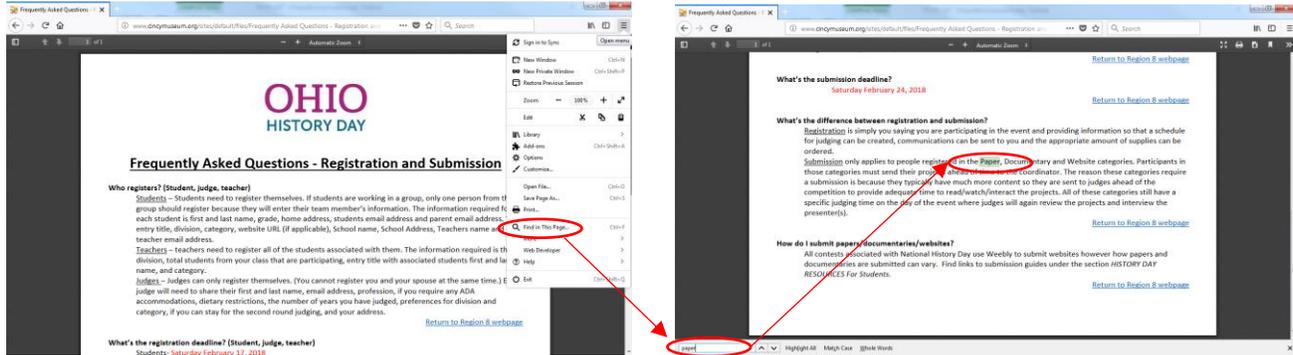


# OHIO HISTORY DAY

## Frequently Asked Questions - Registration and Submission

Want an easy way to find an answer to your question? Use the "Find in this page" function!



### Who registers? (Student, judge, teacher, volunteers)

**Students** – Students need to register themselves. If students are working in a group, the first person will register, check that they are part of a group and provide the project title, category and description along with their personal information. At the end of registration they will get a “Team Key” which will allow other team members to register. The rest of the group members will need to use the “Team Key to register”. The information required for each student is first and last name, email, parent’s email, entry title, category, description (thesis statement), website URL (if applicable), School name, Teachers name, grade. This is also the spot where you can note if you need electrical for your exhibit. (It’s assumed that every doing websites and documentaries will need access to an outlet.)

**Teachers** – *Teachers need to register first.* Students will choose their teachers name from a drop down menu. If the teachers name is not present they will not be able to complete registration. The information required for each teacher is first and last name, email, school address, school phone, cell phone (this is necessary in case there is an emergency on the day of the contest), employer (School Name), number of students that followed the National History Day program in your school (including those that did not participate) and school name from drop down. With our new system you will be able to track your student’s projects, make edits and avoid lots of corrections.

**Judges** – Judges can only register themselves. (You cannot register you and your spouse at the same time.) Each judge will need to share their first and last name, address, email address, dietary restrictions, the number of years you have judged, preferences for division and category and if you can stay for the second round judging.

**Volunteers** - Volunteers can only register themselves. (You cannot register you and your spouse at the same time.) Each volunteer will need to share their first and last name, email address, address, availability, job preferences and dietary restrictions.

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### What’s the registration deadline? (Student, judge, teacher, volunteers)

Students- **Saturday February 17, 2018**

Teachers- **Saturday February 17, 2018**

Judges- **Saturday March 3, 2018**

Volunteers - **Saturday March 3, 2018**

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### What's the cost to participate in the Region 8 contest?

The cost to participate in the contest is \$10 per student. This fee helps pay for the judge's breakfast and lunches. There are three ways to pay: online with a credit or debit card, mail in a check, or the school is paying for you.

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### Can students use the same email as another participant?

Yes. The system will allow you to use the same email for multiple people. It will not allow a user with the same name AND email as another user to create a new account.

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### I registered under the wrong [division, school, project, etc.] (Student, Teacher)

Students - Change your entry information on your profile page. Any field that is not grayed out can be changed during the registration period.

Teachers - Change the student's information from the  My Students tab.

\*\*Please note that if the student is in a group project changing the project information will change it for all other participants. The other group members' personal information will not change.\*\*

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### I'm in a group but I don't know the "Project Key" for the project my team member registered. (Student, Teacher)

Student - Have the lead student who registered the project sign into their account. They should go to "My Profile" using the drop down arrow next to their name. The project key is listed in the top right portion of their profile.

Teacher - There are two options. 1) Have the student register following the directions as if they were the first person in a group and you link them to the project as described below. 2) Look up the project key as described below and provide it to the student so they can register themselves into the group.

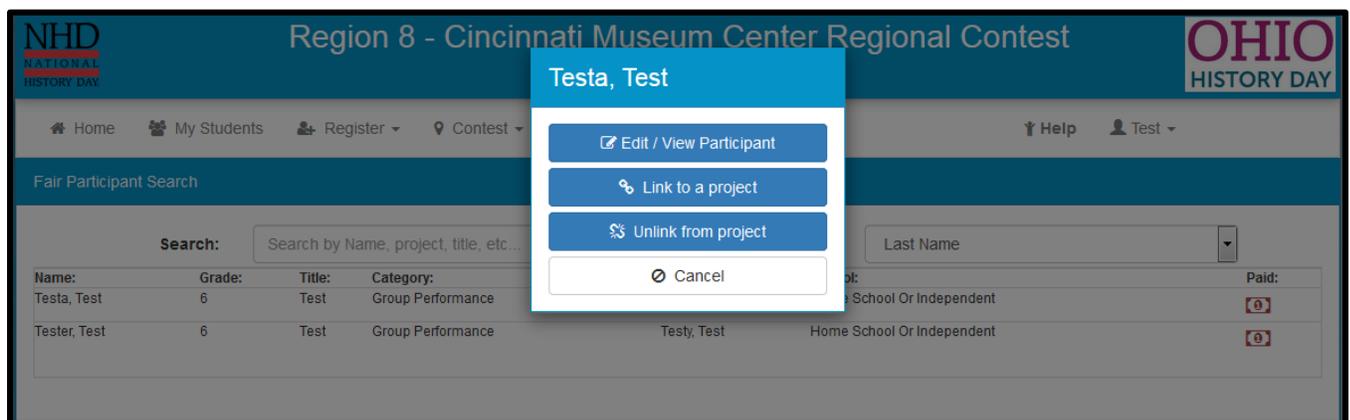
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### I forgot to link to my team project during registration. (Student, Teacher)

Students - Make this change from your profile by pasting in the correct project key.

Teachers - Do this for them from the "My Students" tab. Log into your account, go to "My Students", double click on the lead student for the group, click "Edit/View Participant" to find the "Project Key". You can write down the code or highlight and right click to copy. Click "Close/Done" to leave that student's page. Double click on the student who needs to be linked to a group, click "Link to a Project" and type or paste in the Project Code. Confirm that you want these projects linked and click save. You can then click off to the side to return to the "My Students". A video of this can be found here

<https://www.youtube.com/watch?v=ILHBGrIP2Tg&feature=youtu.be>



The screenshot displays the 'Region 8 - Cincinnati Museum Center Regional Contest' website. At the top, there are logos for 'NHD NATIONAL HISTORY DAY' and 'OHIO HISTORY DAY'. The navigation bar includes 'Home', 'My Students', 'Register', and 'Contest'. A 'Fair Participant Search' section is visible, with a search box and a table of participants. A modal window is open over the table, showing options for 'Testa, Test': 'Edit / View Participant', 'Link to a project', 'Unlink from project', and 'Cancel'.

Name:	Grade:	Title:	Category:	Project:	Paid:
Testa, Test	6	Test	Group Performance		
Tester, Test	6	Test	Group Performance	Testy, Test	Home School Or Independent

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**A participant is no longer working with the group they registered for OR they registered for the wrong group.**

Teachers - Click on the account for the student who forgot and click “unlink project”. Click ok to confirm. They can now be linked to another project, or edit their information and change their project details.

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**Will I get a notification when I complete the registration? (Students, Teachers, Judges, Volunteers)**

Students – Yes, however you can also log in and see all your information at any time.

Teachers - No, you can see who registered using the “My Students” tab

Judges – No, but you can log in and see your profile at any time. In addition emails will be sent out about once a week welcoming anyone who has registered.

Volunteers - No, but you can log in and see your profile at any time. In addition emails will be sent out about once a week welcoming anyone who has registered.

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**I’m a teacher and I can’t see one of my students in the list even though they registered.**

The student chose the wrong teacher. Make sure you are registered then have them edit their entry information. If the registration period has ended contact the Regional Coordinator.

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**It says I haven’t paid.**

Only payments by credit or debit card are automatically processed. Payments by check and schools will be processed manually and may take some time to process. If more than a week has gone by since you mailed your check please contact us to confirm that we have received the payment.

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**Why is there a field for gender?**

This is a function of the software that we do not have control over. This information will not be used or distributed for the region 8 contest.

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**What’s the submission deadline?**

**Saturday February 24, 2018**

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**What’s the difference between registration and submission?**

Registration is simply you saying you are participating in the event and providing information so that a schedule for judging can be created, communications can be sent to you and the appropriate amount of supplies can be ordered.

Submission only applies to people registered in the Paper, Documentary and Website categories. Participants in those categories must send their projects ahead of time to the coordinator. The reason these categories require a submission is because they typically have much more content so they are sent to judges ahead of the competition to provide adequate time to read/watch/interact the projects. All of these categories still have a specific judging time on the day of the event where judges will again review the projects and interview the presenter(s).

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**How do I submit papers/documentaries/websites?**

All contests associated with National History Day use Weebly to submit websites however how papers and how documentaries are submitted can vary. Find links to submission guides under the section *HISTORY DAY RESOURCES For Students*.

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**Is the answer to your question missing from this page?**

Be sure to check out the other FAQ pages as well as the other links and resources listed on the Ohio History Day Region 8 event page. If you still can't find it email the Region 8 coordinator, Chantal Hayes, at

[chayes@cincymuseum.org](mailto:chayes@cincymuseum.org)

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