

Judge Registration Instructions

Foxborough Regional Contest 2024

Thank you so much for volunteering to be a NHD judge! Judging is key to the success of National History Day in Massachusetts, and your work is critical to the students' experience.

NHD relies on consensus judging. Judges will be assigned to work in teams of three to review projects in their category (papers, websites, exhibits, performances, or documentaries) over a several day period.

After student registration closes on **February 21st**, we will assign you to a judging category. We will also send out a link to a packet of judging materials.

Paper and Website judges will receive project materials to review a week in advance of the competition via the NHD [Zfairs registration portal](#). You do NOT need to fill out feedback forms prior to contest day, however--while you may want to take some personal notes, you will be given the opportunity to fill out and submit feedback forms as a judging team on contest day. Exhibits, Documentaries, and Performances judges will see their project on the day of the contest.

Thank you again for your support of NHD in Massachusetts, and we look forward to celebrating history with you!

Registering as a Judge

This guide walks you through how to register to judge our 2024 Foxborough Regional Contest. If at any point you need help with your registration, logging in, or any other issues, email Regional Coordinator [Leah Cardullo](#) or State Coordinator [Simbrit Paskins](#).

1. Go to <https://ma-ssrc.nhd.org/>
2. Fill in your first and last name and email under "Sign Up Now" and on the next page click "Create Account."
3. Follow the prompts to create a judge account and input your contact info. Make sure you include an email address that can receive emails from Zfairs, our registration portal: sometimes school accounts block our email address.
4. Select which project categories you would prefer to judge. While we cannot guarantee that you will get one of your preferences, we do our best to meet requests!
5. Answer our Additional Information Questions:

- If you do have any conflicts of interest, that's not a barrier to judging—we just won't assign you to judge anyone you know or have connections to!
- In the additional questions section, we ask if you would be interested in judging at States. If you answer yes, we will send you more information on how to register as a States Judge.

6. Answer our Permissions and Waivers.

Congrats, you are registered! You will receive more info on your judging assignments after registration closes on February 21st. Have questions? Email your contest coordinator Leah Cardullo at mhdsouthshore@gmail.com.

Viewing Student Projects (Paper and Website Judges)

After our submission deadline, you will receive your judging assignments. **Paper and Website** judges can read through their assignment in advance of Contest Day; the other three categories do not need to do so. You do NOT need to fill out any evaluation forms ahead of Contest Day.

1. After you receive notification that entries are ready for viewing, log in to your judge account, click **Judging** in the toolbar, then select **Judge Portal** from the drop-down menu. You can view your **Judge Group** and **Judge Assignments** on this page.
2. The **Judge Group** section lists your team name (*i.e. Senior Group Exhibit - Group A*) as well as team members' names, email addresses, and phone numbers. If you have multiple judging assignments in this contest, there will be multiple Judge Group listings, each on its own tab.
3. The **Judge Assignments** section lists the projects your team will evaluate. Click the blue **View & Evaluate** button next to the project's title to view project materials. You do NOT need to start evaluations until Contest Day—you will do these together with your judging partners!

