Santa Clara County History Day Contest
STUDENT **Registration**

February 27, 2016
Santa Clara County Office of Education

This guide contains information to help students and parents register and prepare for the County History Day Contest. It will assist you in completing your online registration. Participants should read this guide carefully before beginning.

REGISTRATION INSTRUCTIONS

Each registrant – whether a teacher or student – must have a Registration Profile in the online system. Student accounts are established by a teacher or state coordinator. At this time you should have received the go ahead from your teacher informing you that it is okay to set up your online profile and register for the contest.

Students will need these items to complete the registration process:
- *Teacher Name and School*
- *Entry Category, Division, and Title*
- *Names of All the Students in a Group Entry*
- *Description of Entry*
- *Home Telephone Number*
- *Home Contact Information*
- *Your Email Address (**valid email addresses are required**)*

Registration will open for Students on **Monday, January 4, 2016**, and both will close promptly at **Friday, February 12, 2016**.

Papers are to be emailed to the county office (AcademicEvents@sccoe.org) no later than **Friday, February 12, 2016**, **11:59PM.** Websites will be locked at **Friday, February 12, 2016**, **11:59PM.**

PLEASE ALLOW 30 – 45 MINUTES TO COMPLETE THE REGISTRATION PROCESS
(Best if you print instructions below and follow along.)

Please log in on this page:
http://ca.nhd.org/ud/templates/register.php

From this page you will select the Contest for which you are registering.

Step Two: Select Who You Are

Using the drop down menu, please select, competing student and then hit GO.
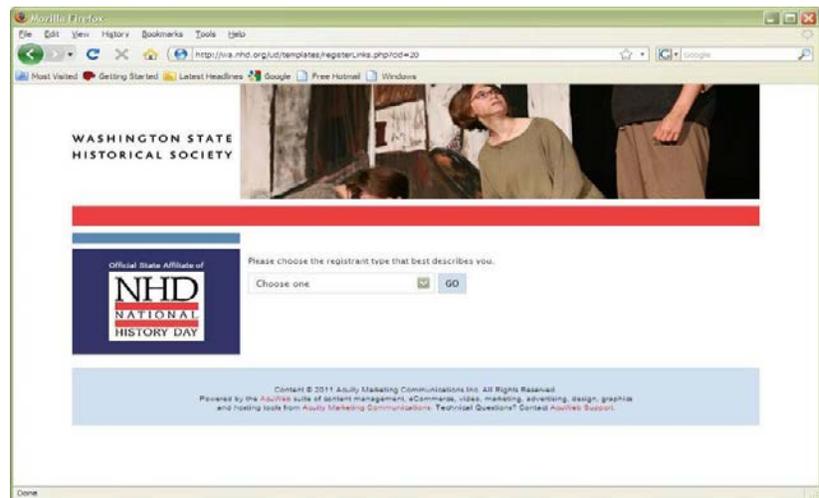
Step Three: Setting up your account

At this time you must set up your account in the system. Even if you are a returning student, please do not use last year's username or password, please create something new.

Click the "Don't have a username and password? Click here to begin" button and proceed to the next step.

NOTE: Students will use the same username and password that they have used from the regional contest in which they entered.
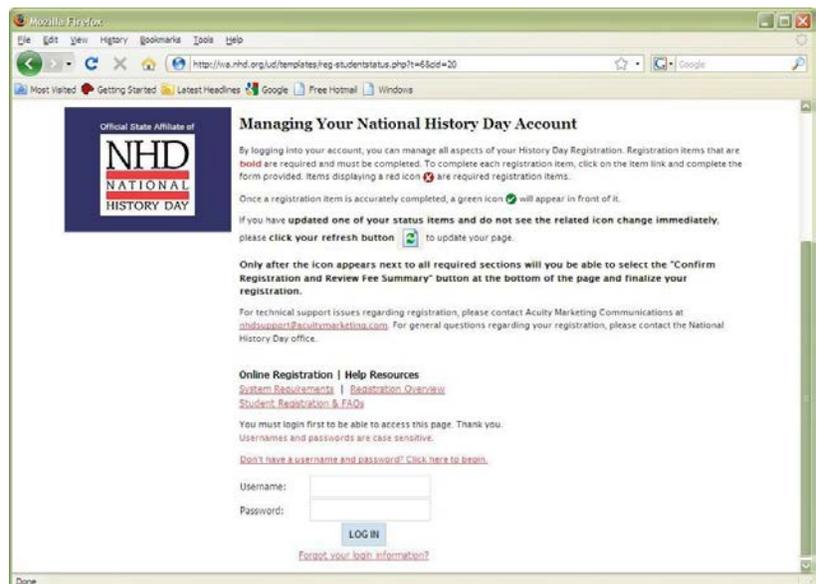
Step Four: Creating Your Account

Fill in the required fields and be sure to use the four digit number that your teacher used when setting up your profile.

Step Five: Confirming Your Information

This is a simple step to verify that your name appears with the correct state listing.

Step Six: Establishing Your Username

Create your unique username and password and remember, you must use a valid email address in the system.

Step Seven: Managing Your Account

When you arrive on this page you will see a lot of red "x"s. Those are all items that require your attention.

Please click on your name and fill in all required fields in red.

After filling all fields on that page click the "Save Changes" button at the bottom of the page.

Next click on the Statement of Originality and the instructions on that page. At the bottom of that page you will find a "yes" or "no," please click the appropriate button and again, "Save Changes."

Skip to "Parent/Guardian Permission for Student Participation" and read through the text on this page. At the bottom of the page there will be some check boxes that you will need to agree to before completing this section. After agreeing to the terms, click "Save Changes."

Skip to the payment information page. Even if your teacher or school is paying for your registration, you must complete the following steps in order to complete your online registration.

Step Eight: Payment Information

At this time you will click the green box titled, "Ready to Pay? Confirm Registration and Review Fee Summary.
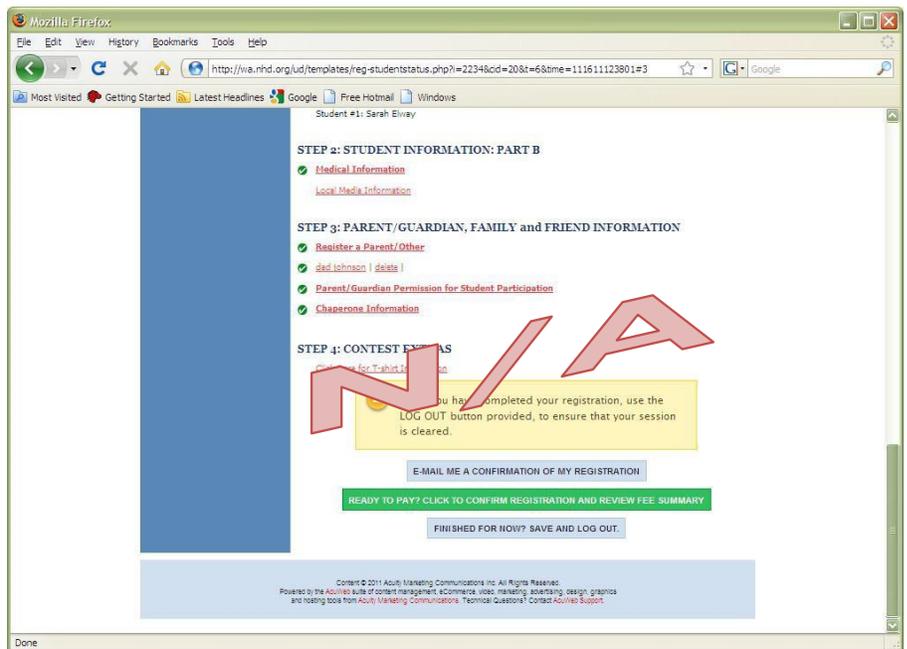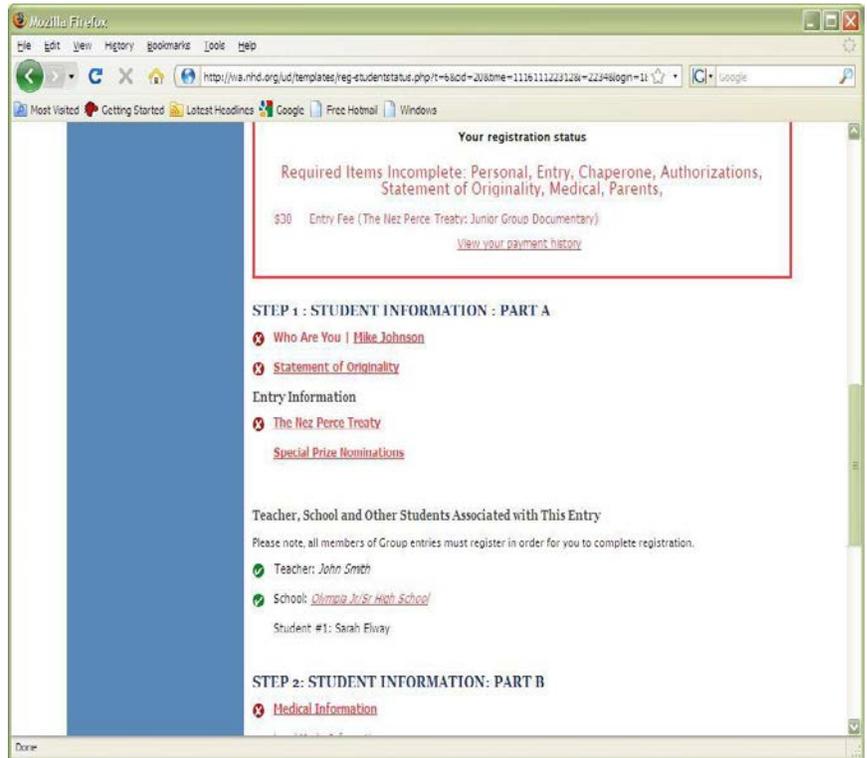
Step Nine: Payment Confirmation

This page will list you along with the fees you owe for the contest. You will see an open box next to your name, please place a check in that box before you move on.

NOTE: If your school is paying your entry fee, please leave the box open and then click the "Save and Continue" button.

NOTE: if you are part of a group, other members of your group will appear with a red x or green check depending on where they are in the registration process.

After placing the check next to your name, click "Save and Continue."

Step Ten: Payment Options

You should now see your payment description along with the associated fees next to your name. You then have the option of paying with a check, or by a PO. If paying by check, click the box labeled check and fill in the required information.

NOTE: If you are paying by credit card, or if your school is paying with a PO, you must still click on the "PO" box before you can proceed. (You don't have to worry about filling in any information in that section, your teacher will do that for you, the system just needs to know that you are being covered by the PO before you can move on.) This step is very important in the process and must be done before registration can be completed.

You now click the "Click to Proceed" button.

Step Eleven: Completed Registration

At this time you are now complete and registered in the system. If you are paying by check, click the "Print Payment Confirmation" and mail it along with your check to the address provided below. If you are paying by credit card, please contact Jazmine Elie at (408) 453-6688.

If you have any problems at all with this process, contact Christina Arpante at AcademicEvents@sccoe.org.

Be sure to click the "Log Out" button as you are all done and are registered for the County contest.

Mail payment to:
Santa Clara County Office of Education
Attn: Jazmine Elie
1290 Ridder Park Drive, MC 237
San Jose, CA 95131