

# NHD in ME Virtual Contest Guide

## **2023-2024 School Year**

**National History Day** learned quickly alongside all its teachers, parents, and students on adapting to virtual formats when COVID-19 hit during the 2020 contest year. NHD took the lessons learned from the past three seasons of contests. Working with a committee made up of teachers, students, judges, and state coordinators, NHD developed the following project guidelines to ensure contest procedures match across the country, contests remain fair, and help students transition between contest levels.

**NHD in ME** contests in all regions and the state level will be in-person during the 2023-2024 school year. The following instructions guide participants on how to submit their papers, websites, and documentaries and provide required paperwork in the exhibit and performance categories by the [specified due dates](#) when registration opens in Maine.

**If there are questions about any of these guidelines**, please contact the state coordinator, John Taylor (email: [john.m.taylor@maine.edu](mailto:john.m.taylor@maine.edu), phone: 207-474-7133) or consult our webpage ([www.mcslibrary.org/national-history-day-in-maine](http://www.mcslibrary.org/national-history-day-in-maine)).

### **Don't Forget! There is a Rule Book!**

No matter what category a student chooses, they should read the rule book to follow the category rules. It is available for download [here](#).

### **Choosing Between Group and Individual Projects**

Students can choose to work as individuals in all categories or work in groups of 2-5 students in the website, documentary, exhibit, and performance categories. The historical paper category remains for individuals only.

### **2023-24 Theme – Turning Points in History**

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Here are the important links for this year's NHD theme:

- [Theme Book](#)
- [Overview Video](#)

### **Instructional Guides by Category**

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## Historical Papers

Paper category students should review the [NHD Rule Book](#) to ensure they do not miss any important rules and requirements for their category. Please note that printed hard copies will **NOT** be required at the **regional, state, and national levels**.

Once the student has finalized their paper, they should combine all required parts into one document in the following order: **Title Page, Process Paper, Historical Paper, and the Annotated Bibliography** at the end. They should then **save the final version as one PDF file** with their first and last names, followed by the contest level. For example, John Smith should save his regional contest paper as **johnsmithregional.pdf**. If he qualifies for the state contest, he should save his state contest paper as **johnsmithstate.pdf**.

**Important contest planning note!** Be sure to remember your registration username and password!

### To submit the paper

1. Log into your account (links to registration sites can be found [here](#))
2. Go to the dropdown menu under your name at the top right of the screen
3. Choose "my profile"
4. At top left click the tab that says "entry"
5. Hit the "add file" button
6. Browse for the file you want to upload by clicking "choose file"
7. Choose your file and then hit "upload file"
8. Finally **YOU MUST HIT "SAVE"!!!!!!**

Students will be required to upload their final PDF file to the contest registration system by the registration deadline. Deadlines for submissions can be found [here](#).

## Websites

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Website category students should review the [NHD Rule Book](#) to ensure they do not miss any important rules and requirements for their category. **Please remember that NHDWebCentral (<https://website.nhd.org/>) must be used to build and create ALL websites.** Complete instructions on creating an account, getting started, and other tips are available [here](#).

As detailed in the rules, students should include their process paper and annotated bibliographies on their website. Be sure to remember your registration username and password! During registration, students will need to provide their website's 8-digit code found in its URL.

**Or you can submit the URL at a later date by following these instructions:**

1. Log into your account (links to registration sites can be found [here](#))
2. Go to the dropdown menu under your name at the top right of the screen
3. Choose "my profile"
4. At top left click the tab that says "entry"
5. Type in the 8-digit code in the "NHDWebCentral Site Key" box
6. Finally **YOU MUST HIT "SAVE"!!!!!!**

**Important contest planning note!** Websites are unable to be edited during the contest. They will "freeze" at 11:59 p.m. at the specified deadlines and will not "unfreeze" until after the contest. Deadlines can be found [here](#).

## Documentaries

Documentary category students should review the [NHD Rule Book](#) to ensure they do not miss any important rules and requirements for their category.

Documentary students need to plan to upload a shareable **.MP4** video file of their final project to Google Drive, One Drive, or WeTransfer by the contest registration deadline. Students should prepare to give themselves plenty of time to complete this process before the deadline. Files typically upload faster over a wired connection instead of WiFi.

Be sure to remember your registration username and password! Documentary students will need to upload their paperwork as one PDF file **AND** provide a shareable link to their documentary within their contest registration account by the submission deadline. Deadlines can be found [here](#).

### Step 1: Prep your paperwork for submission, please follow these steps:

Once the student has finalized their written materials, they should combine all required parts into one document in the following order: **Title Page, Process Paper, and the Annotated Bibliography** at the end. They should then **save the final version as one PDF file** with their first and last names, followed by the contest level.

**If competing as an individual, name the .MP4 file** with first and last name and the contest level. For example: **johnsmithregional.mp4** at the regional contest level or **johnsmithstate.mp4** at the state contest level.

**If competing as a group, name the file** with each group member's last name and the contest level. For example: **smithjonesthomasregional.mp4** at the regional contest level or **smithjonesthomasstate.mp4** at the state contest level.

#### To submit your paperwork

1. Log into your account (links to registration sites can be found [here](#))
2. Go to the dropdown menu under your name at the top right of the screen
3. Choose "my profile"
4. At top left click the tab that says "entry"
5. Hit the "add file" button
6. Browse for the file you want to upload by clicking "choose file"
7. Choose your file and then hit "upload file"
8. Finally **YOU MUST HIT "SAVE"!!!!!!**

### Step 2: Upload the .MP4 file of the documentary to Google Drive, One Drive, or WeTransfer.

A particular platform is not preferred as long as it is viewable to anyone with the link. **You can use WeTransfer (instructions below) if you do not have access to one of these shareable drives or do not have a way to share outside access to your file in a school**

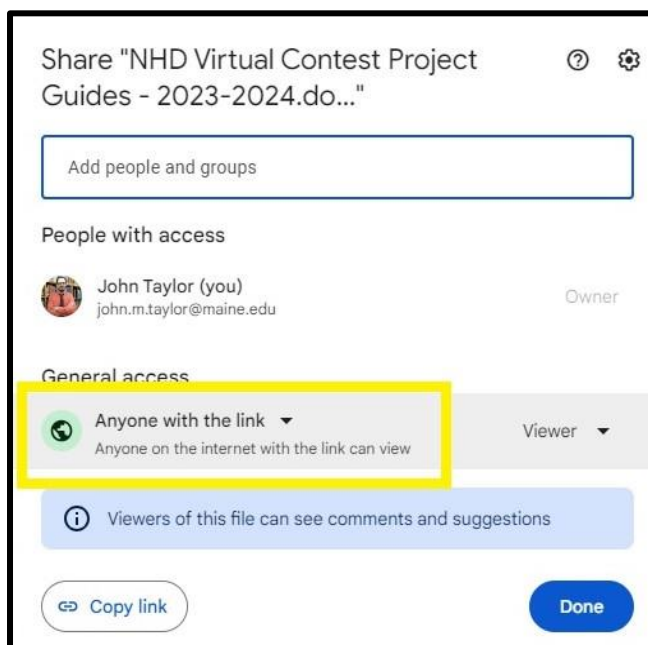
**drive.** Any questions please email [john.m.taylor@maine.edu](mailto:john.m.taylor@maine.edu) **before** your contest [deadline](#) so that he can assist.

**DO NOT USE YOUTUBE. THEY ARE KNOWN FOR REMOVING DOCUMENTARIES WITHOUT NOTIFICATION DUE TO COPYRIGHT LAWS!**

**Step 3: Make Google Drive or One Drive Link Shareable.** See the following instructions for each platform. (See further below for **WeTransfer** instructions)

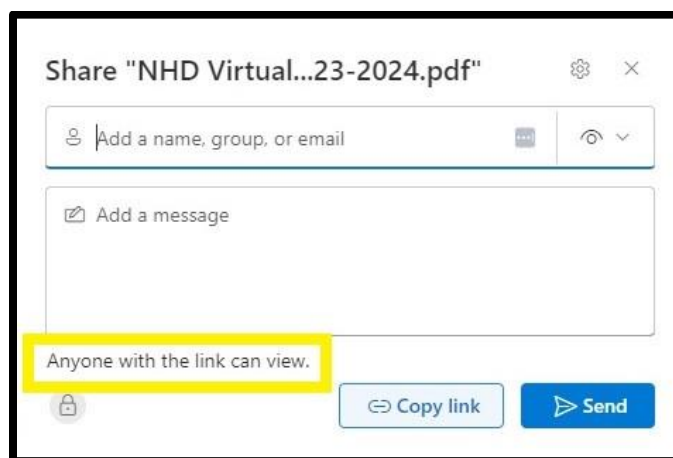
### Google Drive Share Steps

Upload file to Google Drive. Once uploaded, right-click on the file. Select the “Share” option from the menu. A pop-up box will appear, as shown below. Make sure “Anyone on the internet with this link can view” is selected. If not, click on the blue change button and select that option. Once set to “Anyone” click on “copy link” and done.



### One Drive Share Steps

Upload file to One Drive. Once uploaded, right-click on the file. Select the “Share” option from the menu. Make sure it says “Anyone with the link can view.” Copy the link.



**Step 4: Double-check that contest coordinators and judges can access shareable link.**

Open an incognito browser tab (directions below) and copy and paste the link there. If the video is not shared, repeat Step 3. If the video appears, advance to Step 5.

- **How to Open Incognito Browser Tab**

1. Windows, Linux, or Chrome OS: Press Ctrl + Shift + n.
2. Mac: Press ⌘ + Shift + n.

**Step 5: Submit the project by contest registration deadline.** Deadlines can be found [here](#).

**To submit your sharable link**

1. Log into your account (links to registration sites can be found [here](#))
2. Go to the dropdown menu under your name at the top right of the screen
3. Choose “my profile”
4. At top left click the tab that says “entry”
5. Copy your sharable link (right-click the link and choose “copy”)
6. Look for the box titled “Link”
7. Paste your sharable link into the box (right-click and choose “paste”)
8. Finally **YOU MUST HIT “SAVE”!!!!!!**

**Important contest planning note!** Make sure that the documentary stays on the shareable drive and does not change locations or settings during the contest. The contest runs from the close of registration through to the announcement of finalists.

### **WeTransfer**

This platform is for anyone who **does not have or want** a Google or One Drive account/or the school’s account will not allow contact outside of the schoolwide system. Save the final version of your documentary as a MP4. The maximum file size for uploaded videos is 2 GB. **That means you will have to compress the file into a zip folder. Click [here](#) to learn how.**

Go to [www.wetransfer.com](http://www.wetransfer.com). You will see the following dialogue box below.

- Click on the **+ Add your files** button ☺Select your final video file from the menu ☺Click Open.
- Enter the following email address in the "Email to" box:  
[john.m.taylor@maine.edu](mailto:john.m.taylor@maine.edu)
- Enter your email in the "Your email" box.
- Enter the following required information in the **Message** field:
  - Division: Junior (6-8 grade) **or** Senior (9-12 grade)
  - Category: Group **or** Individual Documentary
  - School:
  - Teacher:
  - Title:
  - Member(s) names:
- Click **Transfer**. That's it!

**+ Add your files**

Email to

Your email

Category: Group Documentary  
 Division: Junior  
 School: Foothill HS  
 Teacher: Melissa Golden  
 County: Alameda  
 Title: The History of ....  
 Member(s): Craig Irish, Whitney Olson

Transfer

You will receive an email from WeTransfer confirming your file has been sent. You will receive a second email confirming your coordinator has downloaded it. *Be patient. It may take your coordinator 24 hours to download it.* Files will remain on WeTransfer for 7 days.

Your coordinator will then create a shareable Google link and connect it to your account.

**Important contest planning note!** Be sure to remember your registration username and password! Students will still be required to upload the required PDF file (See Step 1 above) and responsible for double-checking that your coordinator has provided a link to your documentary within your account by the registration deadline. Deadlines can be found [here](#).

## Exhibits and Performances

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Exhibit and Performance category students should review the [NHD Rule Book](#) to ensure they do not miss any important rules and requirements for their category.

With in-person contests occurring a virtual exhibit or recorded performance is **NOT NEEDED** for submission. It is expected that exhibits will be viewed and performances will be live on contest day!

**But you will still need to submit paperwork prior to the contest.**

Once the student has finalized their written materials, they should combine all required parts into one document in the following order: **Title Page, Process Paper, and the Annotated Bibliography** at the end. They should then **save the final version as one PDF file** with their first and last names, followed by the contest level.

**If competing as an individual, name the PDF file** with first and last name and the contest level. For example: **johnsmithregional.pdf** at the regional contest level or **johnsmithstate.pdf** at the state contest level.

**If competing as a group, name the file** with each group member's last name and the contest level. For example: **smithjonesthomasregional.pdf** at the regional contest level or **smithjonesthomasstate.pdf** at the state contest level.

### To submit your paperwork

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