Congratulations on advancing to a Regional or District contest for Minnesota History Day! Please read this information carefully to register and participate.

HOW TO PARTICIPATE

Participation in a Regional History Day contest is organized through your school. In mid-January, History Day determines the maximum number of entries each school may register for their Regional/District History Day contest. It is up to the school to choose the entries, either through teacher's choice or selection at a school-level History Day contest.

Once selected at the school-level, each Exhibit, Documentary, Performance, and Website entry must register for their History Day contest by completing the online registration. Only Exhibit, Documentary, Performance, and Website entries compete at the Regional/District level of Minnesota History Day competitions.

Research Papers participate through an off-site contest at the Regional level. Papers must be registered and uploaded by 7:59 pm on Wednesday, March 5. More information and registration info: https://www.mnhs.org/historyday/contests-and-judging/research-papers.

ENTRY FEES

There is a $12 entry fee per student. Parents/guardians should talk to their student's teacher to confirm who is responsible for paying entry fees.

- **Are <u>you</u> paying?** You may submit your credit card information during registration by clicking "pay now" during registration.
- **Is <u>your school</u> paying?** During registration, select "generate invoice" during registration and do not submit payment.

*Entry fees for **Minneapolis Public Schools and St. Paul Public Schools** students are waived by the district. Students in these districts should NOT pay through the system and simply skip the payment step in zFairs.*

GROUP MEMBERS

All members of a group must register, pay the entry fee if applicable, and be included in the online registration, even if they are unable to attend the Regional/District contest. Once a group enters the Regional/District level of competition, they may not change or add group members.

YOUR REGIONAL/DISTRICT EVENT

Your school has been assigned to a specific contest. Please talk to your teacher before you register.

EVENT INFORMATION & PRESENTATION SCHEDULE

Each entry will be assigned a specific interview time at the event. Check our website for a tentative schedule, posted one week in advance. A final schedule will be posted two days in advance of the event. General information, including directions and parking, are also online in mid-February. Contact the event coordinator listed on our website with any questions.

https://www.mnhs.org/historyday/contests-and-judging/regional-events

MINNESOTA HISTORICAL SOCIETY

2025 MN Contest Schedule

Northeast
- Date: Saturday, March 1
- Location: University of Minnesota Duluth
- Entry Fee: $12/student
- Deadline: February 13 at 7:59 pm

South Central
- Date: Monday, March 3
- Location: Mankato State University
- Entry Fee: $12/student
- Deadline: February 18 at 7:59 pm

Virtual Regional and Off-Site Research Paper
- Date: March 5 – March 21
- Entry Fee: $12/student
- Deadline: March 5 at 7:59 pm

Metro Junior West
- Date: Saturday, March 8
- Location: Central Middle School, Eden Prairie
- Entry Fee: $12/student
- Deadline: February 20 at 7:59 pm

Metro Junior Central
- Date: Monday, March 10
- Location: U of M, Twin Cities - West Bank
- Entry Fee: $12/student
- Deadline: February 24 at 7:59 pm

Metro Senior
- Date: Tuesday, March 11
- Location: U of M, Twin Cities - West Bank
- Entry Fee: $12/student
- Deadline: February 25 at 7:59 pm

St. Paul Public School District
- Date: Saturday, March 15
- Location: Johnson High School
- Entry Fee: Covered by district
- Deadline: February 27 at 7:59 pm

Minneapolis Public School District
- Date: Saturday, March 22
- Location: Franklin Middle School
- Entry Fee: Covered by district
- Deadline: March 6 at 7:59 pm

Southeast
- Date: Monday, March 24
- Location: Winona State University
- Entry Fee: $12/student
- Deadline: March 10 at 7:59 pm

Central
- Date: Saturday, March 29
- Location: St. Cloud State University
- Entry Fee: $12/student
- Deadline: March 13 at 7:59 pm

Metro Junior East
- Date: Saturday, March 29
- Location: Mariner Middle School, White Bear Lake
- Entry Fee: $12/student
- Deadline: March 13 at 7:59 pm

** NOTE: The regional names are hyperlinked to the specific event registration page.

School and Student Registration Information Worksheet

Use the information from this form to complete registration in zFairs!

TEACHERS

Complete this portion of this form before sharing registration information with students!

Event Attending: _____

Date of Event: _____

Registration must be complete by 7:59 pm on: _____

Entry fees will be covered by:
    o School, do NOT submit payment when registering.
    o Individual students. Credit cards accepted.

School Name (as it appears in zFairs): _____

School City (as it appears in zFairs): _____

Teacher Name (register entry under this teacher): _____

USERNAME AND PASSWORD

Keep this in a safe place after registering. You will use this login information to access your NHD account. If you advance to the next level of competition, you will use the same username and password to register.

Username: _____

Password: _____

STUDENT REGISTRATION

Click on the online registration for your specific event

Every student will need to create an account and register. Students working in a group should designate one person to create an account *first* and then share that information with their group members to complete their registration.

Before Registering:
- **Be sure your teacher has registered.** Your teacher must register BEFORE you can. You will **not** be able to complete registration until they have registered.
- **All students need to register.** Parents/guardians should be present while students register to agree to waivers/permissions for minor participants, but they do **not** need to create a separate account.
- **Choose the correct contest.** Schools are assigned to a specific Regional/District contest by Minnesota History Day. Confirm your contest before starting registration.
- **Your email address.** Please provide an email address that will accept mail from zfairs.com. If your school blocks student accounts from receiving outside mail, use a personal or parent's email.
- **Your NHD account lasts all year.** You will only create one NHD student registration account for the entire year. You will use the SAME STUDENT LOGIN for each contest if you advance to State or the National Contest. Save your username and password. Do not open additional accounts.
- **Registration deadline.** The online registration system automatically closes at the registration deadline. Allow yourself enough time to register for the contest and allow for technical problems that might occur!

Step 1: Find Your Event
- Go to **mnhs.org/historyday/contests-and-judging/regional-events** to find your event's registration link. This will take you to the specific portal for your contest in zFairs, which is the online registration management system for NHD.

Step 2: Create Your Student Account (one for each student)
- Click **Sign-Up Now** in the toolbar, then select **Student** from the drop-down menu.
- Insert your first name, last name, and email address. Then, click the **Save & Continue** button. *Make sure to use an email that can receive messages from external senders so you can verify your email.*
- Follow the link from the received email and complete the following sections, clicking **Save & Continue** button after each one: Student Profile and Student Additional Questions.
- Select "Start a New Entry" or "Link to Existing Entry" if you are adding yourself to a group. Select your school and teacher. If you don't see your school, talk to your teacher. If your teacher is not listed for your school, talk to them. Then, click the **Save & Continue** button.

Step 3: Enter Project Information
- Complete the Student Entry section. Then, click the **Save & Continue** button.
- **Upload Written Materials and NHDWebCentral Site Key.** These are due one week before the contest. You can complete registration without uploading materials and login to add them before the lockout.
  - **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, paper, and annotated bibliography).
  - **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. Your Written Materials (process paper and annotated bibliography) should be uploaded as a PDF directly onto you Website.

Step 4: Finish Registration
- Complete the Student Permissions and Waivers section with a parent/guardian. Then, click the **Save & Continue** button.
- Follow the prompts to pay any contest registration fees. Select **Pay & Continue!**
  - **Are you paying?** You may submit your credit card information on the window pop-up.
  - **Is your school paying?** Select the "School" tab and click on **"I agree & continue."**
- Registration is complete. Your username will appear on this screen. Record your system username and password and look for a confirmation email from zFairs.

Step 5: Create Additional Student Accounts and Link (group entries only!)
- 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 the first student's profile when logged into the account. Click on their name in the top right corner, My Profile, and "Entry" tab to find the project key.
  - ***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. Entering the key will bring up the title and description for their entry (completed by the group member who created the initial entry).
- Once you confirm the information entered by your group member is correct, follow the same instructions under **Step 2** on this page and complete registration.

PREPARING FOR IN-PERSON REGIONAL/DISTRICT CONTESTS

All entries must comply with the general and category-specific rules explained in the *NHD Contest Rule Book* as well as the guidelines below.

WRITTEN PAPERWORK

Students must submit a copy of their Process Paper and Annotated Bibliography directly into zFairs one week before their contest.

- **Website** students will include the Process Paper and Annotated Bibliography directly on their website.
- **Exhibit, Documentary, and Performance** students will upload a PDF copy of their Process Paper and Annotated Bibliography by logging into zFairs. Students are able to make edits and changes to these documents prior to the contest, but must provide three printed copies the day-of the contest.

EXHIBIT

Bring your project and three copies of your process paper and bibliography. If you need electricity, you must bring your own extension cord. You are responsible for removing your exhibit when the event is over, but Exhibits must remain in the Exhibit hall until Final-Round is complete. Event staff will NOT save projects or bring them back to your school.

PERFORMANCE

Performance rooms are classroom-size; do not plan on a large stage. You must provide all props. Bring three copies of your process paper and bibliography.

RESEARCH PAPER

As a Research Paper student, you are welcome to come to Regional contests to support your peers, but will not compete or have an interview at a Regional/District event. Research Paper students participate through an off-site competition at the Regional/District level.

WEBSITE

You will be locked out of editing your project one week before the Regional contest. See our website and/or online registration for the specific time/date for your event. Judges will review your project during this time in advance of the competition. Upload your process paper and bibliography to the website before the lockout deadline. **Website students should bring a laptop or tablet to the competition to reference during the interview.** Students can refer to their websites, but will not formally present to the audience during their interview with judges.

DOCUMENTARY

Bring three copies of your process paper and bibliography. At the contest, you will need to share a URL (Google Drive, YouTube, Vimeo links, etc.) for digital access to the Documentary at the start of your judging time that is viewable by anyone with the link. Judges may use this link to refer to your project during any Final-Round discussions. It is your responsibility to to prepare your project in the correct format. Available technology includes:

- Laptop (USB port, wireless internet, AV hook-up to projection)

Please ensure that this link is viewable to anyone with the link without having to login to your account. These links will not be used outside of Final-Round discussion by judges at your Regional contest.

WHAT TO EXPECT

Check-In
All students will check-in upon arrival and be given directions on their judging time and where to set up. Teachers will have a tentative schedule approximately one week before the event. Plan to arrive at least 30 minutes before your scheduled interview.

Interviews
During the interview time, students will discuss their project with judges and respond to questions. Students should not prepare a formal presentation for the interview. Questions could cover research, the process of creating the project, or a student's ideas on why their topic is important in history.

Dress Code
There is no dress code for History Day. Students should wear clothing that makes them feel confident!

Public Viewing of Projects
The public is welcome to view Documentaries and Performances as they are presented. The Exhibit hall is open for viewing during the First-Round of judging. Website interviews are open to the public, however, judges have viewed these projects in advance. Website students will respond to interview questions, rather than present their Website. No audience interruptions of student presentations or interviews, other than by judges, will be permitted.

Awards Ceremony, Results, and State History Day
The Awards Ceremony is expected to last approximately 30 minutes. Students do not need to be present at the Awards Ceremony to win. Please be assured that event coordinators are working to make results available as soon as possible. State Qualifiers are eligible to attend State History Day at the Minneapolis Convention Center on Sunday, April 27.

RESEARCH PAPER AND VIRTUAL REGIONAL UPLOAD INSTRUCTIONS

All entries must comply with the general and category-specific rules explained in the *NHD Contest Rule Book* as well as the guidelines below. **All entries will be submitted online during registration and must be complete by 7:59 pm on Wednesday, March 5, 2025.**

EXHIBIT

- **Finish Your Exhibit:** You have two options to create a virtual exhibit. See the virtual exhibit guide for more information.
    - **Physical Exhibit Board:** You will need to take photographs of a completed physical exhibit and complete the template. Follow the instructions in the template to complete.
        - Google Slides Exhibit Template
        - PowerPoint Exhibit Template
    - **Digital Exhibit Board:** Complete your digital exhibit and save it as a PDF.
- **Save the Template as a PDF:** Once your template or virtual exhibit is complete, you must save it as a PDF before uploading it. No other file type is accepted. To save a Google Slides or Draw presentation as a PDF, go to "File, and "Download As" and select the .pdf option.
- **Save Your Paperwork:** Your Title Page, Process Paper, and Annotated Bibliography must be saved as one PDF file. No other file type is accepted. To save a Google Doc as a PDF go to "File," and "Download As" and select the .pdf option.
- **Merge your Exhibit and Paperwork:** You must submit your exhibit and paperwork as ONE PDF file. No other file type is accepted. Go to ilovepdf.com and "Merge PDF." You will then upload your two documents and download the final document as one file.
- **Submit to zFairs.** Once you have one PDF that includes your exhibit and written work, you will login to zFairs. Upload the file under "exhibit upload" and save. Group projects only need to be submitted by one member.

DOCUMENTARY

- **Finalize Your Documentary:** Using your Documentary software, save your project in a format you can upload. If you are uploading to Google Drive, we recommend saving it as an MP4.
- **Upload Your Documentary:** We recommend uploading to a Google Drive folder and updating the sharing permissions to be viewable by anyone with the link - and viewable by someone outside of your school district. YouTube is permissible, but take caution that even unlisted, YouTube links are sometimes removed due to copyright.
- **Save Your Paperwork:** Your Title Page, Process Paper, and Annotated Bibliography must be saved as ONE PDF file. No other file type is accepted. To save a Google Doc as a PDF go to "File," and "Download As" and select the .pdf option. If you have multiple documents, go to ilovepdf.com and "Merge PDF." You will then upload your documents and download the final document as one file.
- **Submit to zFairs.** You will login to zFairs and provide your documentary link and upload your paperwork under "documentary upload" and save. Group projects only need to be submitted by one member.

RESEARCH PAPER

- **Finalize Your Paper:** Finish writing your paper and save it as a PDF file.
- **Save Your Paperwork:** Your Title Page, Paper, Process Paper, and Annotated Bibliography must be saved as ONE PDF file. No other file type is accepted. To save a Google Doc as a PDF go to "File," and "Download As" and select the .pdf option. If you have multiple documents, go to ilovepdf.com and "Merge PDF." You will then upload your documents and download the final document as one file.
- **Submit to zFairs.** You will login to zFairs and upload your paper under "paper upload" and save.

PERFORMANCE

- **Record your Performance:** Virtual contest guidelines for the performance category vary based on group size. See the Virtual Performance Guide for more information. All performances should be recorded in a continuous single take without editing. Students are encouraged, but not required, to use props and costumes for emphasis.
- **Upload Your Performance:** We recommend uploading to a Google Drive folder and updating the sharing permissions to be viewable by anyone with the link - and viewable by someone outside of your school district. YouTube is permissible, but take caution that even unlisted YouTube links are sometimes removed due to copyright.
- **Save Your Paperwork:** Your Title Page, Process Paper, and Annotated Bibliography must be saved as ONE PDF file. No other file type is accepted. To save a Google Doc as a PDF go to "File," and "Download As" and select the .pdf option. If you have multiple documents, go to ilovepdf.com and "Merge PDF." You will then upload your documents and download the final document as one file. There is no required performance companion worksheet this year.
- **Submit to zFairs.** You will login to zFairs and provide your performance link and upload your paperwork under "performance upload" and save. Group projects only need to be submitted by one member.

WEBSITE

You will be locked out of editing your project at **10:59 pm on Wednesday, March 5, 2025.** Upload your process paper and bibliography to your website as a PDF before the lockout deadline.

TEACHER REGISTRATION

https://www.mnhs.org/historyday/contests-and-judging/regional-events
Click on the online registration for your specific event

Teachers Must Register First

You must create an account and register before any of your students are able to register. Registering does not commit you to coming to the event, but will allow you to view and manage student entries as they register. **Even if you created an account last year, you must create a NEW account this year.** You are able to use the same email and username.

Your NHD Account Lasts All Year

Once created, you will use the same login to view your student entries from Regional/District to State and National Contests, if applicable.

Teachers

The system allows for multiple teachers from a school to register. Students should enter the name of the teacher designated according to the school (instructing them or a single lead educator). Teachers will be able to view all students that have registered under their name. The system does not currently allow for other registered teachers from the same school to see all of the entries from that school. Alternatively, you can designate one teacher to create an account and share the login information to all other teachers.

TEACHER REGISTRATION

Step 1: Find Your Event
- Go to **https://www.mnhs.org/historyday/contests-and-judging/regional-events** to find the registration link. This will take you to zFairs, which is the online registration management system for NHD.
  - If you have students competing at multiple contests you will need to create an account for each individual event.

Step 2: Create Your Teacher Account
- Enter your first name, last name, and email under **Sign Up Now.** Click Create Account.
- Select that you are registering as a **Teacher.**
- **Personal Information:** Make sure your full first and last names are entered as you want them displayed at the contest. The system will automatically create a username for you. You can select a password. Write this information down and select **Save & Continue.**
- **Teacher:**
  - Answer the two required questions about your school's participation.
  - Select your **school** from the drop-down menu. Schools are listed alphabetically, with city name in parentheses. If you don't see your school listed, stop here and contact Minnesota History Day immediately.
  - If you teach at multiple schools, hold down the **Control** key as you select multiple schools.
  - **Save & Continue.**
- **Additional Questions:** We may ask additional questions about your student's participation in this event. Select **Save & Continue.**

Step 3: Permissions and Waivers
- You will need to agree to NHD permissions and waivers. Select checkboxes and **Continue,** which will finish registration.

FREQUENT TEACHER QUESTIONS

I'm not sure my registration went through. Can you check?
- If you are having trouble registering, use the drop down menu from the toolbar across the top to create a teacher account instead of directly from the main menu.
- When your registration is complete, you should receive a confirmation email. Check your spam folder.
- If you're still not sure, email your event coordinator to check for you!

How do I find the MY STUDENTS list?
- Login to the correct contest, using your username and password.
- Look for **My Students** button in the top white menu bar.

Am I able to edit a student's profile from my account?
- 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 (clicking this allows you to upload documents or change project titles), **Link/Unlink** Projects, and **Email Participants** until the registration deadline.

What should I do if an entry advances?
- Do not create a new Teacher Account. The system will advance your account to the next contest.
- You will receive an email from zfairs.com with a link to access the next contest.
- Always access the contest in which students are currently competing. Once they have advanced, you cannot edit information in previous contests.