



# NEW YORK CITY HISTORY DAY CONTEST REGISTRATION INSTRUCTIONS



## ONLINE REGISTRATION FOR 2011 CONTEST

New York City History Day uses an online registration system for the contest. Instructions for registering using the system are included in this document. Teachers must start the process by registering first and providing basic student and entry information. Students will then complete their own registrations.

All students must be registered using the online system in order to compete in this year's contest.

*If you encounter problems with online registration, call 212-534-1672 ext. 3410 or email [sdueno@mcny.org](mailto:sdueno@mcny.org) for assistance.*

## TEACHER ONLINE REGISTRATION INSTRUCTIONS

**Teacher registration is the first and most important step of the online registration process.** Teachers must first register themselves and then add their students' names and entries. Please follow these steps carefully to make sure that your students are registered by February 4th to compete at the New York City History Day contest on March 6, 2011.

1. Log on to: <http://www.nyshistoryday.org/>
2. On the main page, click on the “*Registering for Regional History Day*” icon
3. You should now see a page that says “*Welcome to Online Registration!*” The instructions on the page, in addition to these steps, will help you navigate the system.
4. Click the link that reads “*2011 New York City History Day.*”
5. Select “*Educator with Competing Students*” from the drop-down menu and click “*Submit.*”
6. Click on “*Don't have a username and password? Click here to begin.*” Complete the information in the form. Items with an asterisk **MUST** be completed. When you are finished, click “*SAVE.*”
7. Use your new username and password to login. You should now be on a page that says “*Welcome to Online Registration for 2011 New York City History Day.*”
8. Registration has been divided into 2 steps. First is **STEP 1: TEACHER INFORMATION: Part A.** You will see a series of links below the heading. Any link that has a red asterisk in front of it **MUST** be completed. Links without asterisks are optional.
9. Click “*Who Are You?:*” Check that the information is correct and click “*SAVE.*” The system returns you to **STEP 1: TEACHER INFORMATION: Part A**, and you should see a green check mark next to the “Who Are You?” link.
10. Click the “*Add a School*” link. Choose your school from the drop down list. Highlighting a school in the drop down menu automatically selects it. You can associate yourself with more than one school. If you add an incorrect school, you can delete it from your status page later. Trust us - **YOUR SCHOOL IS THERE.** Do **NOT** add your school; contact us if you can't find it. After you select a school, the system automatically returns you to **STEP 1: TEACHER INFORMATION: Part A.**
11. Click “*Add a Student.*” You **must enter each student's name and a unique 4-digit number** using the **Quick Add Student** fields. You **DO NOT** need the last 4-digits of students' social security numbers, but you **MUST choose a series of 4 unique numbers.** The last 4-digits of telephone numbers work, for example. Or you can create your own code. (DO NOT USE “1111,” “1234” or other obvious numbers because the system will not function properly.) **YOU MUST REMEMBER THE CODE YOU INPUT FOR EACH STUDENT;** they will

use it to sign into the system when you are finished. Once you have finished entering the last student, click “**SAVE.**” The system returns you to **STEP 1: TEACHER INFORMATION: Part A.**

12. Click “**Add a New Entry.**” Use the pull down menus to choose the School, Division, and Category of the Entry. Type in the entry title. (You can leave the description blank.) Please choose the **borough where your school is located** from the drop down menu. From the next set of drop down menus, choose the students who created the entry. Click “**SAVE.**” Repeat as necessary.
13. Move on to **STEP 2: TEACHER INFORMATION: Part B.** Click on “**Permission to Participate**” and read the two statements. Select the appropriate authorizations, verify your region, and then click “**SAVE.**”
14. When all the boxes in front of each field (except the students) have green check boxes, you can complete your registration by clicking “**Confirm Registration and Review Fee Summary.**” You should see a **box for each project entry.** Your name will be at the top, and the students names will be below. You should have a green check mark next to your name, and your students will show red “x” marks next to theirs, indicating that they have not completed their part of the registration process. As they finish the process, their red “x” marks will turn into green check marks.
15. At this point, click “**Return to Registration**” and then “**Finished for now? Save and Log out.**”
16. **Give each student his or her unique 4-digit** number and ask them to register using the instructions in their contest guide or from <http://www.nyshistoryday.org/RegistrationHelp>.
17. Student **entry fees cannot be paid until students complete their online registration** with their parent(s)/guardian(s). Parent(s)/guardian(s) are required to complete a portion of the registration, which serves as their official permission and participation release.
18. Students can pay for their own entry fees when they register. If the school is paying the entry fees, the students are asked to notify you when their registration is complete.
19. If the school is paying for student entries, you must wait until all of the students have registered. You can then log in to the system and click on “**Confirm Registration and Review Fee Summary.**” You should see green check boxes next to every student’s name. If this is true, “**Click and Save, to Continue.**” The next screen will allow you to pay with VISA, MasterCard, school purchase order, or school check. Simply follow the prompts on the screen to tender payment.

## STUDENT ONLINE REGISTRATION INSTRUCTIONS

Simply follow these easy steps to register for New York City History Day!

1. Obtain your 4-digit registration code from your teacher.
2. Log on to: <http://www.nyshistoryday.org/>
3. On the main page, click on the **Registering for Regional History Day** icon
4. You should now see a page that says “**Welcome to Online Registration!**” The instructions on the page, in addition to these steps, will help you navigate the system.
5. Click the link that reads “**2011 New York City History Day.**”
6. You should now be on a page with a drop-down menu. Select “**Competing Student**” and click “**Submit.**”
7. Click on “**Don't have a username and password? Click here to begin.**” At the “**1: Confirm Your Identity**” screen, choose NY from the drop down menu, then type your last name and 4 digit code in the boxes. Click “**Submit.**”
8. The page should say “**2: Is This You?**” If you see your full name below, click the green “**yes.**” (If it isn’t you, or if you get a message saying there were no matches, contact your teacher and have him or her check your information using their log in.)
9. The page should now say “**3. Establish Your Account Username and Password.**” Do what the screen tells you to do, then click “**Submit.**”
10. You should now be on a page that says “**Welcome to Online Registration for 2011 New York City History Day.**” It will have a lot of important information at top. Please take the time to read this page.

11. Registration has been divided into 2 steps. Let's start with **STEP 1: STUDENT INFORMATION: Part A**. You will see a series of links below the heading. Any link that has a red asterisk in front of it **MUST** be completed. Links without asterisks are optional.
12. Click on the first link "**Who Are You?:**" This will take you to a page where you must type in information. You only have to complete the forms with asterisks. When you are done, click "**SAVE**." You should now see a green check mark next to the link.
13. Click on the "**Statement of Originality**" link. You have to read this statement, select "**Yes**" from the drop down menu (if it is true and you want to compete, that is), and click "**SAVE**" in order to continue.
14. Click on the title of your entry under the "**Entry Information**" heading. Check to make sure the information your teacher entered is correct. **Add a brief description**. This will help the state office know if you qualify for Special Awards. **Type your special needs**, if any. Please know that we may not be able to accommodate all of your needs. See the contest rule book for the list of what the state competition will provide; we will contact you before the contest if we can't meet your need.
15. Move on to **STEP 2: PARENT/GUARDIAN, FAMILY AND FRIEND INFORMATION**. *This is important!* You need your parent or legal guardian to complete the "**Register a Parent/Other**" and "**Parent/Guardian Permission for Student Participation**" areas in order to complete your registration.
16. When all the boxes in front of each field have green check boxes, you can complete your registration by clicking "**Confirm Registration and Review Fee Summary**." If the system doesn't have all the info it needs, it will tell you what you have to go back and fix. If your registration is complete, you will be at the payment screen. Below the text you should see *a box with your name in it*.
17. **If you or a parent/guardian is paying for your entry fee:** *Click the box under your name* and click "**Click to Save and Continue**." You can pay via cash, check, money order or purchase order.
18. **If your school district is going to pay for your entry fee:** Click "**Return to Registration**" and then "**Finished for now? Save and Log Out**." Notify your teacher that you have completed the registration form so that your teacher can submit the fee for your entry.
19. When your entry fee payment is received and processed, you will receive an email confirmation of your registration. It can take up to 5 business days to receive a confirmation email, and even longer if you pay by check. Please note that *the system will not send a confirmation email until payment is received*. If your school is paying with a purchase order, this means payment may not be received before the day of the contest. If you have concerns about your registration status, please contact our office.

