



2024 State Contest Registration Guidelines

To register for the state contest, advancing students will either create an account at FL.NHD.ORG using the link provided by their county coordinator or if their county used zFairs for their county contest use their login information from that contest to register. 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. The teacher account is how the student will be associated with their school and county.

Note About System Emails

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. 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. 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.
- From the home page, teachers will click "Create Account," then select "Teacher" from the drop-down menu.
- On the registration screen, teachers will create a username, enter their name and email address, and click the "Save and Continue" button.
- On the next screen, teachers will complete all required fields under "Profile," create a password under "Sign-in," then click "Save and Continue." Note: Passwords must be at least six characters long and contain both upper and lower case letters. Numbers or special characters are not required.
- Teachers will then be prompted to answer additional questions and choose their school from a drop-down list. Click "Save and Continue." Note: If the school is not listed, please contact the FHD state coordinator at floridahistoryday@dos.myflorida.com.
- Teachers must then agree to the NHD waiver and answer "Yes" or "No" regarding their consent to be photographed.
- Click "Save and Continue."

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

Students advancing from counties that used zFairs will need to log in to FL.NHD.ORG with the username and password they created for their county contest. Go to FL.NHD.ORG and click on the log-in button in the upper right corner of the screen. If you forgot your username or password click on the "Help" button on the log in popup. Once logged in they will need to answer the required questions and update their student information including entry files. They will need to upload the required files using the guidelines listed below. Students should be aware that in an effort to improve the judging experience Florida History Day is requiring written materials for all categories and final projects in specific categories to be submitted online by the registration deadline.

Students advancing from counties that did not use zFairs should follow the directions outlined below.

- 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.
- From the home page, students will click "Create Account," then select "Student" from the drop-down menu.
- On the registration screen, students will create a username, enter their name and email address, and click the "Save and Continue" button.
- On the next screen, students will complete all required fields and create a password, then click "Save and Continue." Note: Passwords must be at least six characters long and contain both upper and lower case letters. Numbers or special characters are not required.
- Under "Student Custom Questions," students will check the box indicating that their submission is original and that they are aware of the rules and entry guidelines. They will then type out the phonetic pronunciation of their name and select the county they are representing. Then click "Save and Continue."
- This will take students to the page where they will enter information about their entry. Students will either click "Start a New Entry" if they are working individually or are the first in their group to register, or "Link to Existing Entry" if they are working with a team and one of their teammates has already registered.
 - To "Start a New Entry," students will click "Start" within the box titled "Start a New Entry." Students should choose this option if they are working alone or if they are the first member of their team to register. Once the first student from a group 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.
 - To "Link to Existing Entry," students will input the project key that was generated by their team member who created the original entry, then click "Link." By linking, the subsequent "School" and "Entry" tabs should automatically populate with the information filled out by the group member who created the entry.
- After the entry has been either started or linked, students will be prompted to input their school, teacher, and grade information, then click "Save and Continue." Note: Linked projects should automatically populate this field.
- Students will then enter the title, category, and description of their project. Note: Linked projects should automatically populate this field.
 - Students creating a documentary, exhibit, performance, or paper will click "Add File" under "Entry's Paper" to upload their paper.
 - Students creating a website must input their NHDWebCentral Site Key. Once the information has been input, students will click "Save and Continue."

- Students creating a documentary should enter a shareable link from either a Google Drive or One Drive where they have uploaded their documentary file where it asks for “link”. Once the information has been input, students will click “Save and Continue.”
- Students will then be taken to a page where they, along with their parents/guardians, will agree to NHD permissions and waivers. Then select “Save and Continue.” Students should be aware that in an effort to improve the judging experience, Florida History Day is requiring written materials for all categories and final projects in specific categories to be submitted online by the registration deadline.

April 9, 2024 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: zFairs will only allow a single PDF file to be uploaded so all required PDF documents must be merged into one file. The maximum file size for this PDF is 20 mb.

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. The maximum file size for this PDF is 20 mb. 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 9 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 finished 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 9, 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 9. 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