Louisiana History Day Regional & State Competitions
zFairs Teacher Registration Instructions

Creating a Teacher Account

- Teachers need to register **before** their students can begin to register. 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 **Teacher** 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.
- Complete the Teacher's Personal Information section. Then, click the blue **Next** button.
- Complete the School section. Then, click the blue **Next** button.
- Complete the Additional Information section. Then, click the blue **Next** button.
- Complete the Teacher's 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 Zfairs. Check your spam folder if you did not receive the email.

Logging into Teacher Account (After Registering)

- Go to the contest URL: **https://la-norc.nhd.org/App?f=f8449aa2-ce38-4e8b-bf46-21005d770dc6**
- 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.

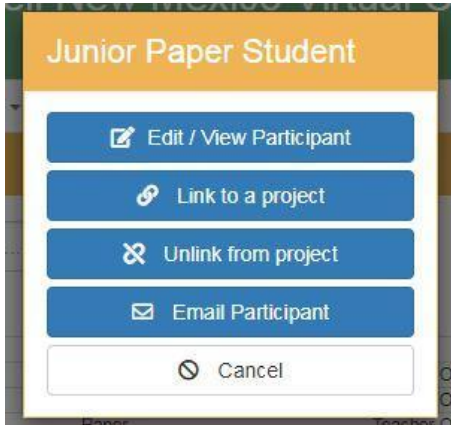## Logging Out of Teacher Account

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

Editing Teacher Account Information
- After logging in to your teacher account, click your name in the top right corner.
- Select **My Profile** from the drop-down menu to edit your personal information before registration ends.
- Select **Change Password** to change the password for your account.

Checking Your Students' Registration Progress
- After logging in to your teacher account, click **My Students** in the top toolbar.
- This page lists each of your students. Click on a name to bring up a pop-up menu. You can **Edit/View Participant** profile, **Link/Unlink** Projects, and **Email Participants**. This is optional, and it can only be done before contest registration closes.

Promoted Teachers (to Louisiana History Day State Contest from a Regional contest)
- Click on the link provided by your coordinator, 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.
- Answer additional questions regarding NHD participation at your school.
- Agree to NHD permissions and waivers and click the **Next** button. This will confirm your information and bring you to the main page.
- After completing registration, make sure that all information is correct by accessing your profile. To do so, click on your name in the top right corner of the screen, and choose **My Profile.** Confirm that your name, mailing address, phone number, and email address are complete and accurate. This information is necessary for NHD staff to contact you in case an issue arises.
- Registration is now complete. You will receive a registration confirmation email from Zfairs. Check your spam folder if you did not receive the email.

Problems? Concerns? Please email historyday@nationalww2museum.org