

## NHD IN IOWA 2024 DISTRICT CONTESTS JUDGE REGISTRATION INSTRUCTIONS

### Important Reminders

- If you created a zFairs account for the 2023 NHD season OR a judge account for a different 2024 NHD contest, please note that it does not carry over to this contest. **Please create a new account.**

### How to Register

#### Step 1: Create Your Judge Account

1. Find your contest zFairs site. Consult the table below and click on the link associated with the contest(s) you wish to judge.

District Contest	Venue and City	Date	zFairs Homepage Link
Voltaire Twombly	Indian Hills Community College (Ottumwa)	March 1	<a href="https://ia-vtdc.nhd.org">https://ia-vtdc.nhd.org</a>
Mississippi River	St. Ambrose University (Davenport)	March 4	<a href="https://ia-mrdc.nhd.org">https://ia-mrdc.nhd.org</a>
Spirit Lake	Buena Vista University (Storm Lake)	March 6	<a href="https://ia-slhc.nhd.org">https://ia-slhc.nhd.org</a>
Western Trails	Iowa Western Community College (Council Bluffs)	March 11	<a href="https://ia-wtdc.nhd.org">https://ia-wtdc.nhd.org</a>
Sergeant Floyd	Northwestern College (Orange City)	March 12	<a href="https://ia-sfdc.nhd.org">https://ia-sfdc.nhd.org</a>
Montauk	Northeast Iowa Community College (Calmar)	March 19	<a href="https://ia-mdc.nhd.org">https://ia-mdc.nhd.org</a>
Grant Wood	Kirkwood Community College (Cedar Rapids)	March 20	<a href="https://ia-gwdc.nhd.org">https://ia-gwdc.nhd.org</a>
Sullivan Brothers	Central Rivers AEA (Cedar Falls)	March 25	<a href="https://ia-sbdc.nhd.org">https://ia-sbdc.nhd.org</a>
Historic Highways	Central College (Pella)	March 27	<a href="https://ia-hhdc.nhd.org">https://ia-hhdc.nhd.org</a>

2. From the toolbar at the top of your contest homepage, click **Create Account** and select **Judge** from the drop-down menu.
3. Enter your chosen username, first name, last name, and email address, then click the gray **Save and Continue** button.
4. Complete the Profile section. Please make sure your email address accepts mail from [zFairs.com](mailto:zFairs.com)
5. Complete the Sign-in section. Record your username and password.
6. Complete the Work and Education section. Click the gray **Save and Continue** button.

#### Step 2: Complete the Judge Section

1. Click the box next to “I am available for judging the whole time” if your schedule allows you to be at the contest all day.
  - a. The Mississippi River district contest runs from approximately 3:00 p.m.-8:00 p.m. All other district contests run from approximately 8:00 a.m.-3:00 p.m.
2. Click the box next to “I am interested in being a Judge Captain” if you are interested in being a judge captain.
  - a. NHD in Iowa strongly suggests that Judge Captains have at least two years of previous experience judging at an NHD contest.
3. Click the box next to the Conflict of Interest statement.
4. Click the gray **Save and Continue** button.

#### Step 3: Complete Judge Custom Questions Section

1. Indicate your willingness to judge in the final round by selecting “Yes” or “No” from the drop-down box.
  - a. For the Mississippi River contest, final round judging takes place from approximately 6:30-8:00 p.m. For all other district contests, final round judging takes place from approximately 1:00-2:30 p.m.
2. Indicate your previous NHD judging experience by selecting “Yes” or “No” from the drop-down box.
3. List your top three preferred judging categories.
4. List any dietary restrictions NHD staff should be aware of.
5. Click the gray **Save and Continue** button.

#### Step 4: Agree to Permissions and Waivers

1. Read the NHD hold harmless statement, then click the checkbox underneath it.
2. Read the NHD image release statement, then select “Yes” or “No” from the drop-down box.
  - a. If you answered “No,” please explain why.
3. Read the judge's conduct statement, then click the checkbox next to it.
4. Click the green **Save and Continue** button.

Your registration is complete! You will see a screen confirming your account that lists your name, email address, and username. **Please record your username and password.** You will receive a confirmation email from zFairs at the email address you provided.