

Project Details

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

Students:

Select the Project tab and then the Project Details.

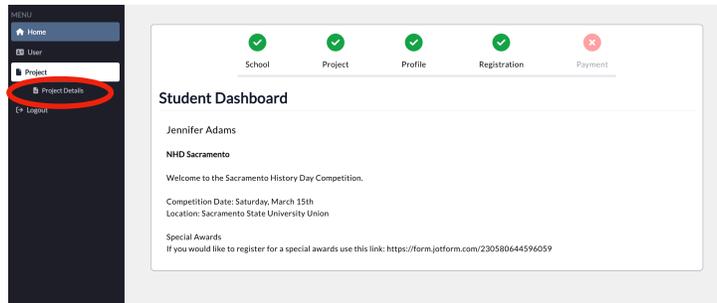
Teachers: Select the School Tab and then select the action button for school to display the projects. Select the paper/pencil button to view the Project Details page.

Project Details page allows you to:

- Change your title - This is how it will print on forms and your certificate. Check spelling and capital letters.
- Request an interview time frame. Note: We may not be able to accommodate your request but will try.
- Upload your Project link and written materials.

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

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



Continued Next Page

Written Materials Upload

Check to see what written materials are required for your category and when they are due. You can find this information in the *NHD-CA Contest Guide* or Entry Details page for your category. These documents are located on the NHD-CA contest page of the website.

You may **ONLY** have one pdf uploaded at a time.

1. Prepare a pdf of your written materials. It must be one pdf that includes:
 - Title Page
 - Process Paper
 - Annotated Bibliography

Use the free software [ilovepdf.com](https://www.ilovepdf.com) or smallpdf.com to merge your pdfs into one pdf document.

2. Drop your pdf in the box and click the “Submit” button.
3. Click the “Submit” button to save.
 - **You will not get a confirmation.**
 - **To verify** – go back to your Project Details page and if you have a title under the “Uploaded File Name:”, then we have your written materials stored in the database.

You can replace the pdf by dropping a new one in the box and clicking the “Submit” button. We will only keep the most recently saved version.

Providing Shareable Link for Your Project

Students submitting Documentary or Podcast entries **MUST** submit a link to their project for viewing at the state contest.

1. Access your Project Details page from your online registration account.
2. Save your project on your cloud-based storage (Google, YouTube, etc.) & Submit your shareable link here.
 - Share settings must be set to “viewable by anyone with the link”
 - Be sure your link includes https://
 - Have someone test your link to make sure it is accessible.
3. Click the “Submit” button to save.
 - **You will not get a confirmation.**
 - **To verify** – go back to your Project Details page and if you have a link in the “Project Link” field, then we have your project stored in the database.