**Texas History Day**

**Student Registration Instruction**

**2022-2023**

**NOTE: Please wait until you have been notified by your Regional Coordinator that you have been promoted to the Texas History Day state contest before beginning the registration process.**

**Promoted Students (From a regional contest)**

* Go to the contest URL: <https://tx.nhd.org/> to open the Texas History Day registration site.
* Click the **Login** button on the top right of the page. **Do not create a new account.**
* Insert the username and password you created for your regional contest to log in to your **Texas History Day** profile.
* If you forgot your username and/or password, click the blue **Help** hyperlink and follow prompts to reset.
* Read the welcome message, **“there are a few things to take care of…”** Click the **Save & Continue** button.
* Follow the prompts to complete registration.
* **Category Instructions -** If you are not ready to upload written materials and/or your documentary link at this time you can click the **Save & Continue** button and go the Student Permissions and Waivers section. You will need to login at another time to complete the entry uploads prior to the registration deadline of March 15, 2023. Then, click the **Save & Continue** button.
	+ **Documentary Students:** Click **Add File** and upload a single PDF of your Written Materials (title page, process paper, and annotated bibliography). Upload your documentary in Google Drive or Drop Box and provide a **shareable link** in the registration system.
	+ **Exhibit Students:** Click **Add File** and upload a single PDF of your Written Materials (title page, process paper, and annotated bibliography). Leave the link box **blank**.
	+ **Paper Students:** Click **Add File** and upload a single PDF of your Paper (title page, process paper, annotated bibliography, and paper). Leave the link box **blank**.
	+ **Performance Students:** Click **Add File** and upload a single PDF of your Written Materials (title page, process paper, and annotated bibliography). Leave the link box **blank**.
	+ **Website Students:** Insert your NHDWebCentral Site Key.
* Complete the Student Permissions and Waivers section with a parent/guardian. Then, click the **Save & Continue** button.
* Follow the prompts to pay any contest registration fees. Check with your teacher to see if you are responsible for payment of the registration fees or if the school is paying the fees. If the school is paying the fees, click on the **School** tab.
* Once you have submitted the payment, you will see a confirmation screen. Click the **Complete first-time login** button. This will take you to the main page where you can access your profile.
* Registration is complete. You will receive a registration confirmation email from zFairs. Using a school email address may block the registration confirmation email or mark it as spam.

**Logging into Student Account (After Initial Registration)**

* Go to the contest URL: <https://tx.nhd.org/>
* Click **Login** in the top right corner.
* Insert your username and password.
	+ If you forgot your username and/or password, click the blue **Help** hyperlink and follow the prompts to reset.

**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 before contest registration ends.
* Select **Change Password** to change the password for your account.