

# **BRAZOS VALLEY REGIONAL HISTORY FAIR**

## **Registration**

### **Online entry registration:**

#### **STEP ONE: TEACHERS-**

To ensure credibility, the registration system is set up to require the teacher or sponsor to register the names of the eligible students FIRST. To begin, please go to: <http://tx.nhd.org>, then click on "Online Registration." There is a quick tutorial for public registration at the top of the page with blue links. It is recommended that you read this first, then click on the link at the bottom of the page to the "Brazos Valley Regional History Fair."

Under "First time Visitors," (even if you did this last year) select "Educator with competing students" from the pop-up menu, and the system should guide you through the process. Since this is the first level of competition being entered into the system THIS YEAR, everyone should click on "Don't have a username and password?" After providing basic information about yourself, you will create a username and password. PLEASE BE AWARE, THE USERNAME AND PASSWORD ARE CASE-SENSITIVE...if they are originally entered with all capital or lowercase letters, please remember that!

Next you will click on "Add a student" for each student. YOU WILL NEED TO ENTER THE LAST 4 DIGITS OF EACH STUDENT'S SOCIAL SECURITY NUMBER, so be sure to have them available before registering! After you have entered AND SAVED each student's basic info, click on "Add an entry." For the title of the project (under "Add an entry"), you do not have to enter the exact title of each project- it can be just the general topic. After you enter the information, hit "SAVE." Then you will see a summary of what you entered, so look over it, then hit "Save & continue." When you finish, you should get an email confirming your teacher registration.

#### **STEP TWO: STUDENTS-**

Once the teacher has entered all students' names and projects into the system, STUDENTS need to register by going to <http://tx.nhd.org>, then clicking on "Online Registration," then clicking on "Brazos Valley Regional History Fair." They will select the "Competing student" link at the bottom of the page, and the system should guide them through the process. Students must complete the statement of originality AND their parents/guardians must complete the parent registration section. Students can go into the system as often as they want until the registration closes, to edit their information or change the title. Please be sure the correct title is entered into the system before registration closes! Titles are important, so be creative! ALL students MUST be COMPLETELY registered by January 16 at 5:00 pm to be able to participate in the Regional History Fair.

Please note that there are several special awards which are being offered. Each student may apply for a MAXIMUM of TWO (2) special awards. These awards are available in addition to the judging for advancement to Texas History Day and National History Day. The criteria for these awards has been determined by the sponsoring organizations and the selection of their winners is at their discretion. STUDENTS MUST APPLY for these awards WHEN THEY REGISTER to be considered for them. PLEASE BE SURE YOUR PROJECT MEETS THE CRITERIA before applying! (Some specify a topic or project category or specific county of residence to be considered.)

### **TEACHERS AND STUDENTS:**

Please also note that there is a \$6.00 registration fee for EACH STUDENT, which must be MAILED or delivered to the Star of the Republic Museum. Electronic payment is not available at this time. If they are mailed, these checks must be POSTMARKED by January 16, 2009. Please make students aware of how this fee will be paid (by check or Purchase Order), because they will have to indicate that when they register.

ALSO, please remember that historical papers and websites must be turned in **by the registration date** (JANUARY 16) to allow the judges time to review them in advance:

- HISTORICAL PAPERS: FOUR COPIES of the historical papers must be submitted, with four copies of the title page and annotated bibliography. (No process paper is required for the historical paper category.)
- WEBSITES: WILL BE TURNED IN DIFFERENTLY THIS YEAR-they will be submitted online! Instructions for submission of websites can be found at <http://www.tshaonline.org/education/thd/index.html>. STUDENTS MUST BE ON a PC W/INTERNET EXPLORER TO DO THEIR MAIN FILE UPLOADING! If using Firefox or Safari, they can only upload one file at a time. To upload their files, students will need the username and password supplied to the teachers by the regional coordinator. THESE ARE CASE-SENSITIVE!! (This is NOT the same username and password used to enter the registration system.) Students doing website projects will also need to submit FOUR hard copies of the title page, process paper, and annotated bibliography along with **ONE copy of the website on a CD-R** by January 16. Hard copies of the websites will no longer be required. After registration closes, students will not be able to access their websites, because judging will have already begun. **Please be aware that a tracking system will be in place.** Any tampering with other students' projects will result in immediate disqualification. Judges will have access to the CD-R that was submitted at the time of registration, should any questions arise regarding tampering.