

State History Day Contest Registration

Contest Date: Saturday, April 9, 2016

Contest Location: Wells Conference Center at the University of Maine

This guide contains information to help teachers, students and parents register and prepare for the State History Day Contest. It will assist you in completing your online registration. Participants should read this guide carefully before beginning.

REGISTRATION INSTRUCTIONS

Each registrant – whether a teacher or student – must have a Registration Profile in the online system. Student accounts are established by a teacher or state coordinator.

All registrants will need the following items:

- *Home Telephone Number*
- *Home Contact Information*
- *Your Email Address (valid email addresses are required)*

Students and Teachers will need these additional items:

- *Teacher Name and School*
- *Entry Category, Division and Title*
- *Names of All the Students in a Group Entry*
- *Description of Entry*
- *Check or Money Order Number (if applicable)*

Registration will open Thursday, November 19, 2015 and will close promptly at 11:59 PM ET on Saturday, March 19, 2016.

STEP ONE: LOGGING INTO ONLINE REGISTRATION

Begin the registration process by going to *me.nhd.org*. Click on the “Online Registration” button on the homepage. Select the contest for which you intend to register. Select your registrant type from the drop down menu (Educator with Competing Students, Competing Student, etc.).

TEACHERS

You MUST log into registration to set up your teacher profile and enter information for your students BEFORE they can login and complete their registration.

- **If this is the first time you are registering for a contest online this year**, click on the red (*Don't have a username and password? Click here to begin*) link. You will then enter basic information and create your new username and password. You can then login and begin entering information for your school, students, and their entries and complete your registration.

Note: it is important that you enter complete and correct information for yourself, your students and their entries. This information is used for contest materials, and allows contest coordinators to contact you or the students should there be a problem.

STUDENTS

- **If this is the first time you are registering for a contest online this year**, click on the red (*Don't have a username and password? Click here to begin*) link. You'll be asked to identify yourself using your school's state, your first and last name, and the last four digits of your home telephone number. Once the registration system has located your information, you will be asked to create a username and password. Once your username and password are created, the system will "log you in" so you can continue registering.

Note: If you are having difficulty logging in, check with your teacher first to make sure he/she has entered your correct information.

Please make a note of your username and password, as you will need them again should you wish to return later to update or complete your registration. This will also be your username and password for the National contest should you advance.

NOTE: Group Entries

If you are registering in a group entry, each person in your group must register individually. During the registration process, make sure the other members of your group are listed under your entry in your registration profile. You also will want to check with your group members to make sure everyone has completed their registration information and paid all applicable fees before the registration deadline.

STEP TWO: NAVIGATING YOUR REGISTRATION STATUS PAGE

Once you've logged in, you will be presented with your personal Registration Status Page. This page displays a list of items that are required for Contest registration, as well as items that are optional. **Items marked with a red asterisk (*) are required.**

The registration status page features green "check marks" which allow you to quickly see which **required** items in your Registration Profile are complete. You can enter or update items linked from your Registration Status Page at any time **prior to the registration closing date** by logging in to this system and clicking on any linked item on your Registration Status Page.

- **Click "Save" at the bottom of each page** when you have finished entering or updating your information. This will take you back to the Registration Status Page, where the status of your items and any fees will be reflected.
- If you need to leave your online registration before completing all items, return to the Registration Status Page, and click the button at the bottom of the Status Page that says **"Finished for Now? Save and Log Out."** This will ensure that you have properly recorded your changes.
- Be sure to login to your registration and complete all items, including payment for any applicable fees, before the registration deadline.

TEACHERS

Once logged into your new account for the first time, you will need to add your school, co-teachers (if any), your students and the students' entries. This is done by clicking each corresponding link on their registration profile page: *Add a School, Add a Co-Teacher, Add a Student, Add an Entry*. You must then enter some basic information about students and their entries in order to create their students' registration accounts:

- ✓ The name of the school
- ✓ The state in which the school is located
- ✓ Each participating student's name
- ✓ The last four digits of the student's home phone number
- ✓ The Category and Division of each entry
- ✓ A title for each entry (which can be changed later if necessary)

***Note:** It is important to understand that information is entered into the registration system based on the Entry. When you fill out the Entry Information section, you **MUST** associate the correct student(s) with the entry by choosing their name(s) in the drop-down menus.*

After the initial student/entry information has been entered, you must notify the student(s) that registration is now open to them. If you created a username and password for the student(s), this information must also be relayed to them. The student(s) will then be able to complete their portion of registration. Your registration cannot be completed until all of your students have green checkmarks beside their names as well. You must also complete all of their own required items in registration (marked with a red "X"), including payment, if applicable.

STEP THREE: CONFIRMING YOUR REGISTRATION INFORMATION

You can receive a copy of your registration information by clicking the "*Email Me a Copy of My Registration*" button found at the bottom of your Registration Status Page. The registration system will send a recap of the information you've entered, including your username and password, to the "preferred e-mail contact" address you provided during your registration.

Please confirm that your name, mailing address, phone number, and email address are complete and accurate. This information is necessary for NHD staff to contact you in case an issue arises, or to mail back student certificate packets after the contest.

STEP FOUR: FINISH & PAY

Once you've completed all of your *required* Registration Status Items (indicated by a green checkmark next to each required item), you can **begin the check-out process by clicking on the "*Confirm Registration and Review Fee Summary*" button at the bottom of your Registration Status Page.** For each step of check-out, follow the instructions on each page.

On the payment page, select the fees that you will be covering with a particular payment. Next, indicate the payment type (check or money order) and enter the details for your method of payment. Once your payment has been submitted, you will see a confirmation screen with a summary of your fees. A payment confirmation will be emailed to your "preferred e-mail contact" address. After the registration system has acknowledged your payment, you can log out of the system. If you want to log into your account to check on the status of your fee payment click on the View Your Payment History link, located in the red box at

the top of the Registration Status Page. Additional payments can be made by clicking on the “*Confirm Registration and Review Fee Summary*” button at the bottom of your Registration Status Page.

Contest Fees

Each student must pay the \$5 registration fee to attend the contest.

Please make checks or money orders payable to *University of Maine* and add *NHD* to the memo line.

Mail them to:

*John Taylor
University of Maine
Margaret Chase Smith Library
56 Norridgewock Avenue
Skowhegan, ME 04976*

PLEASE NOTE: Your contest registration is not complete until you have completed ALL items and submitted proper payment for all applicable fees.

IMPORTANT CONTACT INFORMATION

For technical support issues or general registration questions, please contact your state coordinator at 207-474-7133, or send an email to john.m.taylor@maine.edu.

IMPORTANT ENTRY INSTRUCTIONS

- Paper Entries: Must be emailed by 11:59 PM on March 31, 2016 to:

John Taylor
john.m.taylor@maine.edu

- Website Entries: Entries must be published by 11:59 PM on March 31, 2016 (make sure your URL address is included in your registration where it is requested).