

Virginia History Day Project Submission Guidelines

Effective fall 2023 - spring 2024

The following Virginia History Day (VHD) guidelines apply to the 2023-2024 competition season. These guidelines are applicable to all students who wish to participate in VHD district or state contests. If changes are made, they will be communicated via email to all registered VHD teachers and posted on [the VHD website](#).

As of fall 2023, all VHD contests are scheduled to be held in-person.

All students must follow the guidelines below when creating and submitting their projects. These standards are designed to be flexible while maintaining a level playing field for all students. In addition, the [NHD Contest Rule Book](#) still applies to all categories.

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 **“Entry”** screen.

- 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**

- 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 **“Written Materials”** option when registering or on the **“Entry”** screen of the student’s profile if uploading after already registering.
 - If uploading after registering, be sure to click **“Save”** before exiting the **“Entry”** screen.
 - To ensure your project has been uploaded, exit the **“Entry”** screen and then re-open the **“Entry”** screen again by clicking **“My Profile”** in the top right corner of the home page. Your PDF should be visible next to the **“Written Materials”** option.

- **Website**

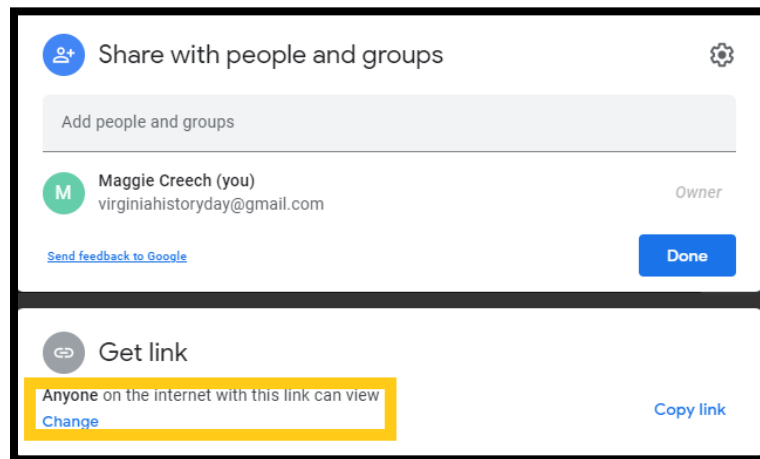
- All students **must** build their websites using NHDWebCentral.
- As detailed in the NHD Contest Rule Book, students should embed their process paper and annotated bibliographies into their website.
- The student’s unique 8-digit site key, which is the end of their website’s URL or can be found on 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**

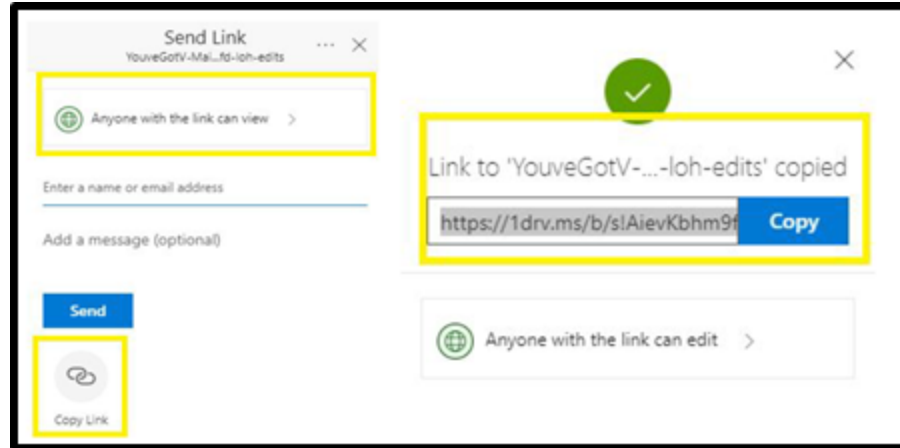
- For 2023-2024, all exhibits **must be physical**. Virtual exhibit boards are no longer permitted.
- Only process papers and bibliographies are due by the project submission deadline. Physical exhibit boards will be judged on the day of the contest.

- 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 “**Entry**” screen of the student's profile if uploading after already registering.
 - If uploading after registering, be sure to click “**Save**” before exiting the “**Entry**” screen.
 - To ensure your project has been uploaded, exit the “**Entry**” screen and then re-open the “**Entry**” screen again by clicking “**My Profile**” in the top right corner of the home page. Your PDF should be visible next to the “**Written Materials**” option.
- **Documentary**
 - 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 “**Entry**” screen of the student's profile if uploading after already registering.
 - If uploading after registering, be sure to click “**Save**” before exiting the “**Entry**” screen.
 - To ensure your project has been uploaded, exit the “**Entry**” screen and then re-open the “**Entry**” screen again by clicking “**My Profile**” in the top right corner of the home page. Your PDF should be visible next to the “**Written Materials**” option.

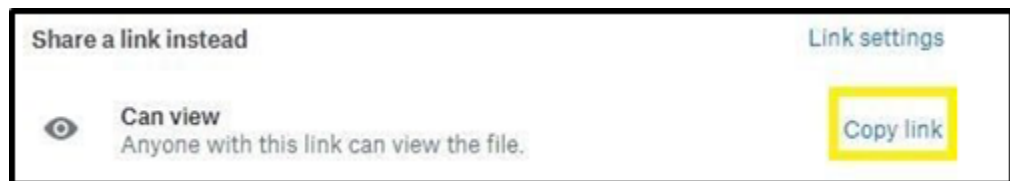
- Students should upload the .MP4 file of the documentary to Google Drive. If they do not have access to Google Drive, they may use One Drive or DropBox.
 - If a student's school Google account does not allow information sharing outside of their school's system, students can use a parent/teacher account 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. 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. Copy the link.



- **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 **“Link”** box when registering or on the **“Entry”** screen of the student’s profile if uploading after already registering.
 - If uploading after registering, be sure to click **“Save”** before exiting the **“Entry”** screen.
 - To ensure your link has been entered, exit the **“Entry”** screen and then re-open the **“Entry”** screen again by clicking **“My Profile”** in the top right corner of the home page. Your link should be visible next to the **“Link”** option.
- **Performance**
 - Only process papers and bibliographies are due by the project submission deadline. The actual performance will be judged on the day of the contest.
 - 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 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 “**Entry**” screen of the student's profile if uploading after already registering.
 - If uploading after registering, be sure to click “**Save**” before exiting the “**Entry**” screen.
 - To ensure your project has been uploaded, exit the “**Entry**” screen and then re-open the “**Entry**” screen again by clicking “**My Profile**” in the top right corner of the home page. Your PDF should be visible next to the “**Written Materials**” option.