

Participant Registration Guide

This registration guide is to help teachers and their students navigate the National History Day registration system. The registration link for the 2020 Eastern Washington Regional History Day competition is: <https://wa-ewrc.nhd.org/?f=ec8274b5-601c-45fc-814a-d5815c8d5d2f>

1) Teachers, you will need to create a registration account first. The following are directions to complete this first step:

- Under the Create Account heading, teachers will enter their name and email address and click the “Create Account” button to begin registration.
- 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, gender, 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.
- Teachers will also indicate if they are attending the contest.
- Teachers will then agree to NHD permissions and waivers.
- Click “Save and Continue” button.
- Payment instructions below.

2) Once you have an account, your students will need create their student accounts and add their entry information. If students do not complete this in-class or under the teacher’s supervision, please remind students’ guardians that it is the students information that needs to be provided in this account, not the guardians’ information. The following is instructions for student registration and entry creation:

- Under the Create Account heading, students will enter their name and email address and click the “Create Account” button to begin registration.
- 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 names (and contact info), 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.

- The first student in a group will create the entry during the registration process. Once that student is registered they will give their fellow group members the “team key.” *Note: The team key will appear on the student’s registration confirmation page. The team key can also be found within the student’s profile.*
- The following group member(s) 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.
 - They will click “next” and then be required to answer further 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 will then enter *payment information for any contest fees. Registration is complete only once all fees have been paid.
 - Payment instructions below.

3) ***Submitting Fees**

*2020 contest fee page/merchant has not yet been updated/approved by EWU – we expect to have this process fully implemented by the registration start date, but may have to revert to using an EWU provided payment site for all registrations. Please expect an e-mail update on this.

● Registration Fees

- Student Registration Fees - \$10.00 per student – Eastern Washington Regional Contest
 - At the bottom of the “Permissions and Waivers” page, students will acknowledge the registration fees associated with the contest.
 - On the following page, if the contest has merchandise items, students are taken to the merchandise store where they can select additional items. *Note: If this is the first contest for which the student is registering, the registration fee will automatically be applied to the cart. If the student has advanced to the next level of competition and is logging in to register for the new contest, the student will need to select the merchandise item, “student registration.”*
 - If additional items are desired, add them to the cart and click “Continue.” If no additional items are desired, simply click “Continue”.
 - Students will then be taken to their cart. The cart will show any items selected and will also show the student registration fee, listed as “Registration Fee.”

- On this page students may either select the preferred payment method from the drop down menu above the cart or the buttons at the bottom of the page. They will choose “Pay Online” to pay with credit card, or “Generate Invoice” to pay with a check. Eastern Washington Regional students also have the option of paying the registration fee(s) for 1–10 students through the EWU payment site <https://commerce.cashnet.com/ewuStoreFrontpay>. If paying by check, please make it payable to: EWU History Dept. - the student(s)' name(s) should be clearly noted on the check. Checks should be mailed to: EWU History Dept., Patterson 103; Cheney, WA 99004. Checks or exact cash may be accepted the day of the event - no credit/debit card payments will be allowed. Schools paying for groups of students with a P.O. should notify the EWU History Department of their intention to do so before the day of the event. This information is included on the EWU History Day webpage.
- Students will then either print their invoice to mail with their check, or enter their credit card information to complete payment.
- Once payment is complete students should click the blue “Go to Main Page” button to finalize registration. *Note: Students may click on “Merchandise and Fees” and then “Order History” to see a record of their orders and payments.*
- Teacher Registration Fees – not applicable for Eastern Washington Regional Contest
- Teachers Paying for Students
 - Click on the “Store” tab
 - Click on the “Students” tab, next to the “Order History” 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 credit card, they will select “Pay Online.”
 - Complete the required fields
 - Click “Pay Now”
 - If the teacher is paying by check, 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.
 - Mail the invoice, along with the check, to the contest coordinator as instructed.

- Eastern Washington Regional teachers/students also have the option of paying the registration fee(s) for 1–10 students through the EWU payment site <https://commerce.cashnet.com/ewuStoreFrontpay> . If paying by check, please make it payable to: EWU History Dept. - the student(s)' name(s) should be clearly noted on the check. Checks should be mailed to: EWU History Dept., Patterson 103; Cheney, WA 99004. Checks or exact cash may be accepted the day of the event - no credit/debit card payments will be allowed. Schools paying for groups of students with a P.O. should notify the EWU History Department of their intention to do so before the day of the event. This information is included on the EWU History Day webpage.
- 4) Teachers, we ask you to please review the students' entries and check for proper completion, spelling errors, and correct group members (if applicable). The following is instructions on viewing your students' 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. *Note: A teacher's student will only appear once the student has created their account.*
 - By clicking on the student, teachers can choose to view and edit information, or to link/unlink the student to an entry.
- 5) Finally, please note that that Essay and Website entries must be submitted through the NHD website system by February 14th at midnight.

If you have any questions about this process, please feel free to reach out to us at historyday@ewu.edu or contact Valerie Burnett at (509) 359-6238.