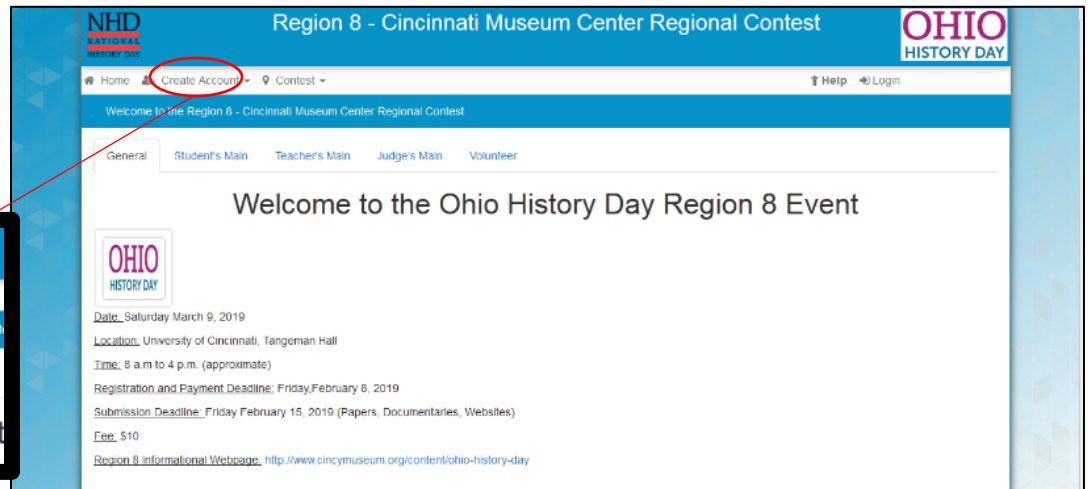
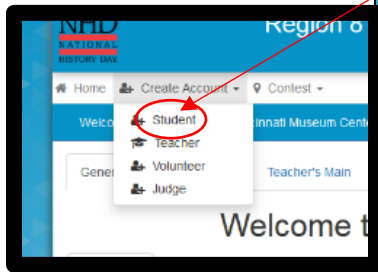


OHD Student Registration

1) Go to the registration page at <https://oh-rcmcrc.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.

A screenshot of the 'Ohio Region 8 Student Registration' form. The form includes a registration period (Monday January 1, 2018 to Saturday February 17, 2018) and a note about the new registration system. It lists two reminders: 1) Your teacher must be registered before you can do your part. Please check with your teacher before continuing. 2) If you have a group entry, you'll need to link all your accounts to the same project. The form has fields for First Name, Last Name, and E-Mail, with a 'Next' button. There is also a section for 'Or Register Using' with buttons for Google, Windows Live, and Facebook.

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

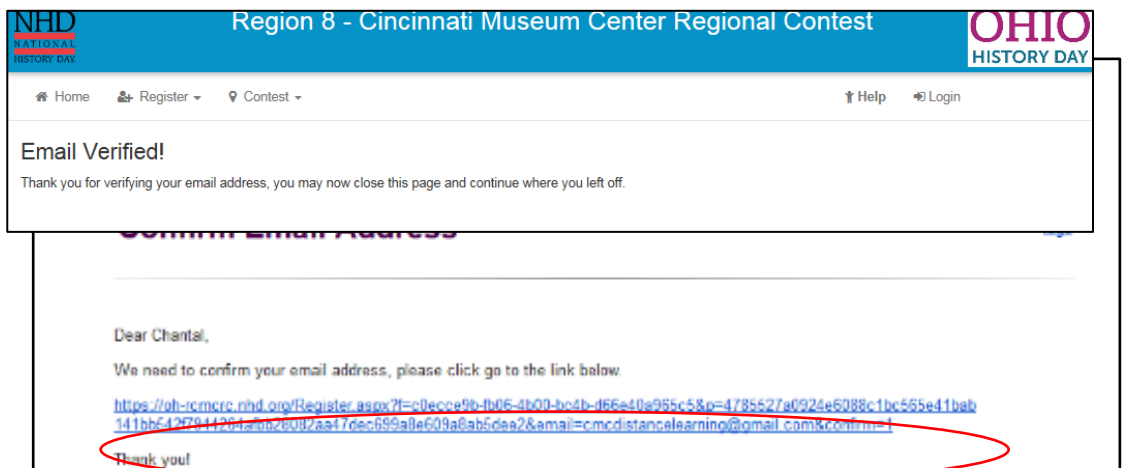
A screenshot of the 'Verify Email Address' page. The page has a header with 'NHD NATIONAL HISTORY DAY' and 'OHIO HISTORY DAY'. The main content area says 'Verify Email Address' and 'Hi Chantal, We need to verify that you can receive our emails. We have sent an email to [redacted] please check your email's inbox, junk, and spam folders for the email from us, and click the link to verify your email address. Once you have clicked the link click continue below.' There is a 'Continue' button at the bottom.

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.



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.

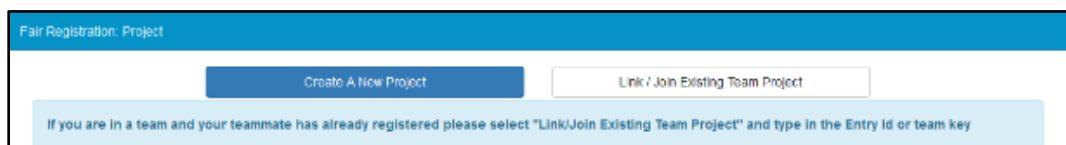
6) Choose your school.

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

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.

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

The screenshot shows the 'Fair Registration: Project' header. Below it are two buttons: 'Create A New Project' and 'Link / Join Existing Team Project'. A light blue banner below the buttons contains the text: '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'.

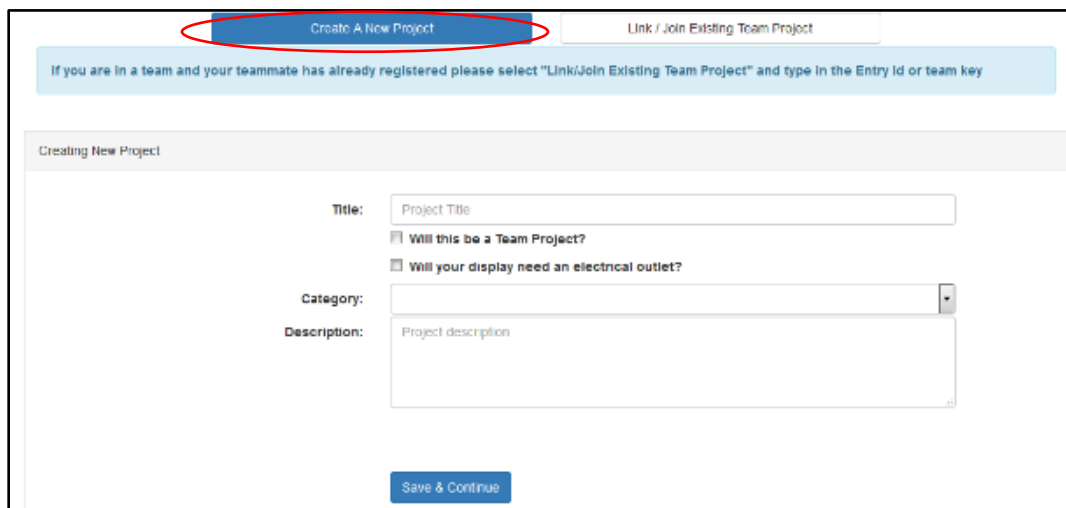
If you are competing **Individually** OR you are the **first person in your group** to register see 9A.
If someone from your group has already registered your project go to 9B.

9A) "Create A New Project"

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

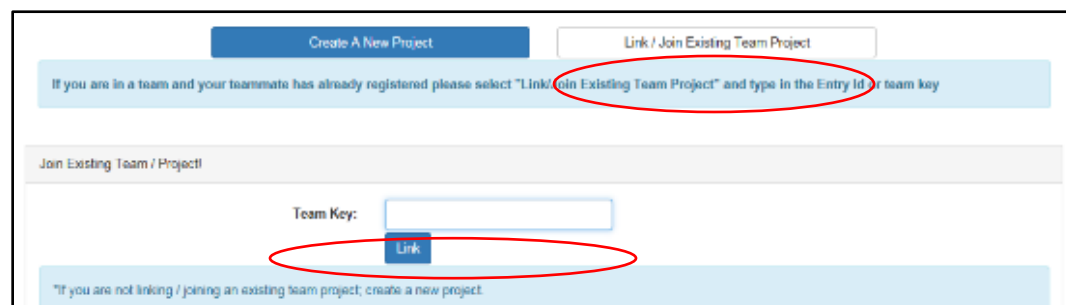
Choose the category you're competing in. Notice if it says Individual or Group.

In "Description" write your thesis statement or a few sentences to explain your project.

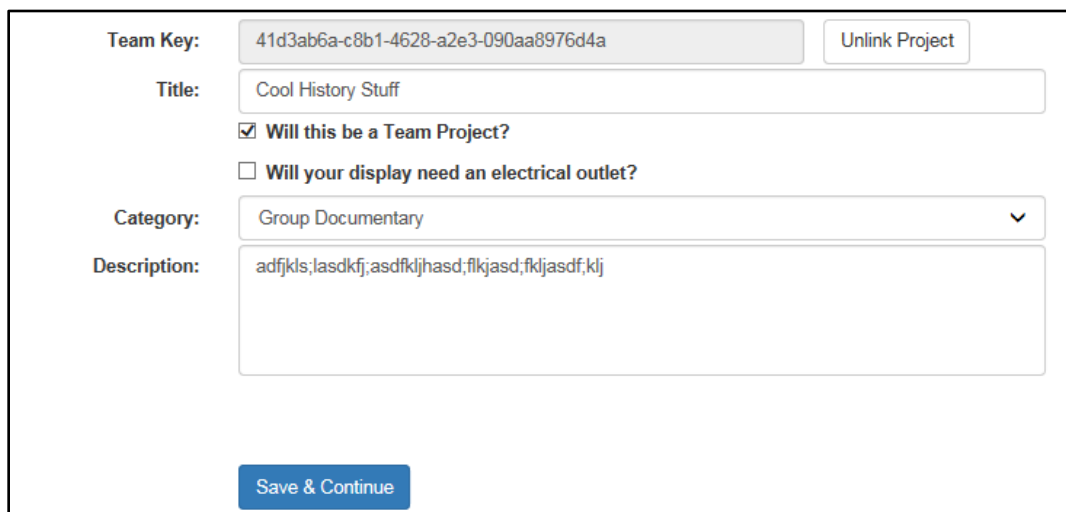
The screenshot shows the 'Creating New Project' form. At the top, the 'Create A New Project' button is circled in red. Below it is a light blue banner with the same instruction as in the previous screen. The form fields include: 'Title' (with placeholder 'Project Title'), a checkbox 'Will this be a Team Project?' (checked), a checkbox 'Will your display need an electrical outlet?' (unchecked), 'Category' (a dropdown menu), and 'Description' (a text area with placeholder 'Project description'). A 'Save & Continue' button is at the bottom.

9B) "Link/Join Existing Team Project"

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

The screenshot shows the 'Join Existing Team / Project' form. At the top, the 'Link / Join Existing Team Project' button is circled in red. Below it is a light blue banner with the same instruction. The form has a 'Team Key' text field and a 'Link' button, both of which are circled in red. A light blue banner at the bottom says: '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.

The screenshot shows a project details screen. It has a 'Team Key' field with the value '41d3ab6a-c8b1-4628-a2e3-090aa8976d4a' and an 'Unlink Project' button. Below are 'Title' (Cool History Stuff), a checked checkbox 'Will this be a Team Project?', an unchecked checkbox 'Will your display need an electrical outlet?', 'Category' (Group Documentary), and 'Description' (adfjkl;lasdkfj;asdfkljhasd;flkjasd;fkjjasdf,kjlj). A 'Save & Continue' button is at the bottom.

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: [text box]
Last Name: [text box]
E-Mail: [text box]
Parent's E-Mail: [text box]
Username: [text box]
Password: [text box]

School: [dropdown menu]
Teacher: [dropdown menu]
Grade: 10th Grade [dropdown menu]
Project Title: [text box]
☐ Team Project
☐ Electrical Outlet
Category: Individual Documentary [dropdown menu]
Description: Project's description [text box]

My information is Correct [button] Edit [button]

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

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 operating 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/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.

[dropdown menu]

If no, please explain:

[text box]

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

Continue [button]

Payment Options Below!

There are 3 payment options:

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

*Scholarship recipients will have their credit or debit card refunded.

Paying by check, go to 12B.

School is paying, 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:

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"

Scholarship Applicants need to guarantee their entry into the contest by paying for a space with credit or debit card. If the scholarship is granted, the card will be refunded.

Registration Fee Payment Method:

Product	Quantity/Details	Cost
Registration Fee	1	\$ 10.00

Total: \$ 10.00

[Pay Online](#) [Generate Invoice](#)

Amount To Charge: \$ 10.00

Name:

Email:

Phone:

Credit or Debit Card:

[Pay Now](#)

[Back](#)

12B) Select “Pay by Check” and complete 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.

For **checks** WRITE THE STUDENT’S 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 'Registration Fee Payment Method' dropdown set to 'Pay by Check'. Below it, a blue box contains 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.' A yellow box below that states: 'Registration fees must be paid prior to the fair.' The 'I Agree' button is circled in red. Below the agreement section is a 'Cart' section with a table:

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

At the bottom, there are buttons for 'Pay Online', 'Generate Invoice', and 'Back'.

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.

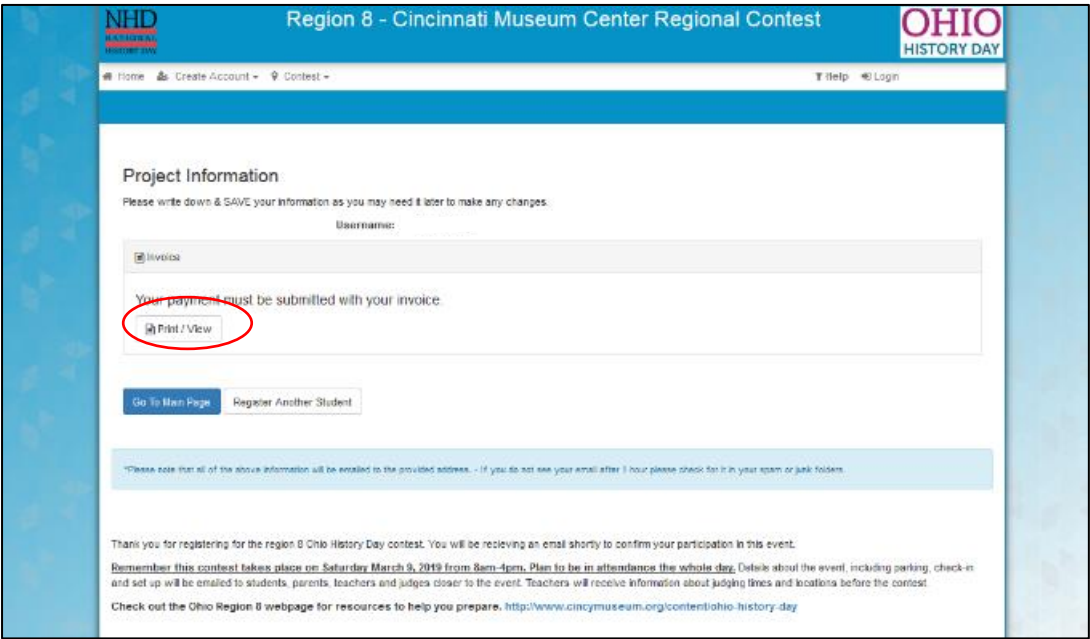
The screenshot shows the 'Registration Fee Payment Method' dropdown set to 'My School is Paying Registration Fee'. Below it, a blue box contains the text: 'My school is paying for all of the registration fees. I understand that it is still my responsibility to pay my registration fee if my school does not. I understand that if my fee is not paid I may not be able to compete.' The 'I Agree' button is circled in red. Below the agreement section is a 'Cart' section with a table:

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

At the bottom, there are buttons for 'Pay Online', 'Generate Invoice', and 'Back'. The 'Generate Invoice' button is circled in red.

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.

