

# Ohio Region 8 Websites Category

## Quick Guide for Students & Teachers

Please refer to [National History Day Contest Rule Book](#) for individual category rules on, entry production, size requirements, navigation, documents and multimedia, crediting sources, required written materials, stable content, viewing files and submission.

**Step 1:** Go to the **NHD Web Portal** (found at [nhd.weebly.com](http://nhd.weebly.com)) to build your website. **DO NOT** go to the standard Weebly site, [www.weebly.com](http://www.weebly.com). This will cause problems down the line.

**Step 2:** Once on [nhd.weebly.com](http://nhd.weebly.com), create an account for your entry (or teachers should create an account for each entry, rather than one for the whole class) to be entered into competition and establish a username and password for that account. Students and teachers should provide an email address when setting up the account (it is optional), as that is the only way a password can be recovered should the student forget it.

*\*\*Group Entries:* Though accessed by more than one student, only a single account needs to be created. All students working on that particular entry will use the same login to access their site. Please note that when working on the website together, students should work on different areas of the site rather than the same page at the same time. Working on the same page at the same time could result in lost information for one or multiple students.

**Step 3:** Create your website! You should find the tools available at the **NHD Web Portal** to be powerful and intuitive. Students will have full range of access to site-building features for FREE. These tools were designed to make website construction easy while still being able to meet more advanced user needs. Nothing will be perfect, and some advanced users may find themselves limited at times. Still, those users are able to do a great deal with the advanced editing tools and custom HTML features. Some of the concerns from those advanced users can be addressed with the help of the Weebly team, so do not hesitate to contact the NHD National Office in such instances.

*\*\*Tips:* When you've finished making your edits for the day, do not forget to publish your website! You will find the **Publish Now** button in the upper right-hand corner. Remember to publish your website each and every time you edit your site – and make sure you've published your site before your contest lock-out dates!

**Step 4:** When website entry accounts are set up at the NHD Web Portal ([nhd.weebly.com](http://nhd.weebly.com)), a unique URL is assigned to each website. The URL will be formatted as such:

*<http://17427217.nhd.weebly.com>.*

The bold part of the URL is the unique 8-digit ID for the website entry. Students and teachers should be sure to note this 8-digit ID because they will need to fill out this information when registering for the NHD contests. **The website entries must be completed and published before the registration deadline.**

*\*\*Conversion to HND website:* If a website has been created incorrectly at the standard Weebly site ([www.weebly.com](http://www.weebly.com)), the student will need to use their username and password to login through the NHD Web Portal, [nhd.weebly.com](http://nhd.weebly.com). Once in the NHD Web Portal students will be prompted with a "Convert" button to switch their accounts to NHD Weebly and their URL to the 8-digit ID. Upon clicking "Convert" the students' web site will fully become an NHD Weebly account.

**Questions?**

At the **NHD Web Portal**, students and teachers have access to a variety of resources to help them start on their entries. Support for use of the Weebly tools and examples of entries are available either through the Weebly help center (<https://hc.weebly.com/hc/en-us>) or the NHD Weebly email support ([nhdsupport@weebly.com](mailto:nhdsupport@weebly.com)). Participants can contact their affiliate NHD Coordinator with questions. NHD staff can also be contacted at [it@nhd.org](mailto:it@nhd.org) for more help.

You are also welcome to contact the National Office for assistance by calling 301-314-9739 or sending an email to [it@nhd.org](mailto:it@nhd.org). Weebly, though offering technical support, will be limited in their ability to service thousands of students across the country. Coordinators and the National Office should be arbiters of where questions and concerns should go to be addressed.