

NHD IN IOWA 2024 DISTRICT CONTESTS TEACHER REGISTRATION INSTRUCTIONS

Important Reminders

1. Teachers must register before their students.
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 2024 season.
3. There is a \$10.00 entry fee for each student participating in a district contest. Please communicate with your students about how their entry fees will be paid.
 - a. If you are paying by credit card, [click here](#).
 - b. If you are paying by check, include the name(s) of the student(s) covered by the payment. Cash is not accepted.
 - i. Mail checks to:
 National History Day in Iowa
 State Historical Building
 600 E. Locust St.
 Des Moines, IA 50319
 - c. If you need an invoice, contact Hanna Howard at NHD.Iowa@iowa.gov and provide the names of the students covered by the invoice.

How to Register

Step 1: Create Your Teacher 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-slDC.nhd.org
Western Trails	Iowa Western Community College	March 11	https://ia-wtdc.nhd.org

	(Council Bluffs)		
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 **Teacher** 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. If you are using a school email address, please make sure it accepts mail from zFairs.com
5. Complete the Sign-in section. Record your username and password.
6. Complete the Address section. Please use your school mailing address. Click the gray **Save and Continue** button.

Step 2: Link Your Account to Your School

1. Indicate how many students began a project using the NHD model at your school this year.
2. Indicate how many students advanced from your school to the next level of competition (the district contest).
3. Select your school from the drop-down list.
 - a. If you teach or coach at multiple schools, you can add schools by individually selecting them from the drop-down list.
 - b. If your school is not on the list, contact Hanna at NHD.Iowa@iowa.gov.
4. Click the gray **Save and Continue** button.

Step 3: 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. 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. You will receive a confirmation email from zFairs at the email address you provided.

Checking Your Students' Registration Progress

NHD in Iowa recommends walking your students through the registration process before asking them to register. NHD in Iowa also recommends keeping track of your students' login information if possible. This prevents forgotten usernames and passwords.

You can monitor your students' registration progress from your account. Follow these steps to do so:

1. Login to your contest using your username and password.
2. Select **My Students** from the toolbar at the top of your contest homepage.
3. Click on the person icon next to the student's name to activate a pop-up menu.
 - a. From the pop-up menu, you can **Edit/View Participant** profile, **Link/Unlink Projects**, and **Email Participants**. This is optional, and it can only be done before contest registration closes.
4. If needed, you can upload project materials on a student's behalf. Click on **My Students**, then click on the person icon next to the student's name. Select **Edit/View Participant**, then click the **Entry** tab. You can then submit and save the required files or links in the student's profile.