



2022 State Contest Registration Guidelines

To register for the state contest, advancing students will create an account at FL.NHD.ORG using the link provided by their county coordinator. Teachers of advancing students will need to create an account at FL.NHD.ORG even if they are not attending the state contest. Teachers will need to create their account first in order for their students to finish the registration process.

Note About System Emails

In the registration system, users will need to accept emails from zfacts.com in order to receive the system's automated and/or admin-generated email messages. It is strongly suggested that students or teachers use a non-school email. A parent's email is acceptable for students to use. If students or teachers are using school email addresses, they may need to check with their IT departments to make sure they can receive outside messages. They may also request that emails coming from the NHD registration system be approved to be received. If you have questions on this, please contact the FHD state coordinator, floridahistoryday@dos.myflorida.com.

Teachers

Registration

- Teachers will go to FL.NHD.ORG to create a teacher account.
- When asked for registrant type (student, teacher, judge, volunteer, staff), teachers will select "Teacher."
- Under the Create Account heading, teachers will enter their name and email address and click the "Create Account" button to begin registration.
- Teachers will then complete personal contact information: address, city, zip, phone number, and will create a password.
- Teachers will then be prompted to answer additional questions and choose their school from a list. If the school is not listed, please contact the FHD state coordinator at floridahistoryday@dos.myflorida.com.
- Teachers will also indicate if they are attending the contest.
- Teachers will then agree to NHD permissions and waivers.
- Click "Save" button.

Viewing Student Information

- When logged in, teachers will click on the "My Students" tab on the top of the page. This will take them to a list of the students who are linked to them in the system. Note: A teacher's student will only appear once the student has created their account and selected the teacher.
- By clicking on the student's name, teachers can choose to view and edit information, or to link/unlink the student to an entry.

Students

Registration and Entry Creation

- Once the teacher has created their account, students will click on the link provided by their county coordinator, which will take them to the student registration page of the contest. Only the student link provided will allow access to the registration page.
- Under the Create Account heading, students will enter their name and email address and click the “Create Account” button to begin registration.
- Students will then complete personal contact information: address, city, zip, phone number, parent email address, and will create a password.
- Click “Save and Continue” button.
- Students are then prompted to enter their teacher, school, and grade level information.
- They will click “next” and then be required to answer further questions.
- This will take students to the page where they will enter information about their entry. Students will either create an entry, or link to a group project that their teammate has already created.
- Creating Group Projects
 - The first student in a group will create the entry during the registration process. Once that student is registered they will give their fellow group members the “team key.” Note: The team key will appear on the student’s registration confirmation page. The team key can also be found within the student’s profile.
 - The following group member(s) will begin a student account and will enter the “team 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.
- Once information is confirmed, students will be taken to a page where they, along with their parents/guardians, will agree to NHD permissions and waivers. Students should be aware that in an effort to improve the judging experience Florida History Day is requiring all written materials and projects in specific categories to be submitted online by the registration deadline.

April 5, 2022 at 11:59 p.m. is the deadline for all required materials. Students will need to submit all materials for each category as specified below. NOTE: FL.NHD.ORG will only allow you to upload a single PDF file so all required PDF documents must be merged into one file. The maximum file size for this PDF is 20 mb.

Judging will take place on May 2. Awards will be announced on May 3 and registration for National History Day will open by May 4.

Guidelines for each category

Papers

Students must upload to their account at FL.NHD.ORG the final draft of their paper along with title page, process paper, and annotated bibliography. This file should be uploaded as a single PDF and use the following order for the documents: title page, process paper, paper, annotated bibliography. Students should use the following naming convention for the file name:

Junior Division: JHP_FirstInitialLastName_FirstSixWordsofTitle.pdf

Senior Division: SHP_FirstInitialLastName_FirstSixWordsofTitle.pdf

Example: JHP_JDoe_ThisIsMyHistoryProjectTitle.pdf

Websites

Students should enter their NHDWebCentral Site Key (also referred to as “Site Key”) where required in their account at FL.NHD.ORG. No further action is required of the student. Please be aware websites will be locked on April 5 at 11:59 p.m.

Documentaries

Students must upload their title page, process paper, and annotated bibliography to their registration account at FL.NHD.ORG as a single PDF. The student will need to upload a copy of their documentary to either a Google Drive account or a OneDrive account. They must make the file shareable to anyone with a link. They will then enter the shareable link for access to that file in the Documentary Link box in their registration account. The documentary must be in MP4 format. After April 5, registration information cannot be changed, the documentary will be considered locked, and students should not attempt to modify the file or update the link in the registration system. Students are encouraged to test the shareable link on multiple computers to ensure it works, especially if you are using a school Google Drive or OneDrive account. Students are responsible for testing and correcting any issues with their documentary prior to April 5. Documentaries should NOT be uploaded to YouTube.

Use the following naming convention for both the PDF AND the video file: (Group entries: select one student's name from group)

Junior Individual:	JID_FirstInitialLastName_FirstSixWordsOfTitle.pdf or .mp4
Junior Group:	JGD_FirstInitialLastName_FirstSixWordsOfTitle.pdf or .mp4
Senior Individual:	SID_FirstInitialLastName_FirstSixWordsOfTitle.pdf or .mp4
Senior Group:	SGD_FirstInitialLastName_FirstSixWordsOfTitle.pdf or .mp4

Example: JID_JDoe_ThisIsMyHistoryProjectTitle.pdf

Exhibits

Students must upload their title page, process paper, and annotated bibliography to their registration account at FL.NHD.ORG as a single PDF. The maximum file size for this PDF is 20 mb.

Use the following naming convention for PDF: (Group entries: select one student from group)

Junior Individual:	JIE_FirstInitialLastName_FirstSixWordsOfTitle.pdf
Junior Group:	JGE_FirstInitialLastName_FirstSixWordsOfTitle.pdf
Senior Individual:	SIE_FirstInitialLastName_FirstSixWordsOfTitle.pdf
Senior Group:	SGE_FirstInitialLastName_FirstSixWordsOfTitle.pdf

Example: JID_JDoe_ThisIsMyHistoryProjectTitle.pdf

Performances

Students must upload their title page, process paper, and annotated bibliography to their registration account at FL.NHD.ORG as a single PDF. The maximum file size for this PDF is 20 mb.

Use the following naming convention for the PDF: (Group entries: select one student's name from group)

Junior Individual:	JIP_FirstInitialLastName_FirstSixWordsOfTitle.pdf
Junior Group:	JGP_FirstInitialLastName_FirstSixWordsOfTitle.pdf
Senior Individual:	SIP_FirstInitialLastName_FirstSixWordsOfTitle.pdf
Senior Group:	SGP_FirstInitialLastName_FirstSixWordsOfTitle.pdf

Example: JIP_JDoe_ThisIsMyHistoryProjectTitle.pdf