2023 Stoneham NHD Massachusetts:
STUDENT REGISTRATION GUIDE

If at any point you need help with your registration, logging in, or any other issues, email Regional Coordinator Paula Sampson at greaterbostonmhd@gmail.com or State Coordinator Simbrit Paskins at nhd@masshist.org.

Creating a Student Account

Your teacher must create an account in Zfairs before you can create your own. After your teacher(s) create their account, follow the steps below to begin registration.

- Go to the contest URL: https://ma-gbrc.nhd.org/
- Click **Create Account** in the toolbar, then select **Student** from the drop-down menu.

Profile Section

- If your parent/guardian gives you permission, you may upload a photo to your profile—we will use these photos when we announce winners! **Upload** an appropriate personal photo here. (*Optional)
- Then, **Decide on a username** and insert that in the box next to "Username"
- Next, Fill out the other **required** profile information (Insert your first name, last name, and email address, confirmed email address. Required info will have the asterisk symbol beside it (*).
    - o *Note:* This is the email your contest admin will use to contact you.
- Continue by **filling in the additional (and optional) requested profile** info (Phone Number, Gender, Ethnicity, Race, Shirt Size)

Sign-in Section
- Just below the Profile section, you will see a Sign-in section that already has your username.
- Here, you will need to **Create a Password** and then **Confirm Password.**

Parent/ Guardian Section

- Insert Parent/ Guardian's First Name, then last name, their email, then confirm their email by retyping it, and lastly, their phone number.

Address Section

- Insert your **Address** in the first box with the * symbol. If you live in an apartment you can insert that additional info in the second address box.

- Insert **City, State and Zip Code.**
- Click the gray **Save and Continue** button.

Additional Questions Section (this will say "**Student Custom Questions**" at the top)

- Your parent/ Guardian should answer the first 3 questions on this Page.
- Then YOU can answer the last 3 questions.
- All 6 questions require a response. When they are answered, click the gray **Save and Continue** button.

Submitting your Project

- On the next page, you will be asked to "Start a New Entry" or "Add to an Existing Entry"
- No matter which option you choose, you will need to Complete the Student's School & Teacher section. **If you do not see your teacher's name, check with your teacher—they may still need to register**!

Group Projects Only

o **IF YOU ARE REGISTERING AS PART OF A GROUP PROJECT:**
The first student in a group to register will create the entry for the group. That student will give other group members the "Team/Project Key." This Team/Project key will appear in a confirmation screen for that student, as well as in that student's profile when logged into the account.
Sample Team/Project Key: b965f631-a8a0-4eff-8145-d1698f3618d3.

▪ The other group members should create their student accounts and enter the **Team/Project Key** for their entry. This will bring up the title and description for their entry that was filled out by the group member who created the entry.

==Project Submission Instructions by Category==

In this section, all categories except Websites will be asked to upload their project materials. If you are still working on your project, you may skip the uploads and come back to add them to your student profile at any time before the lockout date at **11:59pm on Wednesday, March 1.**

o **Documentary Students:** Insert a shareable **Documentary Link** from Google Drive, OneDrive, DropBox, or whatever other file sharing platform your video is hosted on. Make sure that the settings for your video are set to "Anyone with link can view" or similar. Note: You can KEEP WORKING on your documentary after the

lockout date, we just need a URL to your video or the folder it's housed in! If you are being judged virtually, you will also need to upload your written materials as well.

- o **Exhibit Students:** No need to upload any materials here, you will bring them with you on contest day. If you are being judged virtually, you will upload your exhibit and paperwork materials in a single PDF under "Written Materials."
- o **Paper Students:** Upload a single PDF of your **Paper** (title page, process paper, annotated bibliography, and paper).
- o **Performance Students:** No need to upload any materials here, you will bring them with you on contest day. If you are being judged virtually, you can upload your written materials and save the URL of your recording in the "link" section.
- o **Website Students:** If you created your website using NHDWebCentral, insert your NHDWebCentral **Site Key.** If you created your website using an alternative platform, upload the **Website Link** in the Link box and leave the site key box blank.

- Complete the **Student's Project Questions** section. Then, click the blue **Next** button.
- Review the registration information. Then, click the blue **My Information is Correct** button.
- Complete the Student Permissions and Waivers section with a parent/guardian. Then, click the blue **Save and Continue** button.

Registration Fees

- Follow the prompts to pay any contest registration fees.
  - o If your school is paying your registration fee, you can skip this step by clicking "Pay and Continue" and then selecting the "Generate Invoice" option.
  - o **If the registration fee is a hardship for you, no problem—we will waive it for you!** Just fill out the form at this link and we will send you a coupon code that covers 100% of the fee. If you have questions please email us at nhd@masshist.org.
  - o If you want to pay your registration fee by check or cash, you can select "Pay Online" and then in the "Registration Fee Payment Menu" at the top of the screen, select "Pay By Check." You can then print the invoice and mail it to us along with the check or a cash payment. Please make out checks to "Massachusetts Historical Society" and mail checks to the following address:

    Massachusetts Historical Society
    c/o Simbrit Paskins
    1154 Boylston Street
    Boston MA 02215

- Registration is complete. Your username will appear on this screen. Record your system username and password.
- You will receive a registration confirmation email from Zfairs. Check your spam folder if you did not receive the email.

Logging into Student Account (After Registering)

- Go to the contest URL: https://ma-gbrc.nhd.org/
- Click **Login** in the top right corner.
- Insert your username and password.
  - If you forgot your username and/or password, click the white **Forgot Password / Username** button and follow the prompts to reset.
  - If that doesn't work, email us at nhd@masshist.org and we will help you log in!

Logging Out of Student Account
- Click your name in the top right corner.
- Select **Logout** from the drop-down menu.

Editing Student Account Information
- After logging in to your student account, click your name in the top right corner.
- Select **My Profile** from the drop-down menu to edit your personal information, project information, or other registration information <u>before</u> contest registration ends.
- MAKE SURE YOU HIT SAVE AFTER MAKING ANY CHANGES

Uploading Student Projects (After Initial Registration)
- Go to the contest URL: https://ma-gbrc.nhd.org/
- Click **Login** in the top right corner.
- Insert your username and password.
  - If you forgot your username and/or password, click the white **Forgot Password / Username** button and follow the prompts to reset.
- Once logged in, click your name in the top right corner. Select **My Profile** from the drop-down menu.
- Select the **Entry** tab, and follow the instructions below (depending on your category).

  - **Documentary Students:** Insert a shareable **Documentary Link** from Google Drive, OneDrive, DropBox, or whatever other file sharing platform your video is hosted on. Make sure that the settings for your video are set to "Anyone with link can view" or similar. Note: You can KEEP WORKING on your documentary after the lockout date, we just need a URL to your video or the folder it's housed in! If you are being judged virtually, you will also need to upload your written materials as well.

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Once the project is uploaded, click the blue **Save** button.