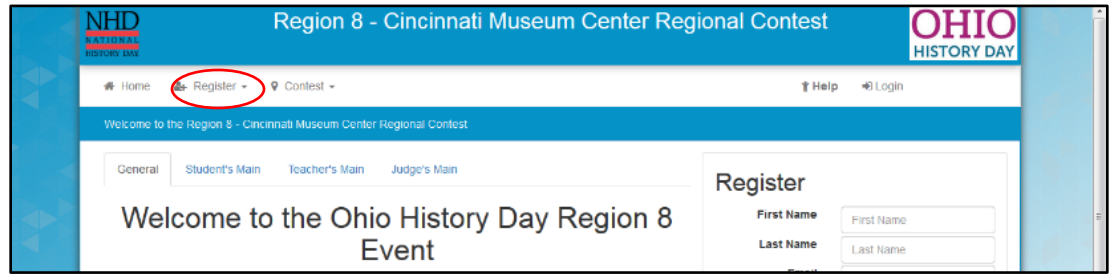


OHD Student registration

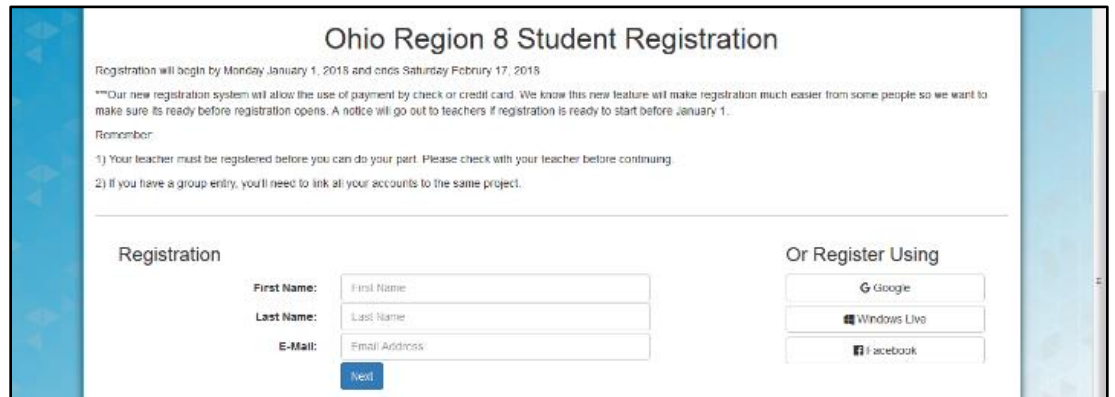
1) Go to the registration page at <https://oh-rcmrc.nhd.org>. TEACHERS MUST REGISTER BEFORE STUDENTS.

2) Go to the “Register” tab in the upper left section of the page and choose “Student” from the drop down menu.

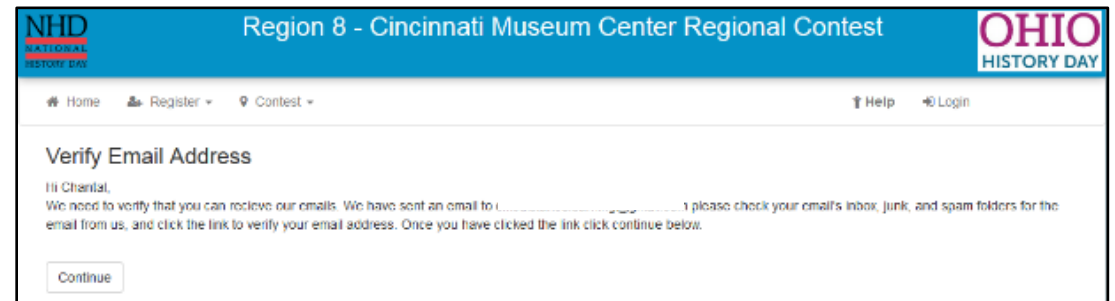


3) Complete the information and click next.

The same email can be used for multiple students but each student must register using their own name.

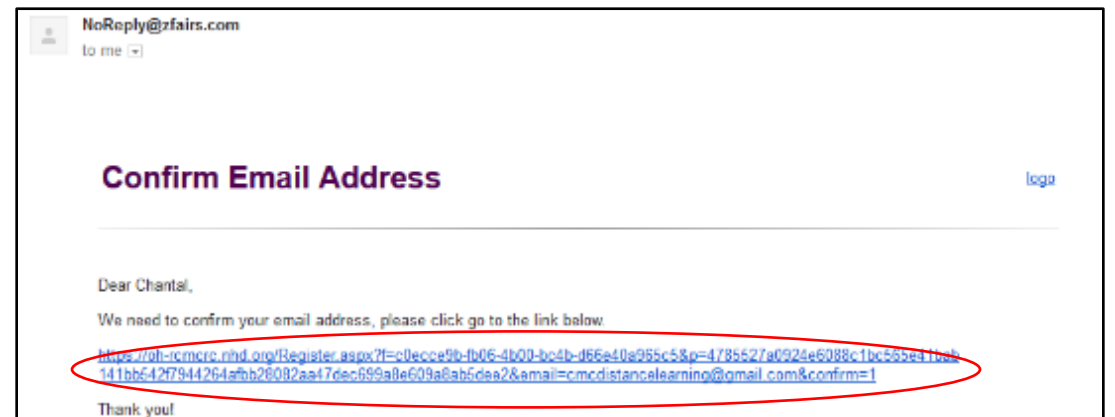


4) An e-mail will be sent to your account to verify that it works and you have access. Please look in your email and click on the link they provide.



DO NOT CLOSE THE REGISTRATION PAGE. Open another tab or window in your internet browser to access your email if necessary.

After you have clicked the link on the email click “Continue” on the registration page.



5) Please fill in as many fields as possible to ensure we have multiple accurate ways to communicate with you or send you information.

A parent's email is required but giving a phone number is also very incase of an emergency.

Fair Registration - Personal Information

First Name: Chantal

Last Name: Hayes

Phone Number: Phone

E-Mail:

Parent's E-Mail: What is your parent's email?

Confirm Parent's E-Mail: Parent's Email Address

Gender: [dropdown]

Username:

Password: Password

Confirm Password: Confirm Password

Save & Continue

6) You will now put in your project information. Choose between in Individual and Group.

Fair Registration: Project

Create A New Project

Link / Join Existing Team Project

If you are in a team and your teammate has already registered please select "Link/Join Existing Team Project" and type in the Entry Id or team key

If you are competing **Individually** OR you are the **first person in your group** to register see 7A.
If someone from your group has already registered your project go to 7B.

7 A) "Create A New Project"

Make sure your title has correct spelling, punctuation, capitalization, etc.

Choose the category you're competing in. Notice if it says Individual or Group.

In the description category write your thesis statement. If you didn't create a thesis statement write a two or three sentence explanation of your project.

Creating New Project

Title: Project Title

Will this be a Team Project?

Will your display need an electrical outlet?

Category: [dropdown]

Description: Project description

Save & Continue

7B) "Link/Join Existing Team Project"

You must use the "Team Key" your first group member got when they registered.

Fair Registration: Project

Create A New Project

Link / Join Existing Team Project

If you are in a team and your teammate has already registered please select "Link/Join Existing Team Project" and type in the Entry Id or team key

Join Existing Team / Project!

Team Key:

Link

If you are not linking / joining an existing team project, create a new project.

7B) This will bring up your groups project that has already been filled in.

The screenshot shows a registration form with the following fields and values:

- Team Key:** 41d3ab6a-c8b1-4628-a2e3-090aa8976d4a
- Title:** Cool History Stuff
- Category:** Group Documentary
- Description:** adfjkl;laskfj;asdfkljhasd;flkjasd;flkjasdf,kj

There are two checkboxes: Will this be a Team Project? and Will your display need an electrical outlet?. A "Save & Continue" button is at the bottom.

8) Choose your school.

Choose your teachers name. Your teacher must be registered or you will not be able to complete registration.

The screenshot shows the "Fair Registration: School & Teacher" form with the following fields:

- School:** Select a School...
- Teacher:** (empty dropdown)
- Grade:** 6th Grade

A "Save & Continue" button is at the bottom.

Choose your grade. This is important because it will ensure you are competing at the correct level.

9) Check that all the information is correct before submitting.

The screenshot shows the "Fair Registration Step 5" form for review. It contains the following information:

- Personal Information:** First Name: Chantal, Last Name: Hayes, Phone Number: Phone number, E-Mail: (empty), Parent's E-Mail: (empty), Gender: (empty), Username: (empty), Password: (empty).
- Registration Information:** School: Academy for Multilingual Immersion Studies (Cincinnati), Teacher: Hayes, Chantal, Grade: 6th Grade.
- Project Information:** Project Title: Cool History Stuff, Category: Group Documentary, Description: adfjkl;laskfj;asdfkljhasd;flkjasd;flkjasdf,kj.
- Options:** Team Project, Electrical Outlet.

At the bottom, there are buttons for "My information is Correct" and "Edit". A tooltip "You cannot edit this field." is visible over the Password field.

10) You must click all the boxes to continue.

Students under the age of 18 must have a parent read and complete this page.

Authorization for project authenticity, injury and registration fee are required.

Photo permission requires a yes or no answer. You do not have to give a reason, this is generated by the software and I'm unable to remove the comment box.

Contest Guidelines

Permissions and Waivers

Please note that you must submit the following authorizations in order to complete online registration and compete at National History Day contests at all levels. If you have further questions, please contact your contest coordinator.

Students: to complete this form, you will need a parent/guardian to agree to the authorizations and waivers below.

I affirm that the entry submitted for competition was researched and developed during this school year. I have read the National History Day Rule Book and contest registration materials regarding policies governing student behavior and will conform to these rules. I understand that violation of these rules may result in the disqualification of my entry. I accept the decision of the judges as final. I have reviewed and understand the information presented above and acknowledge that my participation in National History Day is conditioned on my agreement with the terms and conditions outlined herein. I further understand that selecting "Yes" for each agreement and creating an account shall have the same force of law as my original signature and that I am not obligated in any way to make such agreement, except as a prerequisite to my participation in this program.

Yes, I agree

By indicating yes below, I agree to indemnify and hold harmless National History Day, Inc., its affiliate programs, and its staff, trustees and sponsors, for any personal injuries or property damages arising out of my child's participation in the National History Day Contest. I also understand that by agreeing, I am certifying that my child understands what is involved in participation, and that I have freely and voluntarily allowed my child to participate and hereby agree to assume and accept any and all risks associated with his/her participation in the National History Day Contest.

Yes, I agree

By indicating yes below, I agree to indemnify and hold harmless National History Day, Inc., its affiliate programs, and its staff, trustees and sponsors, for any personal injuries or property damages arising out of my participation in the National History Day Contest.

Yes, I agree

I give National History Day, Inc., its affiliate programs, and its partners the unlimited right to use the voice and/or image of me and/or my child for publicity, and/or in documentaries, or other education materials and media, including online. I also give National History Day, Inc., and its affiliate programs the right to use images of my/my child's project for teaching and example purposes, including online. If I choose "No," I acknowledge that NHD contest coordinators will do their best to ensure that I and/or my child is not photographed. However, due to the number of participants at the contest this cannot be guaranteed. I am aware that I must remove myself and/or my child from group photography situations, and if necessary, speak to the photographer/media to request that I and/or my child not be photographed.

select...

If no, please explain:

Registration Fee: 10.00
Late Fee: 0.00 (if registering after 2/17/2018 11:59:00 PM)

Continue

There are 3 payment options.

Paying online by credit or debit card, go to 11A.

Paying check that mailed in, go to 11A.

School is paying for you, go to 11C.

***Regardless of how you pay, all fees must be processed by the submission deadline of February 24th. Please plan accordingly to ensure your payment arrives on time.

Fair Guidelines

Registration Fee Payment Method: **Pay Now - Credit or Debit Card**

Cart

Product	Quantity	Cost
Registration Fee	1	\$ 10.00
Total:		\$ 10.00

Pay Online

Back

11A) "Pay now - Credit or Debit Card"

Fair Guidelines

Registration Fee Payment Method: Pay Now - Credit or Debit Card

Amount To Charge: \$ 10.00

First Name: Card Holder's First Name

Last Name: Card Holder's Last Name

Email: Card Holder's Email

Phone: Card Holder's Phone

Name On Card: Name on Card

Card Number: Debit/Credit Card Number

Expiration Date: Month YYYY

Card CVC: Security Code

Card Holder's Zip Code: Card Holder's Zip Code

Pay Now

11B) "Pay by Check" through the mail.

You must click "I agree" before you can complete registration.

Information is provided on this page about where to mail the check.

WRITE THE STUDENTS FIRST AND LAST NAME AND SCHOOL IN THE MEMO LINE. Assumptions will not be made about who the check is for.

The screenshot shows a registration form with the following elements:

- Registration Fee Payment Method:** A dropdown menu with "Pay by Check" selected and circled in red.
- Agreement:** A blue box containing the text: "I will be paying my registration fee by check I understand that it is my responsibility to pay my registration fee. I understand that if my fee is not paid I may not be able to compete." Below this is a light blue box with instructions: "Make check to Cincinnati Museum Center Mail check to: Attention Chantal Hayes / 750 West 5th Street / Suite 300F / Cincinnati OH 45202. In memo section of the check please write students first and last name and school." A yellow warning box states: "Registration fees must be paid prior to the fair." Below these is a blue "I Agree" button circled in red.
- Cart:** A table with the following data:

Product	Quantity	Cost
Registration Fee	1	\$ 10.00
Total:		\$ 10.00
- Buttons:** A blue "Pay Online" button at the bottom left.

11C) "My School is Paying Registration Fee."

You must click "I agree" before you can complete registration.

The screenshot shows a registration form with the following elements:

- Registration Fee Payment Method:** A dropdown menu with "My School is Paying Registration Fee" selected and circled in red.
- Agreement:** A blue box containing the text: "My school is paying for all of the registration fees. I understand that it is still my responsibility to pay my registration fee if my school does not. I understand that if my fee is not paid I may not be able to compete." Below this is a blue "I Agree" button circled in red.
- Cart:** A table with the following data:

Product	Quantity	Cost
Registration Fee	1	\$ 10.00
Total:		\$ 10.00
- Buttons:** A blue "Pay Online" button and a grey "Back" button at the bottom left.

12) Record your username and password. This will allow you to login later.

Share the "Team Key" with your group members. THE TEAM KEY IS THE ONLY WAY FOR OTHER MEMBERS OF YOUR GROUP TO REGISTER AS PART OF THE SAME PROJECT.

The screenshot shows a registration form with the following elements:

- Project Information:** A heading followed by the instruction: "Please write down & SAVE your information as you may need it later to make any changes".
- Username:** A text input field with "XXXXXXXXXX" entered, circled in red.
- Register Next Team Member:** A red button circled in red.
- Team Key:** A section titled "Team Key: 4 145680401 145680401 145680401" with instructions: "Team members MUST use this to join your team. Give the provided key, Entry id, or the following URL to your team members so they can register." Below this is a URL: "http://ohiohistoryday.org/entry/145680401-145680401-145680401/145680401".
- Buttons:** A blue "Go To Main Page" button and a grey "Register Another Student" button.
- Disclaimer:** A light blue box containing the text: "Please note that all of the above information will be emailed to the provided address. - If you do not see your email after 1 hour please check for it in your spam or junk folders."
- Footer:** A section titled "Thank you for registering for the region 8 Ohio History Day contest. You will be receiving an email shortly to confirm your participation in this event." followed by event details: "Remember this contest takes place on Saturday March 17, 2018 from 8am-4pm. Details about the event, including parking, check-in and set up will be emailed to students, parents, teachers and judges closer to the event. Teachers will receive information about judging times and locations before the contest." and a link: "If you have any questions visit the region 8 Ohio History Day contest page for answers to frequently asked questions, schedules and event information."