

2022-2023 South Metro Region Contest Registration Instructions - for students -

Creating a Student Account

- After your teacher(s) create their accounts, follow the steps below to begin registration.
- Go to the contest URL: <https://tinyurl.com/p7ueffac>
- 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 blue **Next** button.
 - **Note:** This is the email your contest admin will use to contact you.
- Complete the Student's Personal Information section. Then, click the blue **Next** button.
- Complete the Student's School & Teacher section. Then, click the blue **Next** button.
- Complete the Student's Additional Questions section. Then, click the blue **Next** button.
- Complete the Student's Project section. Then, click the blue **Next** 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, as well as 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. This will bring up the title and description for their entry that was filled out by the group member who created the entry.

Category Instructions

- **Documentary Students:** Upload a single PDF of your **Written Materials** (title page, process paper, and annotated bibliography) and insert a shareable **Documentary Link** from Google Drive, OneDrive, or Dropbox.
- **Exhibit Students:** Upload a single PDF of your **Written Materials** (title page, process paper, annotated bibliography, and exhibit).
- **Paper Students:** Upload a single PDF of your **Paper** (title page, process paper, annotated bibliography, and paper).
- **Performance Students:** Upload a single PDF of your **Written Materials** (title page, process paper, annotated bibliography, and performance companion worksheet) and insert a shareable **Performance Link** from Google Drive, OneDrive, or Dropbox.
- **Website Students:** Insert your NHDWebCentral **Site Key**.
- Complete the Student's Project Questions section. Then, click the blue **Next** button.
- Review the registration information. Then, click the blue **My Information is Correct** button.
- Complete the Student Permissions and Waivers section with a parent/guardian. Then, click the blue **Next** 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. Check your spam folder if you did not receive the email.

Logging into Student Account (After Registering)

- Go to the contest URL: <https://tinyurl.com/p7ueffac>
- 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.

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.

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Promoted Students (for State or Nationals, **not the South Metro Region competition**)

- Click on the link provided by your coordinator, which will take you to the homepage of the South Metro competition.
- Click the **Login** button on the top right of the page. **Do not create a new account.**
- Use the same username and password that you created for your **South Metro Region** contest registration to log in to your NHD profile.
- Read the welcome message, “**there are a few things to take care of...**” click the blue **Next** button. Follow the prompts to complete registration.
- Complete the Student Permissions and Waivers section with a parent/guardian. Then, click the blue **Next** button.
- Follow the prompts to pay any contest registration fees.
- Once you have submitted payment, you will see a confirmation screen. Click the **Complete first time login** button. This will take you to the main page where you can access your profile.
- Click on your name in the top right corner of the screen, and choose **My Profile**. Please **confirm** that your name, mailing address, phone number, email address, and any category-specific information is complete and accurate. This information is necessary for NHD staff to contact you in case an issue arises, or to mail back your certificate packets after the contest.
- **Category Instructions**
Under **My Profile**, upload an updated version of your project.
 - **Documentary Students:** Upload a single PDF of your **Written Materials** (title page, process paper, and annotated bibliography) and insert a shareable **Documentary Link** from Google Drive, OneDrive, or Dropbox.
 - **Exhibit Students:** Upload a single PDF of your **Written Materials** (title page, process paper, annotated bibliography, and exhibit).
 - **Paper Students:** Upload a single PDF of your **Paper** (title page, process paper, annotated bibliography, and paper).
 - **Performance Students:** Upload a single PDF of your **Written Materials** (title page, process paper, annotated bibliography, and performance companion worksheet) and insert a shareable **Performance Link** from Google Drive, OneDrive, or Dropbox.

- **Website Students:** Insert your NHDWebCentral **Site Key**.
- Registration is complete. You will receive a registration confirmation email from Zfairs. Check your spam folder if you did not receive the email.