New York City History Day Participant Registration Guide

Registering At-a-Glance:

- **All participants** will register via the contest [registration link](#).
- **Teachers:** Teachers will create their registration accounts first. Teachers serving as judges *must* create a separate judge account using a different email address.
- **Students:** After their teacher has created an account, students will create their student accounts and add their entry information. Note, the title you enter will be what appears on the judge's list of entries.
- **Fee**: $10 *per student*. Payment is due by March 8, 2019. Details about how to pay are below. Students, please check with your teacher before paying directly.
- **Deadline**: Monday, February 4, 2019 at 11:59pm for all student participants to register. Submission deadline for all websites and papers.

Teachers:

- Registration
    - Teachers will click on [the contest homepage link](#).
    - On the right side, under the header "Register," teachers will fill out their own name and email address and click the "register" button.
    - When asked for registrant type (student, teacher, judge, volunteer, staff), teachers will select "Teacher".
    - Teachers will then complete personal contact information: address, city, zip, phone number, and will create a password.
    - Teachers will then be prompted to answer additional questions and choose their school from a list. To easily find a school, teachers can use the search command by typing "ctrl" and "F" on a PC or "command" and "F" on a Mac.
        - If your school does not appear in the list, please contact NYChistoryday@mcny.org. The Museum staff will be able to add your school.
    - Teachers will indicate if they are attending the contest.
    - Teachers will then agree to NHD permissions and waivers.
    - Click "Save and Continue" button.
    - Payment instructions below.
- Viewing Student Information
    - When logged in, teachers will click on the "My Students" tab on the top of the page. This will take them to a list of the students who are linked to them in the system.

○ By clicking on the student, teachers can choose to view and edit information, or to link/unlink the student to an entry.

Students:
- Registration and Entry Creation
  - ○ Once their teacher has created an account, students will click on [the contest homepage link](#).
  - ○ On the right side, under the header "Register," students will fill out their name and email address and click the "register" button.
  - ○ When asked for registrant type (student, teacher, judge, volunteer, staff), students will select "Student."
  - ○ Students will then complete personal contact information: address, city, zip, phone number, parent email address, and will create a password.
  - ○ Click "Save and Continue" button.
  - ○ This will take students to the page where they will enter information about their entry. *Students will either create an entry, or link to a group project that their teammate has already created.*
    - ■ Group Entries
      - The first student in a group will create the entry. That student will then give their fellow group members the "team key."
      - The following group members will begin a student account and will enter the "team 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.
  - ○ Students are then prompted to enter school, teacher, and grade information.
  - ○ Then, click "next" to answer further required questions.
  - ○ Once information is confirmed, students will be taken to a page where they, along with their parents/guardians, will agree to NHD permissions and waivers.
  - ○ Students may complete registration *without* paying the $10 fee. Students, please check with your teacher before paying directly.
  - ○ Payment instructions below.

Submitting Fee Payment & Purchasing Items
- Selecting Items to Purchase – there are no items to purchase through NYC History Day. You may skip this screen when it appears during the registration process.
- Fee *per student* is $10.
- Payment Options

- ◯ Paying with Credit Card – if you *must* pay with a credit card, please contact NYCHistoryDay@mcny.com with the subject line "Credit Card Payment"
- ◯ Paying by Check
    - ■ Click on the "Generate Invoice" button
    - ■ Confirm the information is accurate and print this invoice.
    - ■ Mail the invoice, along with the check.
        - ● Checks should made payable to:
            - Museum of the City of New York
        - ● Mail check to:
            - Museum of the City of New York,
            - Attn: NYC History Day
            - 1220 Fifth Avenue
            - New York, NY 10029
- ◯ Paying with a Purchase Order
    - ■ Click on the "Generate Invoice" button
    - ■ Confirm the information is accurate and print this invoice
    - ■ Present this invoice to the school or paying organization's finance office to create a purchase order and cut the check. **The Museum of the City of New York is a New York City Department of Education vendor (vendor number MUS015).**
    - ■ Mail the invoice, along with the purchase order.
        - ● Checks should made payable to:
            - Museum of the City of New York
        - ● Mail check to:
            - Museum of the City of New York,
            - Attn: NYC History Day
            - 1220 Fifth Avenue
            - New York, NY 10029
- ● Teachers Paying for Students
    - ◯ Click on the Store tab
    - ◯ Click on the Students tab
    - ◯ All of the students associated with the teacher will appear in the list. The teacher will check the box next to the student(s) for whom the teacher is paying.
    - ◯ Add the fees to the cart
    - ◯ Click the blue "Checkout & Pay" button
    - ◯ If the teacher is paying by check or purchase order, they will select "Generate Invoice."
        - ■ Confirm the information is accurate and print this invoice.

- Present this invoice to the school or paying organization's finance office to create a purchase order and cut the check. **The Museum of the City of New York is a New York City Department of Education vendor (vendor number MUS015).**
- Mail the invoice, along with the check.
    - Checks should made payable to:
        Museum of the City of New York
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- **Refund policy:** Refunds cannot be processed through the registration system. If your student pays individually, but the school is paying for the registration please try to work out the student refund internally. Please do not submit a second payment for that student. If a solution cannot be reached, please contact NYCHistoryDay@mcny.org.

Note about System Emails

In order to receive emails from the registration system, teachers and students will need to accept emails from zfairs.com in order to receive the system's automatic and/or admin-generated email messages. If students or teachers are using school email addresses, they may need to check with their IT departments to make sure they can receive outside messages. They may also request that emails coming from the NHD registration system be approved to be received, or "white listed."