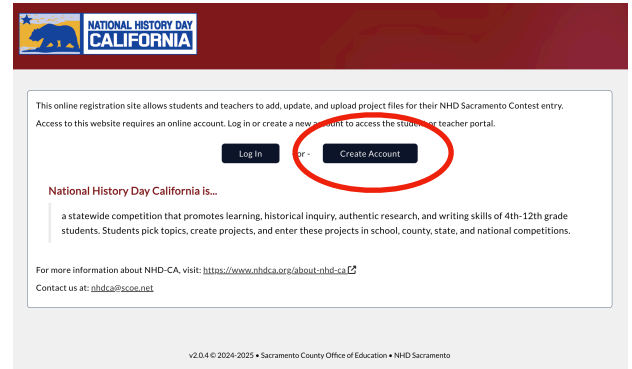


Sac History Day Registration Instructions - Teacher

Note: Teachers must register and add projects and students first before students can register. The payment section is under development and will be active on January 27th.

Create your Account

1. Enter an email. School emails are often blocked - use a home email.
2. Enter a password and confirm the password.
3. Go to the email we sent (check junk box)
 1. Click the "Verify Email" button.
 2. Then login - you may need to refresh the login page.
4. Once logged in, choose "I am a Teacher".

A screenshot of the 'Create an account' form. It includes fields for 'Email', 'Password', and 'Confirm Password'. A 'Sign Up' button is at the bottom. A note says 'Do not use your school email address'.

The email looks like this and was sent from nhdca@scoe.net



Verify your email address.

Please verify your email by clicking the button below.



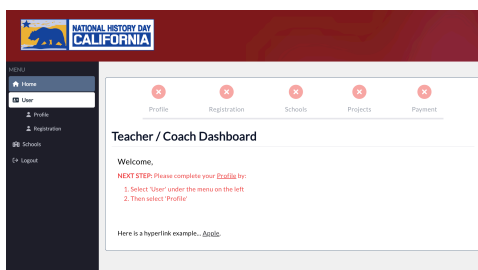
If you did not make this request, please disregard this email.

Need additional assistance? Contact our support team nhdca@scoe.net

A screenshot of the 'Complete Your Web Registration' form. It asks the user to select if they are a Teacher or a Student. The 'I am a Teacher' button is circled in red.

Create your profile account

1. Select the "User" menu on the left and then "Profile"
2. Create your profile "Account"

A screenshot of the 'Account' registration form. It includes fields for 'First Name', 'Last Name', 'Use Nickname', 'Phonetic Pronunciation of your Full Name', and 'Email Address'. A 'Save' button is at the bottom right.

Complete your personal information:

1. Personal information
 - Pronouns are optional. You can also put "chosed not to say."
 - If the fields don't load correctly, refresh your browser.

A screenshot of the 'Personal Information' form. It includes fields for 'Cell Phone' and 'Pronouns to use on your name badge'. A 'Continue' button is at the bottom right.

Complete school information:

1. School Affiliated with - list the school that you work at.
 - You will be asked to add this school when you add projects. You can also add additional schools with projects.

School Information

How many Years of Experience with History Day? *

Are you a History Day Alumni? *
 Yes
 No

Subjects that you teach: *
 GATE
 Theatre
 English
 Social Studies
 Other

School you are affiliated with: *

Teachers/coaches affiliated with multiple schools will add these when they create projects and add students.

Complete contest information:

1. Enter contest information questions.
 - Your contest may not provide t-shirts.

Contest Information

Will you be attending the competition? *
 Yes
 No

Would you like to join the Judging Team? *

Are you listed as the teacher/coach on ONE or MORE projects? *
 Yes
 No

T-Shirt Size *

Complete releases & agreements:

Authorization, Releases and Agreements

I, Timothy Smith, hereby request participation in the 2025 NHD Sacramento Contest. My signature is shown below, and I hereby agree to follow the rules of competition and accept the interpretations and decisions made by the competition manager. The competition will be run in compliance with local and state health and safety requirements. Additionally, we understand and agree to the following specific provisions:

1. VOLUNTARY RELEASE: Assumption of Risk and Indemnity Agreement: In consideration of the acceptance of my participation in the NHD Sacramento Contest, I hereby release, discharge, and covenant not to sue the Sacramento County Office of Education, their representatives, officers, successors, and assignees, directors, staff, workers, participating volunteers, and all other hosts (herein collectively referred to as "releasees") from all claims and liability arising out of strict liability or ordinary negligence or hold harmless and cover releasee for all claim judgment(s) or expense(s) that may incur arising out of my participation in this event. I understand that participation in this event contains certain risks of injuries, that the event will be indoors and outdoors, and that there is inherent risk in doing so which I voluntarily assume, because I choose to do so. I further know that other participants may pose a risk as there may be physical activities. I voluntarily elect to accept all risks connected with participation in this program.

2. INFORMATION RELEASE: By completing and signing this request (below), I hereby give permission and indicate consent to the release of educational information about or relative to participation in the NHD Sacramento Contest. Such information shall include but not be limited to the release of results, photographs, the reproduction of sound, motion picture, or videotape recordings, to be used in connection with an educational television program or subsequent video, photographic, Web sites, multimedia, or audio presentations. I further grant permission to be shown on videoconference (eg. Zoom, Teams), closed circuit TV systems, shared with other classes and schools, shared at community and professional meetings, aired by cable stations, entered into educational or media contests, posted on Web sites and used for the purposes of study, comparison, and furtherance of knowledge in the fields of education or human behavior. The releasees shall have the right to reproduce, use, display, and disseminate in such manner as they see fit, without obligation of any kind to any person, the contest results and materials I produce for this contest. I understand and agree that all media will become the exclusive property of the releasees and there will be no compensation or remuneration.

3. Prohibition of Audience/Participant Reproduction of Virtual Event. I agree that I will adhere to virtual privacy policies and California privacy statutes by refraining from capturing images (through screenshot or other means), recording and/or rebroadcasting any part of any virtual event without authorization. Any recording or capturing of images will result in disqualification.

4. Code of Conduct. To participate, I will comply with the following requirements. I agree that if I violate any of these I may be disqualified and asked to leave:

- Participants are expected to conduct themselves in compliance with their school site codes of conduct.
- I will **accept the decision of the judges as final.** I will respect the judges' decisions and discuss any concerns with the event coordinator in a respectful manner.
- I will **respect** all judges, staff, teachers, students and parents and conduct myself in a manner that is **courteous** to everyone.
- I will **model good sportsmanship** at all times.

I, Timothy Smith, hereby agree to everything above: *

Yes

Add Schools you have projects at:

You can add one or more schools under your account.

- Click the “Add School” button.
- Use the “Select School” portal and complete the steps.
- In the Actions column, select the “Add / View Projects” icon to add projects.

Timothy Smith – School List
Below is a list of the schools where you have projects & students assigned.

Home > Schools

Filter:
Search...

School Name	District
Arcade Middle	San Juan Unified

One record

Select School

Begin by selecting the Division, followed by County then District, finish by selecting a School.

Division *

Junior (grades 6-8)

County *

Sacramento

District *

San Juan Unified

School *

Arcade Middle

Cancel

Submit

Add Projects

On the Project List page, click the “Add Project” button

- Enter the project title.
 - You and students will be able to edit the title for a period of time set by your contest administrator.
- Enter the division
- Select the category
- Add all of the projects for this school.

Project List
Below is a list of the projects where you have students assigned.
NOTE: You must add students before they can register.

Home > Schools > Projects

Arcade Middle

Filter:
Search...

Add Project

Project Title *

Save Mono Lake Campaign

Division *

Junior (grades 6-8)

Category *

Select a Category

Group Documentary

Group Exhibit

Group Performance

Group Podcast

Group Website

Individual Documentary

Individual Exhibit










Individual Performance

Add Students

1. Select the blue people icon to go to the Student List for each project.

Arcade Middle

Filter:
Search...

Project Title	# of Students	Category	Teacher(s)	Actions
Japanese American Internment and Redress Efforts	0	Group Exhibit	Timothy Smith	  
Save Mono Lake Campaign	0	Group Podcast	Timothy Smith	  
The Sierra Club Environmental Movement	0	Individual Website	Timothy Smith	  

3 records

2. Click the “Add Student(s) button on the right to add your first student.

- Enter First & Last name
- Select if the school will pay the registration fee or if the student/parent will pay.
- Add 1 student for individual projects and up to 5 for group projects.

Add Student

First Name *

Last Name *

Who will be paying? *

School

Student

Student List

Below is a list of the students assigned to this project.

Home > Schools > Projects > Students

[Add Student\(s\)](#)

Arcade Middle
TITLE: Japanese American Internment and Redress Efforts
 CATEGORY: Group Exhibit
 DIVISION: Junior

Filter by:

Full Name	Project Title	Registered?	Payment	Paid?	Actions
No Records found					

Student List view

- See the students added for a project.
- Track if they are registered & if payment was received.
- Used the blue action button to edit the student or payment option.

Student List

Below is a list of the students assigned to this project.

Home > Schools > Projects > Students

[Add Student\(s\)](#)

Arcade Middle
TITLE: Japanese American Internment and Redress Efforts
 CATEGORY: Group Exhibit
 DIVISION: Junior

Filter by:

Full Name	Project Title	Registered?	Payment	Paid?	Actions
Adams, Jennifer	Japanese American Internment and Redress Efforts	No	School	[need]	
George, Amy	Japanese American Internment and Redress Efforts	No	School	[need]	

2 records

Edit Project Details & Upload Projects

Use the blue paper pencil icon to go to the Project Details page.

Arcade Middle

Filter:

Project Title	# of Students	Category	Teacher(s)	Actions
Japanese American Internment and Redress Efforts	0	Group Exhibit	Timothy Smith	
Save Mono Lake Campaign	0	Group Podcast	Timothy Smith	
The Sierra Club Environmental Movement	0	Individual Website	Timothy Smith	

3 records

Project Details page allows you to:

- Change your title - This is how it will print on forms and the students certificate. Check spelling and capital letters.
- Request an interview time frame.
- Submit: Websites, Documentaries & Podcasts
Due February 27th
 - Submit a project link for these 3 categories
 - Upload written materials by this date. One PDF with:
 - Title Page
 - Process Paper
 - Bibliography

See rules for more information about written materials: <https://www.nhdca.org/contest-rules/>

Both Teachers and Students have access to the Project Details page and are allowed to make changes, add project links & upload written materials.

Be sure to click **“Submit”** so your changes are saved.

Project Details

This page shows your project information. You may do the following:

- **Title Changes:** Closes February, 12th.
After this date, you can still change the title of your project that you bring to competition, but printed items (judge score sheets, event program, etc.) will not reflect the change.
- **Submit Project Link:** (Optional) - *Closed April, 22nd.*
- **Interview Time Requests:** Request an early or late interview time within the Interview window - *Closed January, 1st.*
- **Written Materials Upload:** Upload your Written Materials PDF - *Closed January, 1st.*
- **Historical Paper Upload** Upload your Historical Paper PDF - Due February, 12th.

Project Last Updated: 1/18/2025 9:55:05 AM

County: Alameda
School: Foothill High
Division: Senior
Category: Historical Paper
Students Listed on Project: Tim Smith

Project Instructions:

- Please check spelling & capitalization.

Project Title *

Upload Instructions:

- Drag your PDF into the box or use the 'browse files' link to add a PDF.

Upload Written Materials or Historical Paper

Drop files here or [browse files](#)

Cancel Submit










Adding Co-Teachers to a project

- Use the green teacher button to add yourself as a co-teacher to a project.
- Once added your name will also be listed as a teacher on the project.

You can use the filter to filter on your projects or see all of the projects from your school

Arcade Middle

Filter:

Project Title	# of Students	Category	Teacher(s)	Actions
Japanese American Internment and Redress Efforts	0	Group Exhibit	Timothy Smith	  
Save Mono Lake Campaign	0	Group Podcast	Timothy Smith	  
The Sierra Club Environmental Movement	0	Individual Website	Timothy Smith	  

3 records

Payment

We are working on the payment section and hope to have it active on January 27th. Once active we will send an email so you can complete the payment section.

Once available:

Teachers will be able to create an invoice to submit to their school or district for payment. Invoices should be **submitted as “Pay Per Attached”**. We will not send additional invoices. Payment must be received by the payment due date listed on the invoice.