

Virginia History Day Virtual Contest - Project Submission Guidelines

Effective Spring 2021

The following Virginia History Day (VHD) guidelines apply to the 2020-2021 competition season. These guidelines are applicable to all students who wish to participate in VHD district or state contests. Virginia History Day staff and VHD district partners will be closely following the latest public health developments and reserve the right to update these guidelines if necessary. If changes are made, they will be communicated via email to all registered VHD teachers and posted on [the VHD website](#).

All VHD contests taking place in 2021, including districts and the state contest, will be held virtually. This means that all student projects will be submitted virtually. All students must follow the [VHD Virtual Contest - General Guidelines](#) when creating their projects. To submit their projects, students must follow the guidelines below. These standards are designed to be flexible while maintaining a level playing field for all students. For all categories, the updated [NHD Contest Rule Book](#) still applies.

Students and teachers **must** follow the category specific guidelines below when submitting projects. All questions regarding the following guidelines should be directed to the VHD Coordinator at sflorer@virginiahistory.org.

Registering for District Contests

- **Teachers** - Teachers **must** register before students.
 - To register, find your local district contest's ZFairs website. A list can be found on the [VHD website](#) or the [NHD website](#).
 - Once on the homepage of the district ZFairs site, click "Create Account" → "Teacher" from the toolbar on the top of the screen **OR** fill out your information in the pop-up "Create Account" screen on the right of the homepage. ZFairs does not save information from last year, so even if you are a returning teacher, you must "Create an Account."
 - If you cannot find your school in ZFairs's pre-loaded list of schools **OR** if you are a homeschool teacher/parent, please email sflorer@virginiahistory.org to get your school added.
 - After registering, be sure to write down your username and password, as this information will be used to sign in for all future contests (state, nationals).
- **Students** - Only **after** the teacher has registered should the student then do so. If competing as a group, **all group members must register**.
 - To register, find your local district contest's ZFairs website. A list can be found on the [VHD website](#) or the [NHD website](#).
 - Once on the homepage of the district ZFairs site, click "Create Account" → "Student" from the toolbar on the top of the screen **OR** fill out your information in the pop-up "Create Account" screen on the right of the homepage.

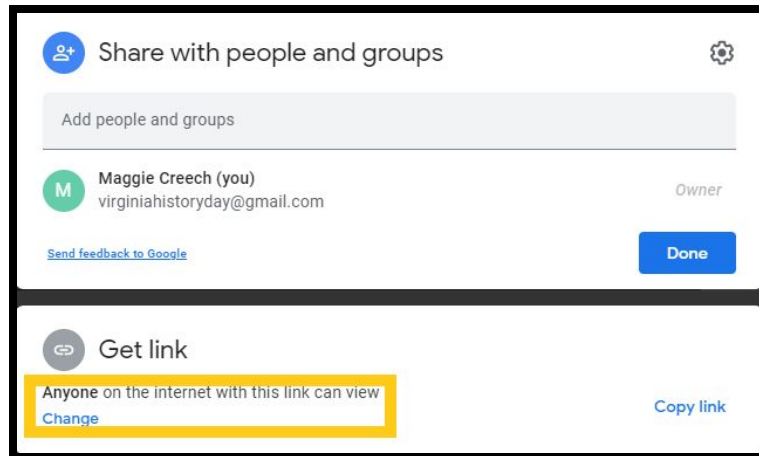
- If you are not ready to submit your project when you first register, it is OK! You may upload your project information, as detailed below, at a later date by clicking the “My Profile” button on the top right of the screen and entering your project information on the “Basic Info” screen that pops up.
 - After registering, be sure to write down your username and password, as this information will be used to sign in for all future contests (state, nationals).

Submitting Projects - If competing as a group, **only one** group member needs to submit project material.

- **Papers** - Be sure to read all updated information in the [NEW NHD Contest Rule Book](#).
 - Students should combine all required elements into a **single** PDF in the following order: Title Page, Process Paper, Paper, and Annotated Bibliography.
 - Free apps to combine separate PDFs include [Small PDF](#) or [I Love PDF](#).
 - They should then save the final version as one PDF entitled with their first and last names, followed by the contest level. For example, John Smith should save his district contest paper as **johnsmithdistrict.pdf**. If he qualifies for the state contest, he should save his state contest paper as **johnsmithstate.pdf**.
 - This **single** file should be uploaded into the ZFairs system next to the “**Entry’s Paper**” option when registering or on the “Basic Info” screen of the student’s profile if uploading after already registering.
- **Website** - Be sure to read all updated information in the [NEW NHD Contest Rule Book](#).
 - All students **must** build their websites using NHDWebCentral.
 - As detailed in the NHD Contest Rule Book, students should embed their process paper and annotated bibliographies into their website.
 - The student’s unique 8-digit site key, which is the end of their website’s URL or can be found on the landing page of NHDWebCentral, should be entered into the ZFairs system next to the “**Site Key**” option when registering.
 - Websites can still be edited after entering the site key when registering. However, all websites will be locked beginning at midnight on the Project Submission deadline and will not be unlocked until results are released from the contest.
- **Exhibit** - Be sure to read all updated information in the [NEW NHD Contest Rule Book](#) and carefully read the [VHD Virtual Contests - General Guidelines](#).
 - Export/download completed exhibit template OR virtual exhibit as a PDF.
 - Students should combine the exhibit PDF and all required elements into a **single** PDF in the following order: Title Page, Process Paper, Annotated Bibliography, and Exhibit Template/Virtual Exhibit.
 - Free apps to combine separate PDFs include [Small PDF](#) or [I Love PDF](#).
 - They should then save the final version as one PDF entitled with their first and last names, followed by the contest level. For example, John Smith should save his district contest exhibit entry as **johnsmithdistrict.pdf**. If

- he qualifies for the state contest, he should save his state contest exhibit entry as **johnsmithstate.pdf**.
- If competing as a group, name the file with each group member's last name and the contest level. For example: **smithjonesthomasdistrict.pdf** at the district contest level or **smithjonesthomasstate.pdf** at the state contest level.
 - This **single** PDF should be uploaded into the ZFairs system next to the **“Exhibit”** option when registering or on the “Basic Info” screen of the student's profile if uploading after already registering.
- **Documentary** - Be sure to read all updated information in the [NEW NHD Contest Rule Book](#) and carefully read the [VHD Virtual Contests - General Guidelines](#).
 - Students should combine all required written material into a **single** PDF in the following order: Title page, Process Paper, and Annotated Bibliography.
 - Free apps to combine separate PDFs include [Small PDF](#) or [I Love PDF](#).
 - They should save the final version as one PDF entitled with their first and last names, followed by the contest level. For example, John Smith should save his district contest documentary material as **johnsmithdistrict.pdf**. If he qualifies for the state contest, he should save his state contest material as **johnsmithstate.pdf**.
 - If competing as a group, name the file with each group member's last name and the contest level. For example: **smithjonesthomasdistrict.pdf** at the district contest level or **smithjonesthomasstate.pdf** at the state contest level.
 - This **single** PDF should be uploaded into the ZFairs system next to the **“Written Materials”** option when registering or on the “Basic Info” screen of the student's profile if uploading after already registering.
 - Students should upload the .MP4 file of the documentary to Google Drive. If they do not have access to Google Drive, they may use One Drive or DropBox.
 - If a student's school Google account does not allow information sharing outside of their school's system, students can use a parent/teacher account or create their own public Google account, with parent/teacher permission.
 - If you do not have access to one of these shareable services, please email sflorer@virginiahistory.org **before** your contest deadline for assistance.
 - If competing as an individual, name the .MP4 file with your first and last name and the contest level. For example: **johnsmithdistrict.mp4** at the district 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: **smithjonesthomasdistrict.mp4** at the district contest level or **smithjonesthomasstate.mp4** at the state contest level.

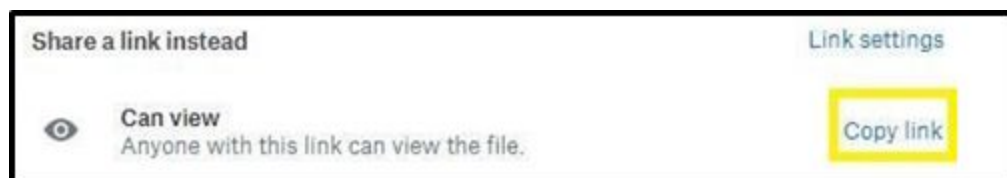
- Make the Google Drive, One Drive, or DropBox link **shareable**. See the following instructions for each platform. This is **very important!!**
 - **Google Drive** - Once uploaded, right-click on the file. Select the “Share” option from the menu. A pop-up box will appear, as shown below. Make sure “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** - Once uploaded, right-click on the file. Select the “Share” option from the menu. Change settings to “Anyone with the link can view.” Copy the link.



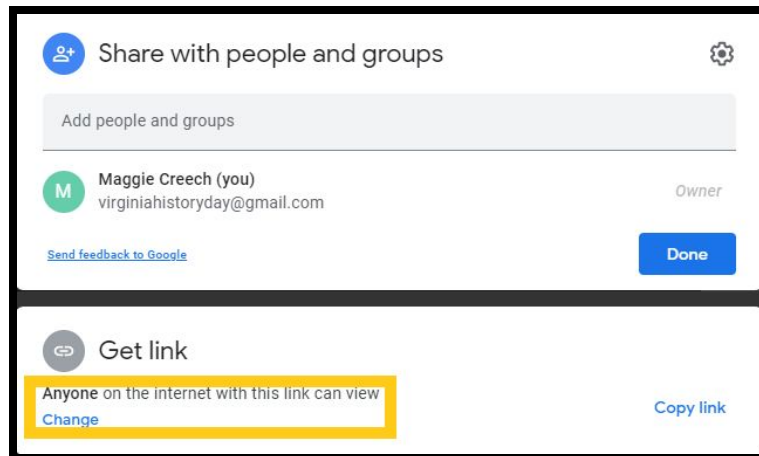
- **DropBox** - Once uploaded, hover over the .MP4 file and click the Share button. A pop-up box will appear. Find “Share a link instead,” create a link, and set it to “Anyone with a link can view.” Copy the link.



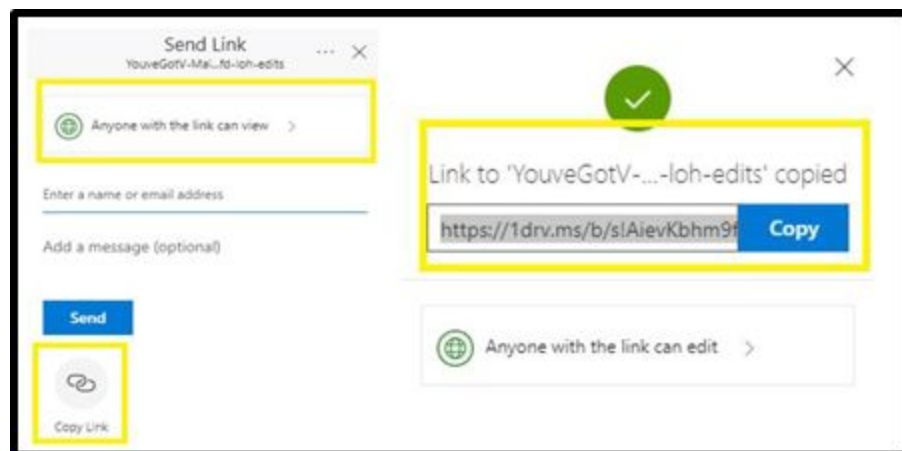
- Double-check that contest coordinators and judges can access your shareable link. Open an incognito browser tab (directions below) and copy and paste the link there. If the video is not shared, repeat the above steps.
 - **How to Open Incognito Browser Tab**
 - Windows, Linux, or Chrome OS: Press Ctrl + Shift + n.
 - Mac: Press ⌘ + Shift + n.
- Enter the shareable link you copied from Google Drive, One Drive, or DropBox next to the “**Documentary Link**” box when registering or on the “Basic Info” screen of the student’s profile if uploading after already registering.
- **Performance** - Be sure to read all updated information in the [NEW NHD Contest Rule Book](#) and carefully read the [VHD Virtual Contests - General Guidelines](#).
 - Students should combine all required written material into a **single** PDF in the following order: Title page, Process Paper, Annotated Bibliography, and Performance Companion Worksheet.
 - Free apps to combine separate PDFs include [Small PDF](#) or [I Love PDF](#).
 - They should save the final version as one PDF entitled with their first and last names, followed by the contest level. For example, John Smith should save his district contest performance material as **johnsmithdistrict.pdf**. If he qualifies for the state contest, he should save his state contest material as **johnsmithstate.pdf**.
 - If competing as a group, name the file with each group member’s last name and the contest level. For example: **smithjonesthomasdistrict.pdf** at the district contest level or **smithjonesthomasstate.pdf** at the state contest level.
 - This **single** PDF should be uploaded into the ZFairs system next to the “**Written Materials**” option when registering or on the “Basic Info” screen of the student’s profile if uploading after already registering.
 - Students should upload the .MP4 file of their performance to Google Drive. If they do not have access to Google Drive, they may use One Drive or DropBox.
 - If a student’s school Google account does not allow information sharing outside of their school’s system, students can use a parent/teacher account or create their own public Google account, with parent/teacher permission.
 - If you do not have access to one of these shareable services, please email sflorer@virginiahistory.org **before** your contest deadline for assistance.
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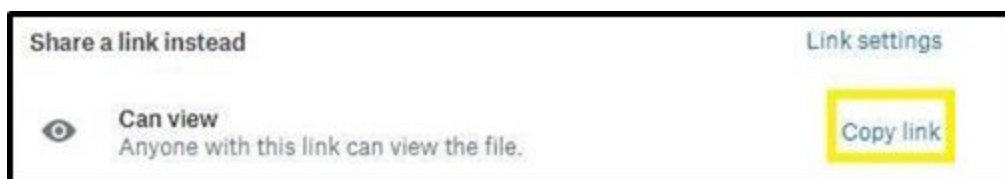
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 - Mac: Press ⌘ + Shift + n.
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