



**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. You'll 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

## 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 **needed** 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.**

**Online Registration | Help Resources**  
[System Requirements](#) | [Registration Overview](#)  
[Teacher Registration & FAQs](#) | [Student Registration & FAQs](#) | [Judge Registration & FAQs](#)

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:

[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.

**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.

The screenshot shows a web form titled "Quick Add Student" for National History Day. At the top left is the NHD logo with the text "Official State Affiliate of NATIONAL HISTORY DAY". To the right, a heading reads "Register your Students for National History Day." followed by a paragraph: "You may quickly add a student from this window. However, additional information will be required about the student before he or she will be eligible to participate in National History Day. Either you, your students, or their parents will need to login with the students username and password to complete the additional information required." Below this is the "Quick Add Student" form with fields for "School" (a dropdown menu), "First Name", "Last Name", "State" (a dropdown menu with "WA" selected), and "Last Four Digits of Home Phone". At the bottom right of the form are two buttons: "SAVE & ADD ANOTHER" and "SAVE". A footer at the bottom of the page contains copyright information: "Content © 2011 Acuity Marketing Communications Inc. All Rights Reserved. Powered by the AcuityWeb suite of content management, eCommerce, video, marketing, advertising, design, graphics and hosting tools from Acuity Marketing Communications. Technical Questions? Contact AcuityWeb Support."

The screenshot shows a registration confirmation page. At the top, a red-bordered box contains the text: "Your registration status (does not include your student's status)" and "Required Items Incomplete: Entry, Authorizations," with two links: "View your payment history" and "View/Pay your student's fees". Below this, the page is divided into three sections: "STEP 1 : TEACHER INFORMATION : Part A" with a green checkmark and "Who Are You: Dave Johnson"; "Your School(s) or School District(s)" with a green checkmark and "Olympia Jr/Sr High School" and a "delete" link; "Create Co-teacher Account" with a link "Add A Teacher"; "Your student(s)" with a red 'x' icon and "Sue Smith" and a link "Add A Student"; "Student Entries" with a link "Add A New Entry"; "STEP 2 : TEACHER INFORMATION : Part B" with a red 'x' icon and "Permission to Participate"; and "STEP 3 : CONTEST EXTRAS" with a link "Click here for T-shirt Information". At the bottom, there is a yellow callout box with a warning icon and the text: "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." Below the callout are three buttons: "E-MAIL ME A CONFIRMATION OF MY REGISTRATION", "READY TO PAY? CLICK TO CONFIRM REGISTRATION AND REVIEW FEE SUMMARY", and "FINISHED FOR NOW? SAVE AND LOG OUT."

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.

**National History Day Online Registration: Fee Payment and Check-Out**  
**IMPORTANT INSTRUCTIONS FOR THE CHECK-OUT PROCESS:** Below below are each of the individuals associated with your project group. The "Status icon" next to each individual indicates whether all the required information has been supplied for that individual. Only individuals with green ("check") symbols, indicating complete information has been submitted online, are eligible to have their fees paid at this time. If you are making payments for multiple individuals in your group (not just for yourself), please be sure to check the box next to the name of each individual for whom you are making payments. This will add the fees for those individual(s) to your check-out total, without your having to repeat the check-out process multiple times. If you are paying with a blanket purchase order for your entire group, you may check out at the manner described above, and handle all your registrant check-outs in one check-out session.

If **YOU WANT TO PAY BY CREDIT CARD** you must call the history Day state office and provide your credit card number. Call 510-535-0219 to complete your payment. We are unfortunately unable to process credit cards online at this time.

NOTE: People with fees already paid have a  by their names, with no fee checkboxes listed below. Names with a  next to them have incomplete registrations which cannot be processed for payment at this time.

**Entry: The Night Bites**

Teacher(s) associated with this entry:

- Dave Johnson

Student(s) associated with this entry:

- \$15 Registration Fee
- Lisa Smith

Please check all checkboxes carefully. Then

[RETURN TO REGISTRATION](#) OR [SAVE AND CONTINUE >>](#)

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**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.

**Online Payment Options**

**IF YOU WANT TO PAY BY CREDIT CARD** you must call the History Day state office and provide your credit card number. Call 360-566-0219 to complete your payment. We are unfortunately unable to process credit cards online at this time.

Begin by clicking the radio button for the payment option you intend to use. Then fill in the fields related to the payment option type you chose.

Fees	Description
----	Selected Fees for Dave Johnson
\$15	Registration Fee
<b>\$15</b>	<b>Total for this person (minus state subsidies).</b>
<b>\$15</b>	<b>Grand Total</b>

**PAYMENT OPTIONS**

PURCHASE ORDER    CHECK

RESET FORM  

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**IF YOU WANT TO PAY BY CREDIT CARD** you must call the History Day state office and provide your credit card number. Call 360-566-0219 to complete your payment. We are unfortunately unable to process credit cards online at this time.

NOTE: People with fees already paid have a by their names, with no fee checkboxes listed below. Names with a next to them have incomplete registrations which cannot be processed for payment at this time.

Entry: The Nez Perce Treaty

Teacher(s) associated with this entry:
<input checked="" type="checkbox"/> John Smith
<input type="checkbox"/> \$15 Registration Fee

Student(s) associated with this entry:
<input checked="" type="checkbox"/> Mike Johnson
<input checked="" type="checkbox"/> Sarah Elway
<input type="checkbox"/> \$30 Entry Fee (The Nez Perce Treaty: Junior Group Documentary)

Please check all choices carefully, then

OR

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## 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.

The screenshot shows a payment confirmation page for the National History Day. On the left is the logo for the Official State Affiliate of NHD National History Day. The main content area includes a confirmation message: "You have elected to pay with a check. Check #: Name on Check:". Below this is a "PRINT PAYMENT CONFIRMATION" button. A red notice states: "THE PURCHASE ORDER AND/OR CHECK SHOULD BE MAILED TO 2012 TEST CONTEST, ALONG WITH A COPY OF THIS PRINTED PAGE." Another red notice says: "CHECKS SHOULD BE MADE PAYABLE TO: Washington History Day. PLEASE MAIL PAYMENTS TO: Washington History Day 211 - 21st Ave SW Olympia, WA 98501". The user's name and address are listed: "Dave Johnson 1234 6th Street Olympia, WA 98501 3607532580". A table of fees is shown:

Fees	Description
--- Selected Fees for Dave Johnson	
\$15	Registration Fee
\$15	Total for this person (minus state subsidies).
\$45	Grand Total
\$45	Check Payment

At the bottom of the form are "RETURN TO STATUS PAGE" and "LOG OUT" buttons, and a "SECURE" logo. A footer contains copyright information for Acuity Marketing Communications Inc. and a disclaimer about the website's power and hosting.

## 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@scoec.org](mailto:AcademicEvents@scoec.org).