

Z Fairs Registration Instructions- Teachers

Adapted from the National History Day Instructions

Creating a Teacher Account

- Teachers need to register before their students can begin to register. 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 **Teacher** 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.
- Complete the Teacher's Personal Information section. Then, click the **Save & Continue** button.
- Complete the School section. Then, click the **Save & Continue** button.
- Complete the Additional Information section. Then, click the **Save & Continue** button.
- Complete the Teacher's Permissions and Waivers section. Then, click the **Save & Continue** button.
- 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 Teacher 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 Teacher Account

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

Editing Teacher Account Information

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

Checking Your Students' Registration Progress

- After logging in to your teacher account, click **My Students** in the top toolbar.
- This page lists each of your students. Click on a name to bring up a pop-up menu. You can **Edit/View Participant** profiles, change **Passwords** or **Usernames**, **Link/Unlink** Projects, and **Email Participants**. This is optional and can only be done before contest registration closes.

