Santa Clara County History Day Contest

TEACHER Registration

This guide contains information to help teachers 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.

Teachers will need these items to complete the registration process:

- *Teacher Name and School*
- *Entry Category, Division, and Title*
- *Names of All the Students in Group and Individual Entries*
- *Description of Entry*
- *Purchase Order Number (if applicable)*

Registration will open for teachers and students on **Monday, January 4, 2016**, and both will close promptly at **Friday, February 12, 2016**. Please note: This includes papers, which should be emailed separately accordingly to the directions that follow, and websites. Websites will be locked at **Friday, February 12, 2016**.

Teachers, depending on the number of students you are entering, please allow sufficient time to get them all entered into the system. In general, 10 students will take about an hour of time to enter.

(Feel free to print the instructions below to follow along as you register.)

Step One: LOGGING INTO ONLINE REGISTRATION

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.

Welcome to Online Registration

To register, you'll be asked to complete a series of simple forms that you can access by clicking on the status page links. Between each form you'll be able to check the overall status of your registration to see what remains. You may stop this process after any form and come back later to finish, as information from your prior forms will be saved.

Online Registration | Help Resources

- System Requirements
- Registration Overview
- Teacher Registration & FAQs
- Student Registration & FAQs
- Judge & Other Registration & FAQs

To begin or continue registration, select your competition from the list below.

Regional

- NHD-Humboldt County 2016
- NHD-Kern County 2016
- NHD-Santa Clara County
- NHD-Sonoma County 2016
- NHD-Stanislaus County 2016

Step Two: Choose Registrant Type

Using the drop down box, please select "Educator with competing students" and then press go.

If you are **a teacher registering for a contest for the first time this year**, select the link "Don't have a username and password? Click here to begin." You'll be asked to complete a personal information form, including a username and password for yourself.

STEP 2 STUDENTS: Your teacher must enter some basic information about you, including your name and last four digits of your social security number, so that you can access the system and create a History Day account.

If you are **a student registering for a contest for the first time this year**, select the link "Don't have a username and password? Click here to begin." You'll be asked to identify yourself by entering your last name, school state and last four digits of your home phone number and confirming your identity in the system. Youll then be asked to create your new History Day account username and password.

STEP 3: Complete all required registration information indicated on your Status Page.

STEP 4: Review your choices and pay for outstanding contest fees.

Please choose the registrant type that best describes you.

| Choose one | ▼ | GO |

Step Three: Setting up Your Account

At this time you must click "(Don't have a username and password? Click here to begin)" This will give you a page that requests various personal and school information. At the end you will set up your ID USERNAME and PASSWORD. DO NOT use last year's username or password. Hit save at the bottom of the page to continue.

Managing Your National History Day Account

By logging into your account, you can manage all aspects of your History Day Registration. Registration items that are **bold** are required and must be completed. To complete each registration item, click on the item link and complete the form provided. Items displaying a red icon ❌ are required registration items.

Once a registration item is accurately completed, a green icon ✅ will appear in front of it.

If you have **updated one of your status items and do not see the related icon change immediately**, please **click your refresh button** 🔄 to update your page.

Only after the icon appears next to all required sections will you be able to select the "Confirm Registration and Review Fee Summary" button at the bottom of the page and finalize your registration.

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You must login first to be able to access this page. Thank you.
Usernames and passwords are case sensitive.

Don't have a username and password? Click here to begin.

Username:
Password: ●●●●●●
LOG IN
Forgot your login information?

Step Four: Teacher Information

Please be sure to fill in all required fields in red. Special note: One of the questions asks about the number of students on your campus who completed a History Day project. An estimate is fine, but should include all students who did a project for class, not just those in the contest.

Once you have completed all of the necessary information on this page you will automatically be logged out of the system and returned to the main log in page. Please continue.

Official State Affiliate of

NHD
NATIONAL
HISTORY DAY

To begin your registration, we need to know a bit about you.
You must register yourself and obtain a username and password before students or their projects can be registered. This username and password will identify you to our system during subsequent visits.

Teacher Information
(this information is secure)

Registered Teacher

View brief, easy-to-follow text and video tutorials here

First Name _____

Last Name _____

Preferred Mailing Address

Street _____

City _____

State Please select one ▾

Zip _____

Additional Contact Information

Preferred Phone (____) ____ - ____ x ____

Work Phone (____) ____ - ____ x ____

Cell Phone (____) ____ - ____ x ____

Preferred Email _____
Email address is required in order to register for the national contest. Why?
No email address? Set up a free email account.

Secondary Email _____

Other Information

Age Please select one ▾

Gender Please select one ▾

students participated in contest at your school this year? _____

Step Five: Logging in for First Time Enter your username and password in the fields on this screen and log into your account and proceed by filling in the required information.

Step Six: Teacher/School/Student Information

When you reach this page you should see a green check mark next to your name.

That will tell you that all of your information is in the system. From this screen you will add your school by clicking "add a school," you will see a drop down menu and you can select your school from the list. If you do not see your school listed there, please click the link for submit under the menu listings.

After submitting your school information, the system will return you to your status page. Click on "Add a Student".

If you have **updated one of your status items and do not see the related icon change immediately**, please **click your refresh button** 🔁 to update your page.

Only after the icon appears next to all required sections will you be able to select the "Confirm Registration and Review Fee Summary" button at the bottom of the page and finalize your registration.

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⚠ ATTENTION TEACHERS: When you have completed your registration, use the LOG OUT button provided, to ensure that your session is cleared. If you plan on logging into any other registration records (your students or your co-teachers), you MUST use the log out button each time you are finished with a registration session.

Welcome to Online Registration for
2012 Test Contest

Your registration status (does not include your student's status)

Required Items Incomplete: Entry, School, Students, Authorizations,

View your payment history
View/Pay your student's fees

STEP 1 : TEACHER INFORMATION : Part A
✅ Who Are You: Dave Johnson

Your School(s) or School District(s)
Add A School

Create Co-teacher Account
Add A Teacher

Your student(s)
Add A Student

Student Entries
Add A New Entry

Note: You add the students one at a time on this page. You then add all of their entry information on the next page under the "Student Entries" section. The system must first recognize each student before the entry information is added.

When adding the entry information you will be given a drop down list of students that you must then match up with each student's entry. Please be sure to match all group members with the proper entry when filling out this section.

Note: You add the students one at a time on this page. You then add all of their entry information on the next page under the "Student Entries" section. The system must first recognize each student before the entry information is added. When adding the entry information you will be given a drop down list of students that you must then match up with each student's entry. Please be sure to match all group members with the proper entry when filling out this section.

Step Eight: Teacher Information

Once you have completed the entry of all of your students and hit the save button, (see above), you will see a page like this one. This page is your preliminary confirmation page. On this page you will see all of your students listed. It is here that you add entry information the students will appear with a red "x" next to their name at this time.

At this point you then need to inform your students that it is now time for them to log into the system and create their account. They will need the last four digits of the phone number you set up for them when you signed each one into the system.

At this time you have gone as far as you can in the registration process. It is important for the students to complete their registrations so that you can then return to the system and finish the process.

Once all of the students in your listing appear with green check marks next to their name, you can proceed to the next step in the process.

DO NOT complete the following steps until all of your students have a green check mark next to their name. If you are having any problems with the process up to this point, please call the state office for assistance.**

When you have a completed listing with all green check marks next to the student names you can then click the "Ready to Pay? Click to Confirm Registration and Review Fee Summary." This link is in the green box at the bottom of the page.

Step Nine: Summary Review

You will then be directed to a page that lists you along with your students. There will be an open check box next to your name that you will need to check in order to move on to the next step.

Please review this page carefully.

Note: If your students are paying for themselves, they will appear with a green check at this time.

If the students are being covered by you or the school with a PO, you will need to check the open check box next to their name(s) as well in order to move to the next step.

Once that is done, please click the "Save and Continue" button.

Step Ten: Payment Options

You are now looking at the screen that identifies your payment options. If you are paying by PO or check, you simply click the appropriate button and fill in the required information. If you don't know the exact PO number that will be used, that is OK, just fill in 9999 and that will be fine with the system.

NOTE: Even if you are paying with a credit card, you must click "check or PO" to proceed. All credit card payments must be made over the phone with the state office, we do not take online payments at this time.

In order to move on, you must click "check or PO," once that has been done, you then click the "CLICK TO PROCEED" button.

You have elected to pay with a check.
Check #:
Name on Check:

PRINT PAYMENT CONFIRMATION

THE PURCHASE ORDER AND/OR CHECK SHOULD BE MAILED TO 2012 TEST CONTEST, ALONG WITH A COPY OF THIS PRINTED PAGE.

CHECKS SHOULD BE MADE PAYABLE TO:
Washington History Day.

PLEASE MAIL PAYMENTS TO:
Washington History Day
211 - 21st Ave SW
Olympia, WA 98501

Dave Johnson
1234 6th Street
Olympia, WA 98501
3607532580

Fees	Description
--- Selected Fees for Dave Johnson	
$15	Registration Fee
$15	Total for this person (minus state subsidies).
$15	Grand Total
$15	Check Payment

RETURN TO STATUS PAGE OR LOG OUT

NS SECURE network solutions

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Step Eleven: Registration Complete

Once you've completed the step above, you are registered and complete in the system. You will see a listing of your payment, and money owed, along with the ability to print your payment confirmation. When mailing a payment, please print the confirmation and mail it along with your check to the address listed.
Don't forget to log out of the system at the bottom of the page.

You will receive a confirmation from the system alerting you that you have fees to pay.

If you have any problems at all as you fill out your registration, please don't hesitate to contact Christina Arpante at AcademicEvents@sccoe.org.
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