



Albemarle Regional History Day Contest

Student Packet

Please read this packet carefully to learn about getting registered and ready for this year's regional contest.

Contest Details

Contest Registration Link*: <https://nc-arc.nhd.org/>

**Please read this entire packet carefully before visiting registration link.*

Registration Deadline: Friday, March 21, 2025, at 11:59 p.m.

*Make sure required project materials are submitted by this deadline. [Click here to view what is due by category.](#)

In-Person Contest Date: Saturday, April 4th, 2025

Contest Location: Elizabeth City State University

Contest Contact: If you have questions or need help with contest registration system, please contact nchistoryday@dncr.nc.gov or call Karen Ipock at 252-639-3545.

Registration Instructions for Students

After your teacher creates their accounts, follow the steps below to begin registration.

Attention Group Projects: every team member in your group must register, but you need to designate one member to register first, they will then receive and share a **Project Key** that other team members will use when they register to link to the group project.

1. Go to the regional contest link: <https://nc-arc.nhd.org/>
2. Click **Create Account** on the toolbar, then select **Student** from the drop-down menu.
3. Insert your preferred username and other information. Click the **Save & Continue** button.
 - **Important Note:** If you are a parent or teacher registering on behalf of your child/student, please be sure to use **your student's name** and not yours.
4. On the next pages, fill in all the boxes with the requested information. Please be sure to save your username and password in a safe location. These will be used at each level of

competition you participate in for the whole contest season. Click the **Save & Continue** button when done.

5. When you get to the “New Entry” page you will need to do one of the following depending on which situation applies to you – please read carefully:
 - If you are an **individual project** or the **first person in your group to register**, click the **Start** button in the **Create a New Project** box.
 - If you are a **group member and one of your teammates has already registered**, copy & paste the **Project Key** they gave you in the **Link/Join Existing Entry** box and click the **Link** button. If you are missing the Project Key, please email nchistoryday@dn-cr.nc.gov for help before continuing.
6. Complete the Student’s School, Teacher, and Grade section. Most students will only have one teacher to select. (If your school or teacher is not showing, please email: nchistoryday@dn-cr.nc.gov for help.)
7. On the next page you can submit any required project materials if you are ready. Please follow the instructions for whichever one applies to you:
 - If you are **NOT** yet ready to submit any required project materials: make sure your **project title** and **project category** are completed on this page. If you are a group project, also make sure the box next to **Will this be a Team Project** is checked. Once these are completed, you will click the **Save & Continue** button without submitting a project link and/or uploading any documents. **IMPORTANT!** You must log back into your account before the **registration deadline** to submit the required project materials for your category to compete. Directions for logging back into your account and submitting these are at the end of this packet.
 - If you **ARE** ready to submit any required project materials: make sure your project title and project category are completed on this page. If you are a group project, also make sure the box next to **Will this be a Team Project** is checked. Then follow the directions for submitting any required project materials by category *before* clicking **Save & Continue** button:
 - **DOCUMENTARY:** Upload your FINAL documentary video and a PDF of your written materials (Title Page, Process Paper, and Annotated Bibliography). **IMPORTANT!** Changes cannot be made to the documentary, or the project written materials after the registration deadline due to judging and contest preparation. Documentary students must bring 2 printed copies of their project written materials to the contest.
 - **EXHIBIT:** Upload a single PDF of your Written Materials (title page, process paper, annotated bibliography). Exhibit students must bring their exhibit and 2 printed copies of their project’s written materials with them to the contest.
 - **PAPER:** Upload a single PDF of your **FINAL** paper (title page, process paper, paper, annotated bibliography). **IMPORTANT!** Changes cannot be made to paper after the registration deadline due to judging. Paper students should bring 2 copies of their project with them to the contest.

- **PERFORMANCE:** Upload a single PDF of your Written Materials (title page, process paper, annotated bibliography). Performance students must bring any costumes and props and 2 printed copies of their project's written materials to the contest.
 - **WEBSITE:** Insert your NHDWebCentral Site Key. This is the 8-digit code that is in your website's URL. It can also be found by logging into your NHDWebCentral account. **IMPORTANT!** Your website will be locked from edits after the registration deadline and until judging completes. Website students may want to bring a printed copy of their project's process paper and annotated bibliography in case they need to reference it during their judge interview.
8. After you hit **Save & Continue** on your project entry page, complete the permissions & waivers page with a parent/guardian.
 9. **If you did not submit your required project materials for your category during registration**, make sure that you do so before the registration deadline. Directions on how to log back in and edit or submit items are below.

Logging Back into a Student Account (After Registering)

1. Go to the contest URL: <https://nc-arc.nhd.org/>
2. Click Login in the top right corner.
3. Insert your username and password.
 - If you forgot your username and/or password, click the white Forgot Password/Username button and follow the prompts to reset. If you still have trouble with access, email nchistoryday@dncr.nc.gov for help.

Editing Student Account Information or Submitting Projects

- After logging in to your student account, click your name in the top right corner.
- Select **My Profile** from the drop-down menu. On your profile you can do the following if it is before the registration deadline:
 - Edit or Update Your Information
 - Submit any required project materials.
- To update information, click through the tabs and update or edit any information needed. **IMPORTANT!** You must remember to click the **SAVE** button for any changes to take effect.
- To update your project title or submit required project materials, go to the **Entry** tab under **My Profile** and do the following for your category (**please note that for group projects**, only one team member must do this step, but it is the whole group's responsibility to make sure it is done.):
 - **DOCUMENTARY:** Upload your FINAL documentary video and a PDF of your written materials (Title Page, Process Paper, and Annotated Bibliography). **IMPORTANT!** Changes cannot be made to the documentary, or the project written materials after the registration deadline due to judging and contest preparation. Documentary students must bring 2 printed copies of their project written materials to the contest.

- **EXHIBIT:** Upload a single PDF of your Written Materials (title page, process paper, annotated bibliography). Exhibit students must bring their exhibit and 2 printed copies of their project's written materials with them to the contest.
- **PAPER:** Upload a single PDF of your **FINAL** paper (title page, process paper, paper, annotated bibliography). **IMPORTANT!** Changes cannot be made to paper after the registration deadline due to judging. Paper students should bring 2 copies of their project with them to the contest.
- **PERFORMANCE:** Upload a single PDF of your Written Materials (title page, process paper, annotated bibliography). Performance students must bring any costumes and props and 2 printed copies of their project's written materials to the contest.
- **WEBSITE:** Insert your NHDWebCentral Site Key. This is the 8-digit code that is in your website's URL. It can also be found by logging into your NHDWebCentral account. **IMPORTANT!** Your website will be locked from edits after the registration deadline and until judging completes. Website students may want to bring a printed copy of their project's process paper and annotated bibliography in case they need to reference it during their judge interview.
- **VERY IMPORTANT!** Whenever you make edits on your student profile or upload your project, make sure you click the **SAVE** button at the bottom. We highly recommend that you go back into your account after closing out to make sure everything is updated and project files and/or links are showing. Group projects, once a teammate submits project materials, it should show on your profile as well.

What to Bring with You to Your Contest

- **Documentary Students:** 2 printed copies of your project's written materials (Title Page, Process Paper, and Annotated Bibliography).
- **Exhibit Students:** Your exhibit and 2 printed copies of your project's written materials (Title Page, Process Paper, and Annotated Bibliography). If your exhibit needs electricity, you are also responsible to bring any power and/or extension cords. If you have multiple things to plug in, you also should bring a power strip.
- **Paper Students:** 2 printed copies of your project's written materials (Title Page, Process Paper, Paper, and Annotated Bibliography).
- **Performance Students:** Bring any costumes and props and 2 printed copies of your project's written materials (Title Page, Process Paper, and Annotated Bibliography). If your performance requires tables, chairs, projectors, etc. you are required to bring your own as outlined in the **NHD Rule Book**.
- **Website Students:** You may want to bring a printed copy of your project's process paper and an annotated bibliography in case you need to reference it during your judge interview.