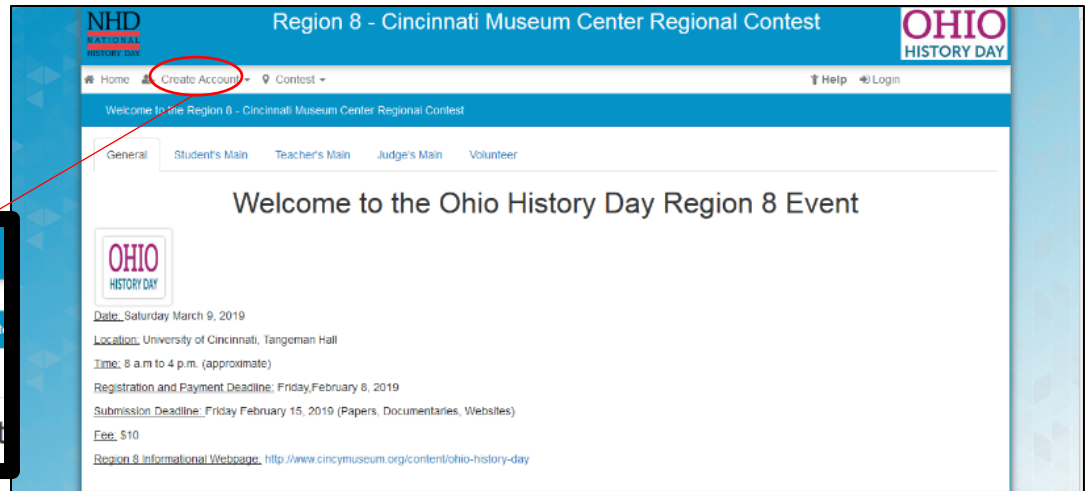
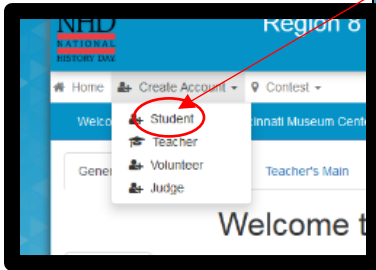


OHD Student registration

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

2) Go to the "Create Account" tab in the upper left section of the page and choose "Student" from the drop down menu.



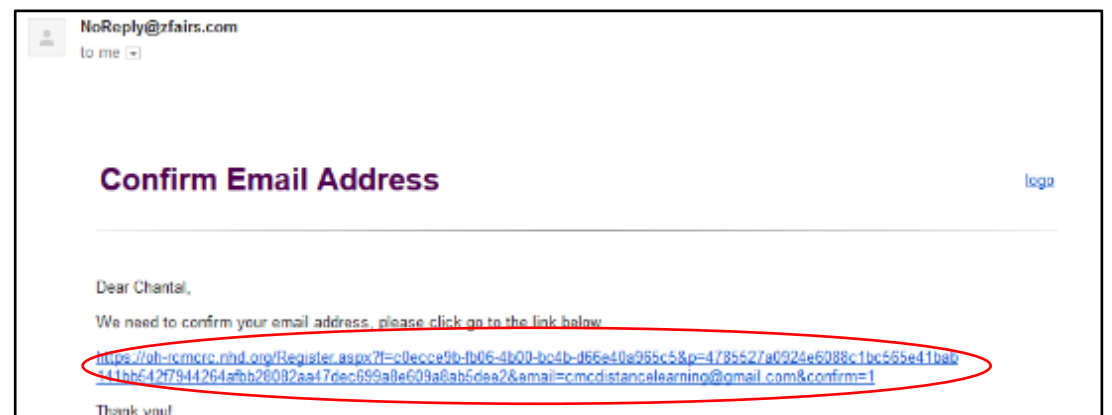
3) Complete the information and click next.

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.

You will get an email from NoReply@zfairs.com. If it does not appear in a few minutes check your junk mail. Open the email and click on the link.



This will open the page to the right. **YOU ARE NOT DONE REGISTERING!** Close that screen and go back to the original registration screen to complete the process.

The screenshot shows the top navigation bar with 'NHD NATIONAL HISTORY DAY' on the left, 'Region 8 - Cincinnati Museum Center Regional Contest' in the center, and 'OHIO HISTORY DAY' on the right. Below the navigation bar, there are links for 'Home', 'Register', and 'Contest'. On the right side of the navigation bar, there are links for 'Help' and 'Login'. The main content area has a heading 'Email Verified!' and a message: 'Thank you for verifying your email address, you may now close this page and continue where you left off.'

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.

The screenshot shows the 'Registration - Personal Information' form. It includes fields for 'Student First Name', 'Student Last Name', 'E-Mail', 'Parent's E-Mail' (with a sub-field 'What is your parent's email?'), 'Confirm Parent's E-Mail' (with a sub-field 'Parent's Email Address'), 'Username', 'Password', and 'Confirm Password'. There is a 'Save & Continue' button at the bottom right.

6) 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. It includes a message: 'Please select your school, teacher, and your grade. If your School and/or Teacher is not listed please have them register; you will be able to continue the registration process once your school and teacher have registered. Thank you.' Below this, there are dropdown menus for 'School', 'Teacher', and 'Grade' (currently set to '6th Grade'). There is a 'Save & Continue' button at the bottom right.

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

7) Carefully read the statement and acknowledge that you have been given the resources.

The screenshot shows the 'Student Additional Questions' form. It includes a section titled 'Additional Questions' with a text area containing a statement: 'I understand that the Region 8 webpage located at https://www.cincymuseum.org/content/ohio-history-day has all the information I may need to: 1) create my project according to National History Day rules 2) prepare for the interview and judging process 3) arrive at the correct location and time 4) answer a variety of questions my teacher, my family or myself may have about this event.' There is a 'Save & Continue' button at the bottom right.

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

The screenshot shows the 'Fair Registration: Project' form. It includes two buttons: 'Create A New Project' and 'Link / Join Existing Team Project'. Below these buttons, there is a message: '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 9A.
If someone from your group has already registered your project go to 9B.

9A) "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 "Description" write your thesis statement or a few sentences to explain your 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

Creating New Project

Title:

☒ Will this be a Team Project?

☐ Will your display need an electrical outlet?

Category:

Description:

Save & Continue

9B) "Link/Join Existing Team Project"

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

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.

9B) This will bring up your groups project that has already been filled in.

Team Key: Unlink Project

Title:

☒ Will this be a Team Project?

☐ Will your display need an electrical outlet?

Category:

Description:

Save & Continue

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

Registration Step 5

Please review and verify that all of your information is correct.

First Name:

Last Name:

E-Mail:

Parent's E-Mail:

Username:

Password:

School:

Teacher:

Grade:

Project Title:

☐ Team Project

☐ Electrical Outlet

Category:

Description:

My Information Is Correct Edit

11) 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.

Permissions and Waivers

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: In 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 further 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/our 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.

☐ No

If no, please explain:

☐ I understand there is a registration fee of \$0.00 for which I am responsible.

Continue

There are 3 payment options.

Paying online by credit or debit card, go to 12A.

Paying check that mailed in, go to 12A.

School is paying for you, go to 12C.

***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.

Registration Fee Payment Method:

Cart

Product	Quantity/Details	Cost
Registration Fee	1	\$ 10.00

Coupons	Savings

Total: \$ 10.00

Pay Online Generate Invoice

Back

12A) "Pay now - Credit or Debit Card"

The screenshot shows the NHD Ohio History Day website interface. At the top, there's a navigation bar with 'Home', 'Create Account', 'Contest', 'Help', and 'Login'. The main heading is 'Registration Fee Payment Method: Pay Now - Credit or Debit Card', which is circled in red. Below this is a 'Cart' section showing a 'Registration Fee' for \$10.00. There are buttons for 'Pay Online' and 'Generate Invoice'. The 'Amount To Charge' is \$10.00. Below that are input fields for 'Name' (First Name, Last Name), 'Email' (Card Holder's Email), and 'Phone' (Card Holder's Phone). There's also a section for 'Credit or Debit Card' with a 'Card number' field and 'MM / YY CVC' field. A 'Pay Now' button is at the bottom right. A 'Back' button is at the bottom left.

12B) "Pay by Check" through the mail.

You must click "I agree" before you can complete registration. This will automatically take you to the final page where you can print an invoice.

In addition, on 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 the NHD Ohio History Day website interface. At the top, there's a navigation bar with 'Home', 'Create Account', 'Contest', 'Help', and 'Login'. The main heading is 'Registration Fee Payment Method: Pay by Check', which is circled in red. Below this is a section with a disclaimer: 'I will be paying my registration fee by check I understand that it is my responsibility to understand that if my fee is not paid I may not be able to compete.' Below that is a note: 'Make check to Cincinnati Museum Center. Mail check to: Attention Chantal Hayes / 250 West Court Street / Suite 300E / Cincinnati OH 45202. In memo section of the check please write students first and last name and school.' There's a yellow warning box: 'Registration fees must be paid prior to the fair.' Below that is a blue button labeled 'I Agree', which is circled in red. Below the button is a 'Cart' section showing a 'Registration Fee' for \$10.00. There are buttons for 'Pay Online' and 'Generate Invoice'. A 'Back' button is at the bottom left.

12C) "My School is Paying Registration Fee."

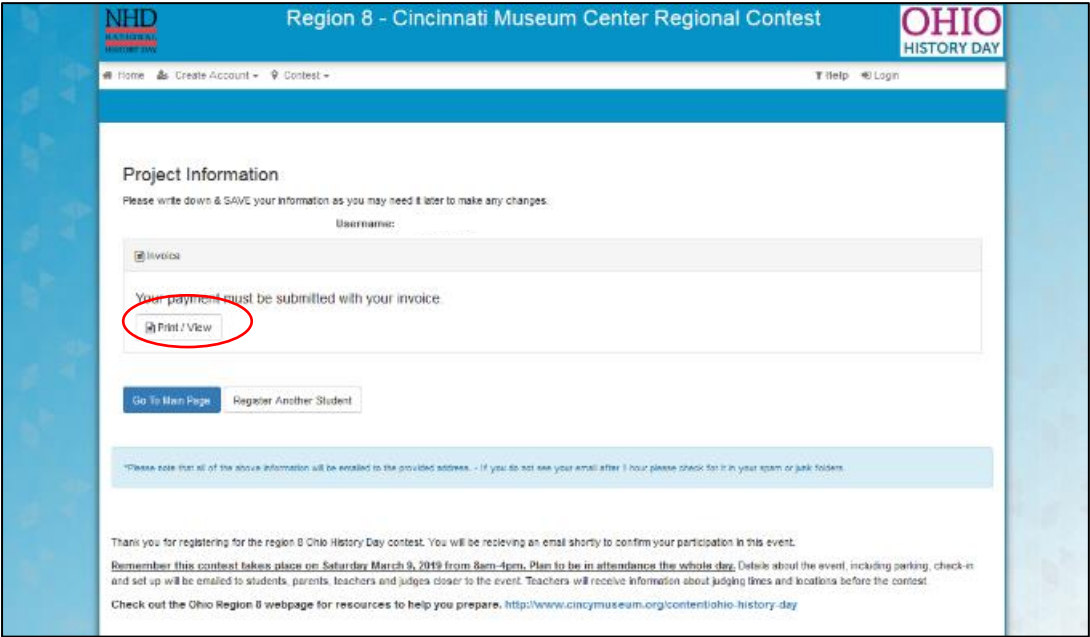
You must click "I agree" before you can complete registration.

You will then click "Generate Invoice". This form should be printed out and sent in with the check that the teacher or principal sends in.

The screenshot shows the NHD Ohio History Day website interface. At the top, there's a navigation bar with 'Home', 'Create Account', 'Contest', 'Help', and 'Login'. The main heading is 'Registration Fee Payment Method: My School is Paying Registration Fee', which is circled in red. Below this is a section with a disclaimer: '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 that is a blue button labeled 'I Agree', which is circled in red. Below the button is a 'Cart' section showing a 'Registration Fee' for \$10.00. There are buttons for 'Pay Online' and 'Generate Invoice', with the 'Generate Invoice' button circled in red. A 'Back' button is at the bottom left.

13) RECORD YOUR USER NAME AND PASSWORD!!!
You will need this later to check on the status of your payment, retrieve your group project number so your team can link together.

If you are paying by check or your school is sending in a payment you need to print out an invoice. As described in 12B and 12C you will see the button on the payment page which leads to the page at right. Click "Print/View" to open your invoice.



14) You will receive an email confirming your registration from NoReply@xfairs.com. The email will contain a few reminders such as the event date and payment address as well as your registration information. Save this email and refer to it later when you need to access your account.

