

NHD IN IOWA 2024 DISTRICT CONTESTS STUDENT REGISTRATION INSTRUCTIONS

Important Reminders

1. Students can only register after their teacher has registered. Please make sure your teacher has registered before you begin the registration process.
2. If you created a zFairs account for the 2023 NHD season, it does not carry over to the 2024 season. **Please create a new account.**
 - a. You will use your new account throughout the 2023 season.
3. There is a \$10.00 entry fee for each student participating in a district contest. Please ask your teacher to determine how to pay your entry fee. You may register before paying your entry fee.
 - a. If you are paying by credit card, [click here](#).
 - b. If you are paying by check, please include the name(s) of the student(s) covered by the payment. Cash is not accepted.
 - i. Please mail checks to:
 National History Day in Iowa
 State Historical Building
 600 E. Locust St.
 Des Moines, IA 50319

How to Register

Step 1: Create Your Student Account

1. Find your contest zFairs site. Click on the link associated with your contest below:

District Contest	Venue and City	Date	zFairs Homepage Link
Voltaire Twombly	Indian Hills Community College (Ottumwa)	March 1	https://ia-vtdc.nhd.org
Mississippi River	St. Ambrose University (Davenport)	March 4	https://ia-mrdc.nhd.org
Spirit Lake	Buena Vista University (Storm Lake)	March 6	https://ia-slhc.nhd.org
Western Trails	Iowa Western Community College (Council Bluffs)	March 11	https://ia-wtdc.nhd.org

Sergeant Floyd	Northwestern College (Orange City)	March 12	https://ia-sfdc.nhd.org
Montauk	Northeast Iowa Community College (Calmar)	March 19	https://ia-mdc.nhd.org
Grant Wood	Kirkwood Community College (Cedar Rapids)	March 20	https://ia-gwdc.nhd.org
Sullivan Brothers	Central Rivers AEA (Cedar Falls)	March 25	https://ia-sbdc.nhd.org
Historic Highways	Central College (Pella)	March 27	https://ia-hhdc.nhd.org

2. From the toolbar at the top of your contest homepage, click **Create Account** and select **Student** 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 Sign-in section. Record your username and password.
5. Complete the Profile section. If you are using a school email address, please make sure it accepts mail from zFairs.com
6. Complete the Parent/Guardian section.
7. Complete the Address section. Click the gray **Save and Continue** button.

Step 2: Enter Project Information

Students competing in an INDIVIDUAL category:

1. Click the **Start** button inside the Start a New Entry box.
2. Complete the School section.
 - a. Select your school, teacher(s), and grade level from the drop-down lists.
 - i. If you can't find your teacher's name, make sure they have registered.
 1. If you still can't find your teacher's name, contact Hanna at NHD.iowa@iowa.gov.
 - ii. If you worked on your project with multiple teachers, please make sure all of their names are listed.
 - b. Click the gray **Save and Continue** button.

3. Complete the Entry Info section.
 - a. Enter your project title. It can be changed until your contest's registration closes.
 - b. Select your project category from the drop-down list.
 - i. Category-specific instructions
 1. Documentary
 - a. Click the gray **Add File** button to upload your required written materials (Cover Page, Process Paper, and Annotated Bibliography) in one PDF file.
 - b. Paste a shareable link to your documentary in the Link field.
 2. Exhibit
 - a. If your exhibit needs an electrical outlet, check the box.
 - b. Click the gray **Add File** button to upload your required written materials (Cover Page, Process Paper, and Annotated Bibliography) in one PDF file.
 - c. Leave the Link field blank.
 3. Paper
 - a. Click the gray **Add File** button to upload your required written materials AND finished paper (Cover Page, Process Paper, Paper, and Annotated Bibliography) in one PDF file.
 - b. Leave the Link field blank.
 4. Performance
 - a. Click the gray **Add File** button to upload your required written materials (Cover Page, Process Paper, and Annotated Bibliography) in one PDF file.
 - b. Leave the Link field blank.
 5. Website
 - a. Paste your NHDWebCentral key in the NHDWebCentral Key field.
 - i. Your required written materials should be embedded in your website.
 - b. Leave the Link field blank.
 - ii. If your written materials or projects are not finished, you can add them any time before your contest's registration closes.
 - c. Provide a brief description of your project. It can be changed until your contest's registration closes.
 - d. Click the gray **Save and Continue** button. Continue onto Step 3.

Students competing in a GROUP category:

Student 1

1. Click the **Start** button inside the Start a New Entry box.
2. Complete the School section. Select your school, teacher(s), and grade level

from the drop-down lists. Click the gray **Save and Continue** button.

3. Complete the Entry Info section.
 - a. Enter your project title. It can be changed until your contest's registration closes.
 - b. Select your project category from the drop-down list. This cannot be changed.
 - i. Category-specific instructions:
 1. Documentary
 - a. Click the gray **Add File** button to upload your required written materials (Cover Page, Process Paper, and Annotated Bibliography) in one PDF file.
 - b. Paste a shareable link to your documentary in the Link field.
 2. Exhibit
 - a. If your exhibit needs an electrical outlet, check the box.
 - b. Click the gray **Add File** button to upload your required written materials (Cover Page, Process Paper, and Annotated Bibliography) in one PDF file.
 - c. Leave the Link field blank.
 3. Paper
 - a. Click the gray **Add File** button to upload your required written materials AND finished paper (Cover Page, Process Paper, Paper, and Annotated Bibliography) in one PDF file.
 - b. Leave the Link field blank.
 4. Performance
 - a. Click the gray **Add File** button to upload your required written materials (Cover Page, Process Paper, and Annotated Bibliography) in one PDF file.
 - b. Leave the Link field blank.
 5. Website
 - a. Paste your NHDWebCentral key in the **NHDWebCentral Key** field.
 - i. Your required written materials should be embedded in your website.
 - b. Leave the Link field blank.
 - ii. If your written materials or projects are not finished, you can add them any time before your contest's registration closes.
 - c. Check the box next to "Will this be a Team Project?"
 - i. When your registration is complete (after Step 3 below), you will receive a **Project Key**. Share and save your Project Key with your group members. They cannot register without it!
 1. You can access your Project Key in your zFairs profile. Log in, then click on your name in the upper right corner of the screen.

2. Click on **My Profile**, then click the **Entry** tab. You'll find your Project Key there, along with your other project information.
- d. Provide a brief description of your project.
- e. Click the gray **Save and Continue** button. Continue onto Step 3.

Students 2-5

1. Copy your **Project Key** into the blank field inside the Link to Existing Entry box, then click the **Link** button.
 - a. If you do not have your Project Key, ask the group member who registered first to share it with you.
 - b. DO NOT create a new project!
2. Confirm the information in the School section, then click the gray **Save and Continue** button.
3. Review the information in the Entry Info section.
 - a. You do not need to add files, links, or NHDWebCentral keys; the group member who registered first should attach the appropriate files, links, or NHDWebCentral keys on behalf of the group.
 - b. Click the gray **Save and Continue** button. Continue onto Step 3.

Step 3: Agree to Permissions and Waivers

Please complete this step with a parent or guardian!

1. Read the NHD rules statement, then click the checkbox underneath it.
2. Read the NHD hold harmless statement, then click the checkbox underneath it.
3. Read the NHD image release statement with a parent or guardian, then select "Yes" or "No" from the drop-down box.
 - a. If you answered "No," please explain why.
4. Read the plagiarism statement, then click the checkbox next to it.
5. 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, username, project title, and project category. You will receive a confirmation email from zFairs at the email address you provided.

If you are competing in a group category, your **Project Key** will appear on this screen. You will also see a red **Register Next Team Member** button, which allows you to register another group member directly from the confirmation screen. NHD in Iowa recommends doing this only if all group members are together; otherwise, follow the

instructions above.

Nominate Your Project for Special Awards

All NHD in Iowa district contests offer special awards in 2023.

From the confirmation screen:

1. Click the gray **Nominations** button.
2. Review your contest's special awards in the pop-up box. If your project is eligible for any, click on the **Nominate** button in the upper right corner of each award block.
3. Provide a brief justification for your project's nomination in the pop-up box.
4. Click the gray **Submit Nomination** button.

From your student profile:

1. Click on the **Nominations** tab.
2. Review your contest's special awards. If your project is eligible for any, click on the **Nominate** button in the upper right corner of each award block.
3. Provide a brief justification for your project's nomination in the pop-up box.
4. Click the gray **Submit Nomination** button.