

Connecticut History Day 2020-2021 Virtual Contest Judge Instructions

Creating a Judge Account

- Choose the contest that you want to sign up for:
 - Fairfield Regional Contest: <https://ct-frc.nhd.org/>
 - Hartford Regional Contest: <http://ct-hrc.nhd.org/>
 - Mansfield/Storrs Regional Contest: <https://ct-mrc.nhd.org/>
 - New Haven Regional Contest: <https://ct-nhrc.nhd.org/>
 - Norwich Regional Contest: <https://ct-nrc.nhd.org/>
 - Torrington Regional Contest: <https://ct-trc.nhd.org/>
 - Connecticut History Day State Contest: <http://ct.nhd.org/>
- Click **Create Account** in the toolbar, then select **Judge** from the drop-down menu. (in some cases, you make that choice upon receipt of the confirmation email).
- Insert your first name, last name, and email address. Click the checkbox next to **I am Not a Robot**. Then, click the blue **Next** button.
- You will be prompted to verify your email address. You will not be able to continue until you verify your email.

Verify Email Address

Hi Demo,
We need to verify that you can receive our emails. We have sent an email to [REDACTED] Check your email for a message from zFairs. If you don't see it, please check your spam folder.

[Continue](#) [resend email](#)

- Check the email you provided. You should have received an email from: NoReply@zfairst.com.
- Click the link provided to confirm your email address.

Confirm Email Address Connecticut History Day State Contest

Dear Demo,

We need to confirm your email address, please click/go to the link below.

<https://ct.nhd.org/Register.aspx?f=e6a1e57a-0ac0-49f3-be93-672a1777e37f&p=c73881d45f0339c10088438fe4273a0cd9dd4d12b4dfdd462fd6eee389fae8066c1c8c8bce0ee9bd&email=mariana.garcia@cga.ct.gov&confirm=1>

Thank you!

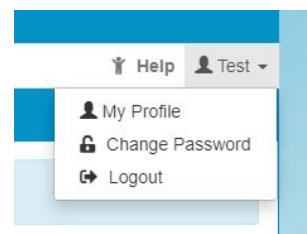
- It will then take you to the Judge's Personal Information page.
- Complete the Judge's Personal Information section. Then, click the blue **Next** button.
- Complete the Judge's Preference section. Then, click the blue **Next** button.
- Complete the Judge Permissions and Waivers section. Then, click the blue **Next** 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 Zfairst. Check your spam folder if you did not receive the email.

Logging into Judge Account (After Registering)

- Go to the contest URL:
 - Fairfield Regional Contest: <https://ct-frc.nhd.org/>
 - Hartford Regional Contest: <http://ct-hrc.nhd.org/>
 - Mansfield/Storrs Regional Contest: <https://ct-mrc.nhd.org/>
 - New Haven Regional Contest: <https://ct-nhrc.nhd.org/>
 - Norwich Regional Contest: <https://ct-nrc.nhd.org/>
 - Torrington Regional Contest: <https://ct-trc.nhd.org/>
 - Connecticut History Day State Contest: <http://ct.nhd.org/>
- Click **Login** in the top right corner.
- Insert your username and password.
 - If you forgot your username and/or password, click the white **Forgot Password / Username** button and follow the prompts to reset.

Editing Judge Account Information

- After logging in to your judge account, click your name in the top right corner.
- Select **My Profile** from the drop-down menu to edit your personal information or judging preferences.
- Select **Change Password** to change the password for your account.



Logging Out of Judge Account

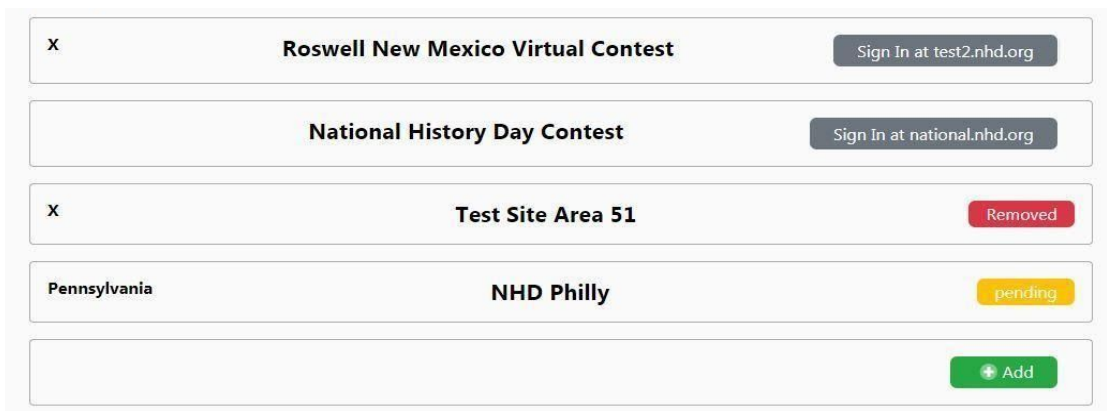
- Click your name in the top right corner.
- Select **Logout** from the drop-down menu.

If you would like to judge at Multiple Contests

Accessing the Multi-Contest Judge Access Portal

There are **two ways** to access the portal.

- If you are already logged into a contest, click **Judging** in the top toolbar, then select **External Portal** from the drop-down menu. This will bring you back to the **Multi-Contest Judge Access Portal**.
- If you are not logged into a contest, go to register.nhd.org.
 - Click the **Multi-Contest Judge Access** box.
 - Insert the email address and password used to create your initial judge account, and click the blue **Sign-in** button.



Requesting to Judge Multiple Contests

- Once logged in to the Multi-Contest Judge Access Portal, click the green **Add** button to view the list of all NHD contests. Scroll down to the contest you would like to judge and click the green **Request Access to Judge** button. *Please note that every NHD contest (across the country) is listed, so make sure to scroll down to the appropriate CT ones.*
 - **Note:** You can request to judge at multiple contests.
- After you request access, you will see a yellow **Pending** button next to the contest name.
- After you have requested access to the contest(s) for which you want to judge, click the gray **Close** button at the top of the screen. This will bring you back to the homepage of the **Multi-Contest Judge Access Portal**. Here, you can track the status of the contests you requested to judge.
 - The yellow **Pending** button means your judge status in that contest is pending.
 - The red **Removed** button means that your request was removed for that contest (i.e. the contest already has enough judges).
 - The gray **Sign in at (regional/state contest name)** means that your request was approved and now you can sign into that contest.

Completing Additional Contests' Registration

- After being approved at a contest, click the gray **Sign in at (insert contest name) nhd.org** button next to the contest's name.
- Once in the contest, click your name in the top right corner.
- In the drop-down menu, click **My Profile**.
- In your profile, complete the prompts and answer the questions on each of the tabs.
 - **Note:** Click the blue **Save** button once you complete the sections.
- Once you finish completing your profile, you can either:
 - Click your name in the top right corner and select **Logout**, or
 - Click **Judging** in the top toolbar, then select **External Portal** from the drop-down menu. This will bring you back to the **Multi-Contest Judge Access Portal**.

Judging Multiple Contests

- Once notified by contest admin when to log in and begin judging, go to register.nhd.org
- Click the **Multi-Contest Judge Access** box.
- Insert the email address and password used to create your initial judge account, and click the blue **Sign-in** button.
- On the **Multi-Contest Judge Access Portal** homepage, select the gray **Sign in at (regional/state contest name)** button next to the contest name. This will bring you to the homepage for that contest.
- Click **Judging** in the top toolbar, then select **Judge Portal** from the drop-down menu to access your judge assignments.
- Once you finish judging, you can either:
 - Click your name in the top right corner and select **Logout**,
 - Click **Judging** in the top toolbar, select **Judging**, and then select **External Portal** from the drop-down menu. This will bring you back to the **Multi-Contest Judge Access Portal**.