



2023 Louisiana History Day Regional & State Contests

ZFairs Student Registration & Submission Instructions

NOTE: Teachers MUST register before their students can.

Creating a Student Account

- After your teacher(s) create their accounts, follow the steps below to begin registration.
- Go to the contest URL:
 - Baton Rouge: <https://la-brrc.nhd.org/App?f=efc1fbbd-69de-4cca-a9a2-ec06587e7842>
 - Natchitoches: <https://la-nrc.nhd.org/App?f=e8a77449-6b57-489b-9a11-9ebaa5e761de>
 - Monroe: <https://la-mrc.nhd.org/App?f=c2855f05-d1df-4e6a-a1b0-495ac3358de6>
 - Lafayette: <https://la-lrc.nhd.org/App?f=a41d3d39-fa8d-4e72-b61c-e28ec5310c53>
 - Shreveport: <https://la-src.nhd.org/App?f=f50d35f7-f71f-4e27-9be9-f0bab045db0e>
 - New Orleans: <https://la-norc.nhd.org/App?f=f8449aa2-ce38-4e8b-bf46-21005d770dc6>
- 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.
- 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.
- 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.
- 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.

Uploading Student Projects (After Initial Registration)

- Go to the contest URL.
- Click **Login** in the top right corner.
- Insert your username and password.
 - If you forgot your username and/or password, click the blue **Help** hyperlink and follow the prompts to reset.
- Once logged in, click your name in the top right corner. Select **My Profile** from the drop-down menu.
- Select the **Entry** tab, and follow the instructions below (depending on your category):



- **Documentary Students:** Click **Add File** and upload a single PDF of your Written Materials (title page, process paper, and annotated bibliography).
- **Exhibit Students:** Click **Add File** and upload a single PDF of your Written Materials (title page, process paper, and annotated bibliography).
- **Paper Students:** Click **Add File** and upload a single PDF of your Paper (title page, process paper, annotated bibliography, and paper).
- **Performance Students:** Click **Add File** and upload a single PDF of your Written Materials (title page, process paper, and annotated bibliography).
- **Website Students:** Insert your NHDWebCentral Site Key.
- Once the project is uploaded, click the gray **Save** button.

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.

Students Promoted to the State Contest (From an earlier Regional contest)

- In the email sent to you after the Regional contest, click on the link provided, which will take you to the homepage of **Louisiana History Day State Contest**.
- 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 regional/affiliate contest registration to log in to your **Louisiana History Day State Contest** 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.

- 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 are 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.
- Select the **Entry** tab, and follow the instructions below (depending on your category):

Profile Additional Questions School **Entry** Custom Questions Nominations Orders

- **Documentary Students:** Click **Add File** and upload a single PDF of your Written Materials (title page, process paper, and annotated bibliography).
- **Exhibit Students:** Click **Add File** and upload a single PDF of your Written Materials (title page, process paper, and annotated bibliography).
- **Paper Students:** Click **Add File** and upload a single PDF of your Paper (title page, process paper, annotated bibliography, and paper).
- **Performance Students:** Click **Add File** and upload a single PDF of your Written Materials (title page, process paper, and annotated bibliography).
- **Website Students:** Insert your NHDWebCentral Site Key.
- Once the project is uploaded, click the gray **Save** button.
- Registration is complete. You will receive a registration confirmation email from Zfairs. Check your spam folder if you did not receive the email.

Problems? Concerns? Please speak to your teacher first.

Still have a problem? Email historyday@nationalww2museum.org