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.

**Step Two: Choose Registrant Type**

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

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”.

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.

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.