

Connecticut History Day Registration Guide for Teachers

All participants in the upcoming contest season must register through the new National History Day Registration System. Each Regional Contest will have a separate registration form. To register, go to the specific Regional Contest page of the CHD website at <http://www.historydayct.org/regional-contests.html>. Teachers **must** create their registration accounts first. Once the teacher account is created, participating students can create their student accounts and add their entry information.

Note About System Emails

In this registration system, users will need to accept emails from zfacts.com in order to receive the system's automatic and/or admin-generated email messages. If students or teachers are using school email addresses check with your IT departments to make sure you can receive outside messages. You may also request that emails coming from the NHD registration system be approved to be received, or "white listed." If you have questions on this, please contact the State Office at 860.522.6766 or nicole.sousa@ctpublicaffairsnetwork.org.

Teachers

- Teacher Registration
 - To start, teachers will click on the link of the appropriate Regional Contest page on the Connecticut History Day website which will take you to the homepage of the Regional Contest Registration System.
 - Under the Create Account heading, teachers will enter their name and email address and click the "Create Account" button to begin registration.
 - **IMPORTANT:** Teachers will need to create an account for each Regional Contest if they have students attending multiple contests due to schedule issues. Each account is separate and attached to the specific Regional Contest.
 - Select "teacher" when asked for registrant type (student, teacher, judge, volunteer, staff).
 - Next, teachers will complete personal contact information: address, city, zip, phone number, gender, and will create a password.
 - Teachers will be prompted to answer additional questions and choose their school from a list. To easily find a school, teachers can use the search command by typing "ctrl" and "F" on a PC or "command" and "F" on a Mac.
 - **If your school is not listed, please contact Connecticut History Day Assistant Nicole Sousa at 860.522.6766 x. 23 OR nicole.sousa@ctpublicaffairsnetwork.org to have your school added to the list.**
 - Teachers will also indicate if they are attending the contest.
 - Teachers will then agree to NHD permissions and waivers.
 - Click the "Save and Continue" button.
 - Payment instructions, see pages 2-3.

- Student Registration
 - Once teacher registration is complete, students may begin their registration.
 - If a group of students is registering, make sure that one member of the group is designated as the person to enter the entry information.
 - Students will be linked to your teacher account during registration. Students must select from a drop down menu their teacher which will connect the accounts.
 - **NEW FOR THIS YEAR:** All papers will be uploaded to the Registration System by the student into their student account.

- Viewing Student Information
 - Teachers must be logged in to view student information,. Click on the “My Students” tab at the top of the Registration page. This will take you to a list of the students who are linked to you in the registration system. *IMPORTANT: A teacher’s student will only appear once the student has created their account.*
 - By clicking on the student’s name, teachers can choose to view and edit information, or to link/unlink the student to an entry.

Submitting Fee Payment & Purchasing Items

Each participating student must pay the \$10 registration fee in order to participate in a Regional Contest. Deadlines for when payment and registration are due can be found on the specific Regional Contest page of the Connecticut History Day website. The dates are also included in the Registration System. If you or your school is paying the student registration fees, please follow the steps below. If the students are responsible for paying their own fees, they will follow the payment steps after they register.

- Teachers Paying for Students
 - Click on the “Store” tab
 - Click on the “Students” tab, next to the “Order History” tab.
 - All of the students associated with the teacher will appear in the list. The teacher will check the box next to the student(s) for whom the teacher is paying.
 - Add the fees to the cart
 - Click the blue “Checkout & Pay” button

- Payment Options
 - Paying with Credit Card
 - Click on the blue “Pay Online” button
 - Complete the required fields
 - Click “Pay Now”
 - Paying by Check or Cash
 - Click on the “Generate Invoice” button
 - Confirm the information is accurate and print this invoice
 - Mail the invoice, along with the cash or check made out to History Day/CPAN to:
Connecticut History Day

Attn. Nicole Sousa
800 Main Street
Hartford, CT 06103

- Paying with a Purchase Order
 - Click on the “Generate Invoice” button
 - Confirm the information is accurate and print this invoice
 - Present this invoice to the school or paying organization’s finance office to create a purchase order and cut the check.
 - Checks must be made out to History Day/ CPAN
 - Mail the invoice, long with the cash or check made out to History Day/CPAN to:
Connecticut History Day
Attn. Nicole Sousa
800 Main Street
Hartford, CT 06103