

Z Fairs Registration Instructions- Students

Adapted from the National History Day Instructions

Creating a Student Account

- After your teacher(s) create their accounts, follow the steps below to begin registration.
- Go to the contest URL: <https://fl-mhd.nhd.org/>
- Click **Create Account** in the toolbar, then select **Student** from the drop-down menu.
- Insert your first name, last name, and email address. Click the checkbox next to **I am Not a Robot**. Then, click the **Save & Continue** button.
 - **Note:** This is the email your contest admin will use to contact you.
- Complete the Student's Personal Information section. Then, click the **Save & Continue** button.
- Complete the Student's Additional Questions section. Then, click the **Save & Continue** button.
- Complete the Student's School & Teacher section. Then, click the **Save & Continue** button.
- Complete the Student's Entry section. Then, click the **Save & Continue** button.
 - **Group Projects Only**
 - **IF YOU ARE REGISTERING AS PART OF A GROUP PROJECT**, the first student in a group to register will create the entry. That student will give other group members the "Team/Project Key." This Team/Project key will appear in a confirmation screen for that student and in that student's profile when logged into the account. **Sample Team/Project Key: b965f631-a8a0-4eff-8145-d1698f3618d3**.
 - The other group members will create their student accounts and enter the **Team/Project Key** for their entry. Entering the key will bring up the title and description for their entry (completed by the group member who created the initial entry).

Category Instructions

- **Documentary Students:** Click **Add File** and upload a single PDF of your Written Materials (title page, process paper, and annotated bibliography).
- **Exhibit Students:** Click **Add File** and upload a single PDF of your Written Materials (title page, process paper, and annotated bibliography).
- **Paper Students:** Click **Add File** and upload a single PDF of your Paper (title page, process paper, annotated bibliography, and paper).
- **Performance Students:** Click **Add File** and upload a single PDF of your Written Materials (title page, process paper, and annotated bibliography).
- **Website Students:** Insert your NHDWebCentral Site Key.
- Complete the Student's Project Additional Questions section. Then, click the **Save & Continue** button.
- Complete the Student Permissions and Waivers section with a parent/guardian. Then, click the **Save & Continue** button.
- Follow the prompts to pay any contest registration fees.
- Registration is complete. Your username will appear on this screen. Record your system username and password.

- You will receive a registration confirmation email from zFairs. Using a school email address may block the registration confirmation email or mark it as spam.

Logging into Student Account (After Registering)

- Go to the contest URL: <https://fl-mhd.nhd.org/>
- Click **Login** in the top right corner.
- Insert your username and password.
 - If you forgot your username and/or password, click the blue **Help** hyperlink and follow the prompts to reset.

Logging Out of Student Account

- Click your name in the top right corner.
- Select **Logout** from the drop-down menu.

Editing Student Account Information

- After logging in to your student account, click your name in the top right corner.
- Select **My Profile** from the drop-down menu to edit your personal information, project information, or other registration information before contest registration ends.
- Select **Change Password** to change the password for your account.