, but the school was intending to pay for all students to register, please try to work out the student refund internally. Teachers should not submit a second payment for that student.
- If a student is no longer competing in *New York City History Day* and needs their registration fee refunded, please contact nychistoryday@mcny.org.