



TEACHERS

How To Register For The RI State NHD Contest

BEFORE YOU BEGIN

Teachers Register First

Teachers must register BEFORE their students can register. When students register, they will select you from a list of registered teachers.

Email Addresses

Teachers and students need to provide a working email address that will accept mail from zfairs.com. **If your school blocks student accounts from receiving outside email:** have your students provide a personal or parent's email (gmail, etc.) that is checked regularly. Users may put the same email address in all email fields (though it's best if two different emails are provided), and parents with more than one child participating can use the same email for all children.

Your NHD Account Lasts All Year

You will only create one NHD Teacher Account for the entire year. You will use the **SAME TEACHER LOGIN** for each contest as your students advance through state and national levels. **Save your username and password** so you can easily access and update your information.

The only reason you would need to create an additional account is if you are also planning to serve as a judge at the state contest. If you are registering as a judge, as well as a teacher, then you can use the same email for both accounts—you just need two different usernames. Please track both usernames and passwords so that you can easily log in to both accounts.

Your "MY STUDENTS" List

You can view your students' registration status and edit their information using your "My Students" list. You'll find this in your NHD Teacher Account. A thumbs-up next to a student's name means they have completed their registration. You can edit student and project information, and link or unlink students from an entry.

Registration Fees: \$0

There are no fees to register for NHD contests in Rhode Island.

TEACHERS: HOW TO REGISTER

STEP 1. Create Your Teacher Account

- Select **Create Account** from top menu bar → select **Teacher** from the dropdown menu.

The screenshot shows the NHD Rhode Island website. The top navigation bar includes 'Home', 'Create Account', and 'Contest'. The 'Create Account' dropdown menu is open, showing options for 'Student', 'Teacher', 'Volunteer', 'Judge', and 'Schools'. The 'Teacher' option is highlighted. Below the navigation bar, there is a 'Welcome to National History Day in Rhode Island!' message and a 'Login' form with fields for 'Username' and 'Password'. The 'Create Account' form is also visible, with fields for 'First Name', 'Last Name', and 'Email'. A reCAPTCHA 'I'm not a robot' checkbox is present at the bottom of the page.

- Enter your name and email address and click **Next**. Prove you're not a robot.

The screenshot shows the 'Teacher's Registration' page on the NHD Rhode Island website. The page title is 'Teacher's Registration:'. Below the title, there is a message: 'Your students can't register until you do so please be sure to register early. If you have questions, please email rhodeisland@nhd.org.' The registration form is titled 'Registration' and includes fields for 'First Name' (Samantha), 'Last Name' (Hunter), and 'E-Mail' (shunter@rihs.org). There is a reCAPTCHA 'I'm not a robot' checkbox with a green checkmark. A 'Next' button is located below the form. To the right of the form, there is a section titled 'Or Register Using' with buttons for 'Google', 'Windows Live', and 'Facebook'. The footer of the page includes the 'illuminating' logo and the text '4.1.7277.25436'.

- Complete personal contact information. Provide your preferred mailing address.
- Create a password. Write down your username and password and keep them in a safe place.
- Click **Save and Continue**.

The screenshot shows a registration form titled "Teacher's Personal Information:" on the NHD Rhode Island website. The form includes the following fields:

- First Name:** Teacher
- Last Name:** Rhode Island
- Address:** 1234 Main Street
- Address 2:** (empty)
- City, State, Zip:** Providence, Rhode Island, 02906
- Phone:** (401) 331-8575
- Cell Phone:** 401-223-5555
- Work Phone:** Work Phone Number
- Email:** shunter@rihs.org
- Username:** TeacherRhode Island
- Password:** (masked with dots)
- Confirm Password:** (masked with dots)
- Employer:** Public Schools of RI

A "Save & Continue" button is located at the bottom of the form.

STEP 2. Link Your Account to Your School

- Select your school from the **Schools I Teach At** list.
- **If your school does not appear on the list, stop here and contact the contest coordinator at rhodeisland@nhd.org. Tell them to add your school to the system.**
- Continue registering after your school has been added.

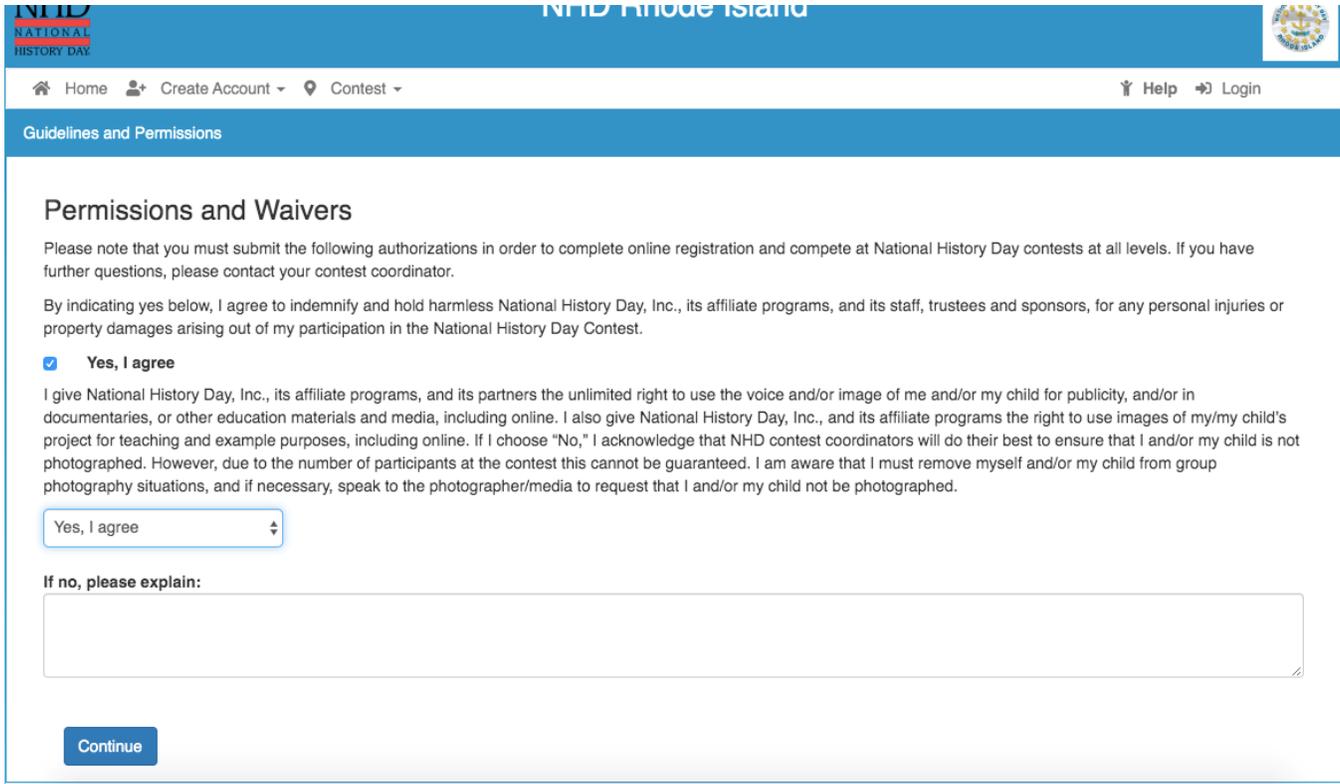
The screenshot shows the "Select Your Schools:" section of the registration form. It features a list of schools under the heading "Schools I Teach At:":

- 360 High School (Providence)
- Academy for Career Exploration (Providence)
- Alan Shawn Feinstein MS of Cov (Coventry)
- Archie R. Cole MS (East Greenwich)
- Barrington High School (Barrington)
- Barrington Middle School (Barrington)
- BEACON Charter School (Woonsocket)
- Birchwood Middle School (North Providence)
- Blackstone Academy Charter (Pawtucket)
- Blackstone Valley Prep (Central Falls)
- Blackstone Valley Prep High (Cumberland)

A note below the list states: "*Select multiple schools by holding down the [ctrl] key as you select your schools." A "Save & Continue" button is located at the bottom of the selection area.

STEP 3. Answer Permissions and Waivers

- Carefully read and agree to NHD permissions and waivers.
- Save and exit.



The screenshot shows the 'Permissions and Waivers' page on the NHD Rhode Island website. The page header includes the NHD logo, 'NHD Rhode Island', and navigation links for Home, Create Account, Contest, Help, and Login. The main content area is titled 'Permissions and Waivers' and contains the following text:

Please note that you must submit the following authorizations in order to complete online registration and compete at National History Day contests at all levels. If you have further questions, please contact your contest coordinator.

By indicating yes below, I agree to indemnify and hold harmless National History Day, Inc., its affiliate programs, and its staff, trustees and sponsors, for any personal injuries or property damages arising out of my participation in the National History Day Contest.

Yes, I agree

I give National History Day, Inc., its affiliate programs, and its partners the unlimited right to use the voice and/or image of me and/or my child for publicity, and/or in documentaries, or other education materials and media, including online. I also give National History Day, Inc., and its affiliate programs the right to use images of my/my child's project for teaching and example purposes, including online. If I choose "No," I acknowledge that NHD contest coordinators will do their best to ensure that I and/or my child is not photographed. However, due to the number of participants at the contest this cannot be guaranteed. I am aware that I must remove myself and/or my child from group photography situations, and if necessary, speak to the photographer/media to request that I and/or my child not be photographed.

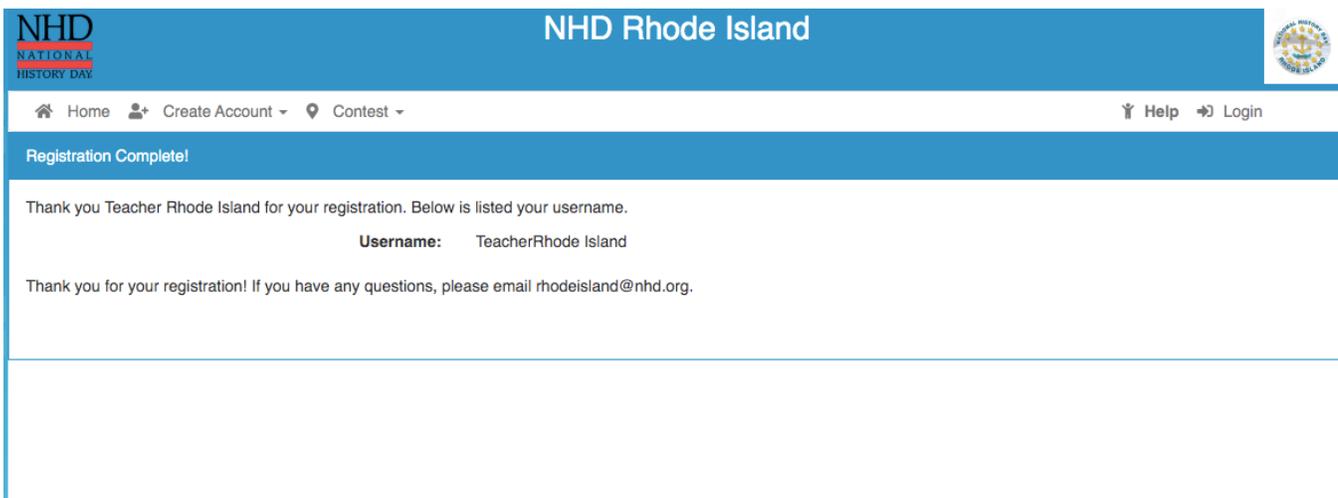
Yes, I agree

If no, please explain:

Continue

You'll Know Your Teacher Account is Complete When:

- You arrive at the **Registration Complete** screen that shows your username.



The screenshot shows the 'Registration Complete' page on the NHD Rhode Island website. The page header includes the NHD logo, 'NHD Rhode Island', and navigation links for Home, Create Account, Contest, Help, and Login. The main content area is titled 'Registration Complete!' and contains the following text:

Thank you Teacher Rhode Island for your registration. Below is listed your username.

Username: TeacherRhode Island

Thank you for your registration! If you have any questions, please email rhodeisland@nhd.org.

- You receive a **Registration Complete** email from NoReply@zfairs.com (check your spam folder).
- **Your students may begin registering after your account is complete.**

How to Find Your “MY STUDENTS” List

- Login to your account, using the username and password established above.
- Look for the “My Students” button in the top white menu bar.

If Your Students Advance to Nationals

- **Do not create a new Teacher Account. The system will advance your account to the next contest automatically.**
- You will receive an email from zfaairs.com with a link to access the next contest.
- Click on the link. Use the username and password you established above to login to your Teacher Account.
- Always access the contest in which your students are currently competing. Once they have advanced, you cannot edit information in previous contests.