



Sacramento County History Day – Registration Guide

Go to: www.sachistoryday.org/student-registration

1. Teachers first create their account.
2. Once they have done so, students will create their accounts and add their entry information.

Note About System Emails

- You must use an email address that you (or your parents) can receive emails at.
- Student school email addresses are not allowed (most will not receive emails from outside of the school/district).
- You must accept emails from **zfairs.com** to receive system emails. You can request that emails from zfairs.com be approved, or “white listed” by your district.

Teacher Registration

- Under “Create Account”, teachers enter their name, email address and click “Create Account” button to begin registration.
- Log-in to your email account and click the link that was emailed to you, to verify that you have submitted a working email. Go back to the registration window and click “continue”.
- Registrant type: select “Teacher”
- Complete personal contact information: address, city, zip, phone number, gender, and create a password.
- Answer additional questions and choose your school from a list.
- Indicate if you are attending the contest.
- Agree to NHD permissions and waivers.
- Click “Save and Continue” button.

To Easily Find A School

On a PC Type:
“ctrl” and “F”

On a Mac Type:
“command” and “F”

Viewing Your Student Information

- When logged in, click on the “My Students” tab on the top of the page. This will show students who are linked to you. Note: A teacher’s

student will only appear once the student has created their account.

- Click on student to view and edit information, or to link/unlink (if needed) the student to an entry.

Student Registration and Entry Creation

- You can begin once your teacher has registered.
- Under “Create Account”, students enter their name, email address and click the “Create Account” button to begin.
- Log-in to your email account and click the link that was emailed to you, to verify that you have submitted a working email. Go back to the registration window and click “continue”.
- Registrant type: select “Student”
- Complete personal contact information: address, city, zip, phone number, parent email address, gender, and create a password.
- Click “Save and Continue” button.
- Enter school, teacher, and grade & click “Save & Continue”
- Complete Entry/Project Information. Students will either create an entry, or link to a group project that their teammate has already created.
 - The first group member to register, creates the entry. Once registered, he/she will give

Team Key (aka Project Key)

Will appear on the student’s registration confirmation page. The team key can also be found on the student’s profile.

their fellow group members the “team key.”

- The following group member(s) create student accounts and will enter the “team key” for their entry when prompted. This will link them to the group entry.

- Click “next” and answer any additional questions.

- Students will be taken to a page where they, **along with their parents/guardians**, will agree to NHD permissions and waivers.
- At the bottom of the “Permissions and Waivers” page, students will **acknowledge the registration fees** associated with the contest.
- Students will then be taken to their cart. The cart will show the student registration fee, listed as “Registration Fee.”
- On this page students will select the preferred “Registration Fee Payment Method” from the drop down menu above the cart.
 - “My School is Paying Registration Fee” – Or
 - “Pay by Check”

NHD Sacramento

Registration Fee Payment Method:

My School is Paying Registration Fee
Pay by Check

Product	Quantity/Details	Cost
Registration Fee	1	\$ 40.00
Total:		\$ 40.00

Generate Invoice

Back

- If **paying by check**: Please print the invoice and mail the check to:

Sacramento COE
Attn: Craig Irish
P.O. Box 269003
Sacramento, CA 95826
- If **your school is paying**: your teacher will need to follow the instructions in the next section to submit 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.*
- Special Awards Nominations – Click on the blue button to nominate your project for special awards.

- Select the green “Nominate” button next to any special awards you think your project will qualify for.
- Once complete click the “Go To Main Page” button.

Teachers Creating Invoices for School Payment

- **Teachers**: Log in to your teacher account.
- Click on the “Store” tab and then “Students” in the new menu that appears.
- All of the students associated with you will appear in the list. Check the box next to the student(s) for whom you want to include in the invoice.
- Add the fees to the cart
- Click the blue “Checkout & Pay” button.
- Click the “Generate Invoice” button
 - 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. You can also click in the address bar of the browser and send the link to this person.
 - Mail the invoice, along with the check, to:

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