# NHD-CA State Contest Registration Instructions - Teacher

Note: Teachers must register and <u>select who is paying for each student before students can register.</u>

Create your Account

1. Enter an email. Use an email that your check often.
2. Enter a password and confirm the password.
3. Find the verification email we sent from nhdca@scoe.net (check your 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".
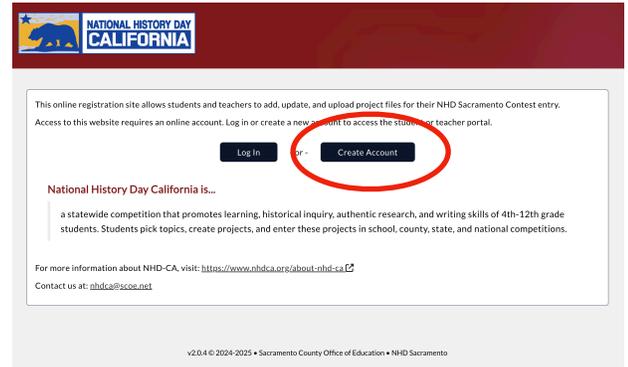
The email looks like this and was sent from nhdca@scoe.net

Select Your School
Connect your account to your school.

1. Enter your County
2. Enter your School District
   1. If a private school, enter the district your private school is located in. This is how CDE lists your school.
3. Select your School
4. Use the "This is me" link to connect with your teacher record.

If you found your name, skip to "Create your profile account"

I am a teacher attending the contest, but I am not attached to an entry. How do I register?

If your name does not appear on the teacher list for your school, please send us an email at nhdca@scoe.net with the following information so we can add you: **Name, email, county, school, school district**. We will notify you by email once you have been added.

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.
- Once added, continue on to create your profile account.

You can use the filter to filter on only your projects or to 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 Campain	0	Group Podcast	Timothy Smith	
The Sierra Club Environmental Movement	0	Individual Website	Timothy Smith	

3 records

Create your profile account

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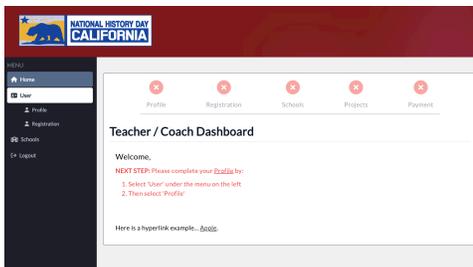
Account

First Name *	Last Name *
Timothy	Smith

Use Nickname
- ● Yes
- ○ No

Do you want a different first name on your name badge? For example - Ally instead of Alexandra, Matt instead of Matthew.

Nickname (Name Badge Alternate) *
Tim
If you would like a different name on your name badge, enter it here. For example - Ally instead of Alexandra, Matt instead of Matthew.

Phonetic Pronunciation of your Full Name

Ex: Raul Gonzalez: rah-OOL gon-SAH-les or Ngoc Nguyen: nank nuhWEN or sounds like 'Knock' 'WIN'

Email Address (also used for log in) ❓ *
timothysmith1@gmail.com
Use a personal email account. Please make sure the email address can not be blocked by your school district.

Save

Indicate who is paying for students

You must indicate who is paying the $110 student entry fee for each student. The options are "School" or "Student"

1. Go to your 'Students' Tab
2. Click the blue action button for each student.
3. Select School or Student and then Submit.

Please do this right away. Students can not finish their registration "Payment" until you have completed this step.

If "Student" is selected, the student will be prompted to complete payment when they check out.

You must create an invoice to submit payment for all of the students your school is paying for. Go to your payments tab and follow the instructions to create an invoice for your school.

Please download and submit your invoice for payment ASAP. Checks from schools must be received by SCOE no later than April 30th.

Complete your personal information:

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

Complete school information:

Complete contest information:

1. Enter contest information questions.

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 my's 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

Back   **Submit**

Edit Project Details & Upload Projects

Go to your School tab and you will see a list of projects. Use the blue paper pencil icon to go to the Project Details page for any project on your list.

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

Project Details page allows you to:
- Change a title - This is how it will print on forms and the students certificate. Check spelling and capital letters.
- Request an interview time frame.
- Submit projects links
- Upload written materials. One PDF with:
  - Title Page
  - Process Paper
  - Bibliography

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

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:**
  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) ·
- **Interview Time Requests:** Request an early or late interview time within the Interview window
- **Written Materials Upload:** Upload your Written Materials PDF –
- **Historical Paper Upload** Upload your Historical Paper PDF

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 *

Japanese Internment

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**