

2021-2022 District Contest Registration Instructions

Creating a Student Account

- After your teacher(s) create their accounts, follow the steps below to begin registration.
- Go to <https://register.nhd.org/contests> and scroll down to **IOWA**.
- Select the district contest you are planning to attend in the spring of 2022.
- 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 your **Documentary Link** from YouTube.
- **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 and annotated bibliography).
- **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 <https://register.nhd.org/contests> and scroll down to IOWA.
- Select the district contest you are attending.
- 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.