NHD Georgia Virtual Contest Guide
2021-2022 School Year

National History Day learned quickly alongside its teachers, parents, and students about adapting to virtual formats when COVID-19 hit during the 2020 contest year. As a result, NHD took the lessons learned from past season's virtual contests and worked with a committee made up of teachers, students, judges, and state coordinators to develop uniform project guides for future virtual contests. This project guide goals were created to ensure consistent contest procedures across the country, fairness, and to help students transition between various contest levels.

In Georgia, many contests will take place virtually in the 2021-22 school year. Please utilize this guide to assist with your project creation so that it can be easily submitted when registration opens for your respected contest. All projects, no matter the region, are expected to follow this guide if they are being held virtually. Contest coordinators will provide further instructions on registration and submitting projects before registration opens.

If you have any questions, or problems accessing the templates via the links, contact Co-Affiliate Coordinator Jess Alden (email: jburke@georgiahumanities.org, phone: 470-448-7568.

Don't Forget! There is a new Rule Book for this school year!

No matter what category a student chooses, they should read the new rule book to follow their category rules. The **NEW** Rule Book is what will be used by judges when evaluating projects and is available for download here: www.lagrange.edu/nhdstudent.

Choosing Between Group and Individual Projects

NHD is not putting restrictions on group 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 is still only for individuals. If students choose to work in a group and meet in-person, they should be sure to follow recommended health and safety guidelines from their school, county, and state.

2021-2022 Theme – Debate & Diplomacy in History: Successes, Failures, Consequences

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

- Theme Book and NHD GA Theme Resources: www.lagrange.edu/nhdstudent
- NHD GA Kick Off Video: https://youtu.be/36ZeqJ9hCaA
- NHD National Office Overview Video: https://youtu.be/278B5ET8Npg
- GA Topic Ideas: https://bit.ly/NHDGATopicExplorer
- GA Topic "Starter Packs": https://padlet.com/nhdgeorgiaks/11p7q67gc9nbb3vi

Instructional Guides by Category

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: www.lagrange.edu/nhdstudent.

Please note that the national contest may require printed hard copies if it takes place in person, but the **regional and state-level contests will only require a digital submission by the registration deadline.**

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. **Save the final version as one PDF file** with first and last names, followed by the contest level (Free apps for this include Small PDF and I Love PDF).

- 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**.

Historical Paper Contest Registration:
1. Visit your contest registration site and log in to your student profile.
2. Once logged in, in the project submission section there will be a spot to load a **SINGLE** pdf.
3. Upload your PDF file into the **Entry's Paper** field.
4. Click **Save.** That's it!

Websites

Website category students should review the **NEW** NHD Rule Book to ensure they do not miss any important rules and requirements for their category: www.lagrange.edu/nhdstudent.

Please remember that NHDWebCentral (https://website.nhd.org/) **is REQUIRED to build and create ALL websites**. Complete instructions on creating an account, getting started, and other tips are available in the **NHDWebCentral guide here:** https://www.nhd.org/nhdwebcentral%E2%84%A2-instructions-videos

Contest Registration:

1. Complete any necessary revisions and click save before the website deadline. Websites are unable to be edited during the contest. They will "freeze" at 11:59 p.m. on the registration deadline and will not unfreeze until after the contest.
2. As detailed in the rules, be sure that your process paper and annotated bibliography are embedded in your website.
3. Go to your contest registration site and log in to your student profile.
4. In the website key section, submit the 8-digit code found in your website URL.
5. Double-check that your site key is correct in your NHD student profile.
6. Click **Save**. That's it!

Documentaries

Documentary category students should review the new 2021 NHD Rule Book to ensure they do not miss any important rules and requirements for their category: www.lagrange.edu/nhdstudent.

Documentary projects will be submitted via shareable links. To create a shareable link students need to plan to upload a shareable **.MP4** video file of their final project to Google Drive, One Drive, or DropBox 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 Wi-Fi. Documentary students also need to save their paperwork as one PDF file and upload it to the registration system by the deadline.

To prep documentary and paperwork for submission, please follow these steps:

Step 1: Create one PDF file that contains the title page, process paper, and annotated bibliography in that order. The registration system only allows one PDF upload, so it must include all required paperwork (Free apps for this include Small PDF and I Love PDF).

- o **If competing as an individual, name the 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.
- o **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.

Step 2: Upload the .MP4 file of documentary to Google Drive, One Drive, or DropBox. A particular platform is not preferred as long it is viewable to anyone with the link. If you do not have access to one of these shareable drives or have a way to share outside access to your file in a school drive, please email jburke@georgiahumanities.org *before* your contest deadline so that she can assist.

1. **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.

2. **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.

Step 3: Make Google Drive, One Drive, or DropBox Link Shareable. See the following instructions for each platform.

<div align="center">

DropBox Share Steps

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Upload file to 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.


<div align="center">

Google Drive Share Steps

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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.
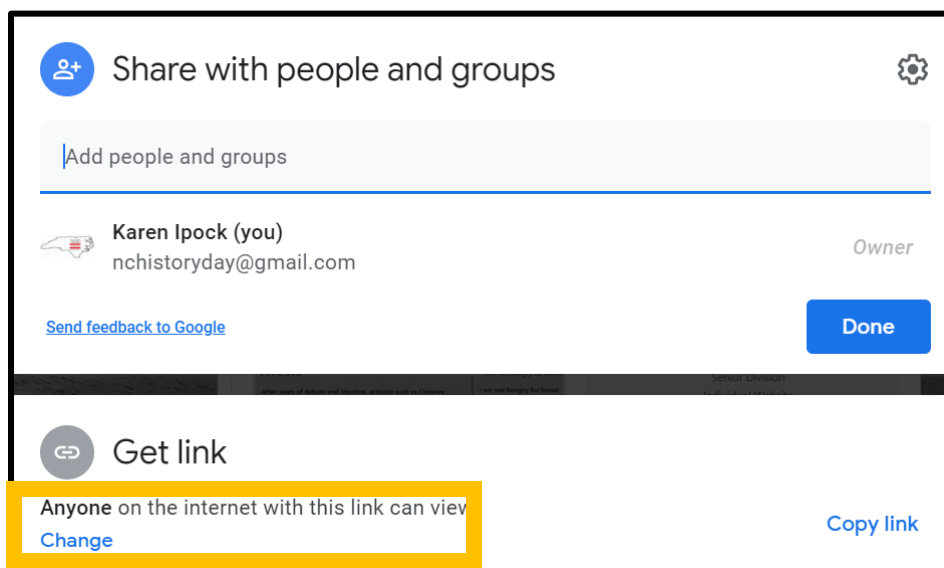
One Drive Share Steps

Upload file to One Drive. Once uploaded, right-click on the file. Select the "Share" option from the menu. Change settings to "Anyone with the link can view." Copy the link.
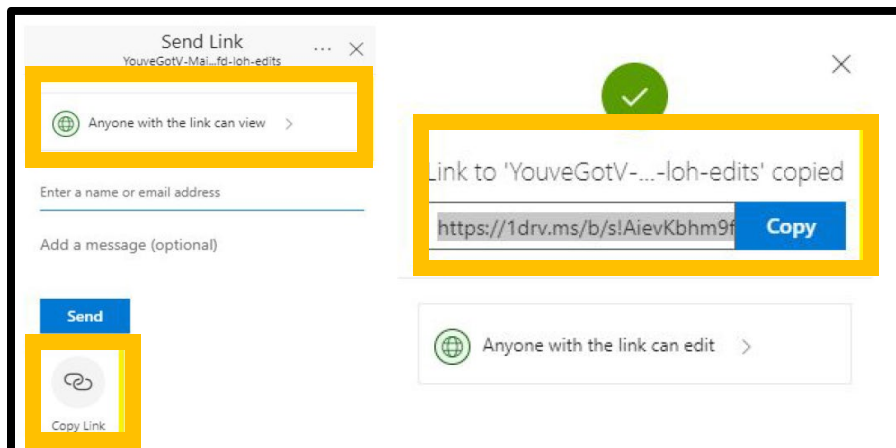
Step 4: Double-check that contest coordinators and judges can access shareable link. Open an incognito browser tab (directions below) and copy and paste the link there. If the video is not shared, repeat Step 3. If the video appears, advance to Step 5.

- o **How to Open Incognito Browser Tab**
    1. Windows, Linux, or Chrome OS: Press Ctrl + Shift + n.
    2. Mac: Press ⌘ + Shift + n.

Step 5: Submit project to the contest by the contest registration deadline.

1. Visit your contest registration site and log in to your student profile.
2. Upload your PDF file into the **Entry's Paper** field
3. Paste your link into the **Entry's Video URL** field. Double-check that the shared link's security permissions are set to "everyone with link can view." This will allow judges to view the project remotely. Links sent without the correct permissions settings will not be accessible and therefrom will not be judges.
4. Click **Save.** That's it!

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.

Exhibits

Exhibit category students should review the NHD Rule Book to ensure they do not miss any important rules and requirements for their category. **Exhibit rules still apply whether you create a physical or virtual exhibit, see pages 30-32 of the rulebook for category requirements**: www.lagrange.edu/nhdstudent.

What is a historical exhibit?

A historical exhibit is a visual representation of your:

- historical argument,
- research, and
- interpretation of your topic's significance in history.

As words are limited on an exhibit, use visuals, such as maps, graphs, charts, photographs, etc. Analyze these visuals to make your argument.

Traditionally, an NHD exhibit is placed on a table for judging. However, in a virtual setting, you have two options:

1. to physically construct an exhibit and then take photos of it and follow the guidelines for virtual submission, or
2. to create a virtual exhibit and follow these guidelines for virtual submission.

Talk with your teacher, who can help you choose which option works best for you.

The NHD Contest Rule Book allows you to:

- include a multimedia device in your exhibit,
- create an exhibit other than a tri-fold board that rests on the floor or a tabletop, and
- include supplemental materials, such as on the tabletop.

However, NHD **strongly recommends** that you create a simpler exhibit this year -- a tri-fold board without the extras (if you choose to add multimedia, you can include the link in your virtual submission). Photographed or virtually created exhibits cannot adequately represent physical exhibits that are round, multi-sided, or those with moving parts.

Individual and Group Exhibits

Weigh the pros and cons of working on an exhibit alone or with others before you proceed. If you decide to work with a group, you must follow all social distancing guidelines and preventative actions that apply in your school, county, state, or country.

OPTION 1: Guidelines for Creating a Physical Exhibit and Submitting it Virtually

If you wish to create a physical exhibit to a virtual contest you must photograph your exhibit and use the template below to submit it.

If you create a physical exhibit and need to submit it virtually, you are required to follow these submission instructions to be sure judges can read and evaluate your exhibit.

Step 1: Create a set of slides that include the following:

- a full photo of your exhibit, and
- photographed sections of your exhibit with accompanying text.

You may use either of the two template options to submit your exhibit. These options provide you with slides to insert photos and text from your exhibit. You may **not** add additional slides. Further details can be found on the first page of either slide template.

- Google Slides*
- PowerPoint

Click here to view a sample project submitted through one of these templates.

Step 2: Prepare to submit your slides and required paperwork:

- Export/download your completed exhibit template as a PDF.
- Combine your exhibit PDF and required paperwork (title page, process paper, and annotated bibliography and exhibit document) PDF into a single PDF file of 25 MB or smaller. (You may need to use one of the free apps to create and/or compress your PDF file. Some free apps include Small PDF and I Love PDF.) **The final PDF document order must be: title page, process paper, annotated bibliography, exhibit template.**
  - Please see this example for the correct order.
  - Please see this video to learn how to combine your PDF documents into one PDF file.

Step 3: Submit project to the contest by the contest registration deadline.
1. Visit your contest registration site and log in to your student profile.
2. Once logged in, under the project submission section there will be a spot to load a **SINGLE** pdf.
3. Upload your PDF file into the **Entry's Paper** field.
4. Click **Save.** That's it!

OPTION 2: Guidelines for Creating a Virtual Exhibit and Submitting it Virtually

If you wish to create a virtual exhibit instead of building one physically then you will need to utilize design software. Your virtual exhibit must still comply with all category rules, including word count and maximum size.

Step 1: Create a Virtual Exhibit

- To create a virtual exhibit, you are welcome to use any design software that you prefer. Here are two examples:

  - **Google Drawings*** is a free program that allows you to create a virtual exhibit within the maximum size of an NHD exhibit. Using this program does require creating a free Google account if you do not already have one through your school.

  - **Microsoft Publisher** is another program that you may have access to through your school. This program also allows you to create a virtual exhibit that fits within the maximum size of an NHD exhibit.

- Regardless of the design software that you use, your virtual exhibit must meet these requirements:

  - The minimum font size on a virtual exhibit is **20** pt font.

  - The maximum dimensions are 74-inches wide x 72-inches high. Since exhibit boards vary, NHD has chosen a commonly-used tri-fold exhibit board as the standard size for virtual exhibits. This sizing takes into account readability for judges and adds in table space that you would have at an on-site contest.

- NHD has created a template for each of the programs above:

  - Google Drawings NHD Template* (74-inch wide x 72-inch high)

  - Microsoft Publisher NHD Template (74-inch wide x 72-inch high)

  - Both templates are adjustable. You may make the virtual exhibit smaller, but you may not make the dimensions larger. You may adjust or eliminate the black lines on the templates, if desired.

    - Click here to view a sample project in the Google Drawings template.

- Regardless of which design software you use, **NHD strongly recommends** designing a tri-fold exhibit. Virtually created exhibits cannot adequately represent physical exhibits that are round, multi-sided, or those with moving parts.

Step 2: Prepare to submit your virtual exhibit and required paperwork:

- Export/download your virtual exhibit as a PDF.

- Combine your exhibit PDF and required paperwork (title page, process paper, and annotated bibliography, virtual exhibit pdf) PDF into a single PDF file of 25 MB or smaller. (You may need to use one of the free apps to create and/or compress your PDF file. Some free apps include Small PDF and I Love PDF.)
    - Please see this example for the correct order.
    - Please see this video to learn how to combine your PDF documents into one PDF file.

Step 3: Submit project to the contest by the contest registration deadline.
5. Visit your contest registration site and log in to your student profile.
6. Once logged in, under the project submission section there will be a spot to load a **SINGLE** pdf.
7. Upload your PDF file into the **Entry's Paper** field.
8. Click **Save.** That's it!

*****PLEASE NOTE:** School email accounts may restrict your access to these Google Slide and Google Drawings templates. If you experience these issues, please try accessing the template from a different account.*

Performances

Performance category students should review the NEW NHD Rule Book to ensure they do not miss any important rules and requirements for their category. Performance rules still apply whether you perform on-site or at a virtual contest, see pages 25-26 of the rulebook for category requirements: www.lagrange.edu/nhdstudent.

Please remember that performance rules apply for virtual contests. Also, keep in mind that as the 2021-2022 school year progresses, students may have to perform live if they qualify for the national contest, and it takes place in person.

Choose this category carefully! This category requires students to record their performance and upload it into a shareable online drive for judges to view. **Recordings are required to be submitted to compete.**

Students should follow all social distancing guidelines and preventative actions that apply in their state, county, and school. NHD encourages group performances to consider using an online conferencing platform to record their performance to help everyone stay safe and healthy or consider a different category if the performance cannot be filmed in a way that ensures overall group safety.

Performance Recording Guidelines

When submitting a video for an individual or group performance, remember, this is the performance category. Treat the recording as if it is a live performance.

Please follow the criteria below:

- **Individual Performance**
    - Individual performances can be filmed on a camera, phone, or using an online conferencing platform such as Google Meet, Zoom, and Microsoft Teams. These are only recommendations. You are free to use any platform your Contest Coordinator deems appropriate.

- **Group Performance**

  o Group performances can be filmed on a camera or phone in-person or using an online conferencing platform such as Google Meet, Zoom, and Microsoft Teams. These are only recommendations. You are free to use any platform your Contest Coordinator deems appropriate.

  o You should follow all social distancing guidelines and preventative actions that apply in your school, county, state, or country.

- In the individual and group performance recordings, please only use backgrounds and props that you would intentionally have or bring for a live performance at an on-site contest. Digital effects are not permitted unless they could be done during a live performance. Most contest settings for performances will have a plain wall or curtain. For your performance, use a plain background or one that you create instead of recording your performance in front of a decorated room in your home or a green screen to which you can add images later. Those settings would not be possible at an on-site contest.

- Any audio recordings, music, or media should be present in the recording as a part of the performance. Audio cannot be added in later.

- It is not necessary to record the 5 minutes of set-up/break-down allotted for your performance.

- Individual and group performances should be recorded in one take regardless of recording platform. Editing of any kind is not permitted. Do not edit multiple clips together or edit in digital effects or audio

- Once recorded, upload the .MP4 file of your performance to Google Drive, One Drive, or DropBox (or other platform) based on the Contest Coordinator's requirements. Please make sure your Google Drive, One Drive, or DropBox link is shareable. It is your responsibility to ensure that your Google Drive, One Drive, or DropBox link is shareable.

Final Steps for Preparing Performance Recording and Paperwork for Contest

Finalizing Performance Paperwork for Registration

- When it comes time to submit the performance during registration, **combine all the performance paperwork into one PDF document**. The registration system only allows one PDF upload.

- **Paperwork should be in this order:** Title Page, Process Paper, and Annotated Bibliography.

- **Combine multiple PDFs into one.** There are some free online apps available such as Small PDF and I Love PDF.

- **Save the final combined PDF file using these naming guidelines:**

  1. **If competing as an individual**, name the 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.

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

Finalizing Performance Recording for Registration

- Students should plan to upload their final performance recording as a shareable **.MP4** video file on Google Drive, One Drive, or DropBox by the contest registration deadline.

- Students need to give themselves plenty of time to complete this process before the deadline. Files typically upload faster over a wired connection instead of Wi-Fi.

- To prep recording for submission, please follow these steps:

Step 1: Upload the .MP4 file of performance to Google Drive, One Drive, or DropBox. There is no preference on which platform as long as your performance recording is viewable to anyone with the link.

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

- o **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.

Step 2: Make Google Drive, One Drive, or DropBox link shareable when ready to register. Complete this step when ready to submit the project link during registration. See the instructions below for each platform to see how to get a shareable link.

DropBox Share Steps

Upload file to 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.


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.
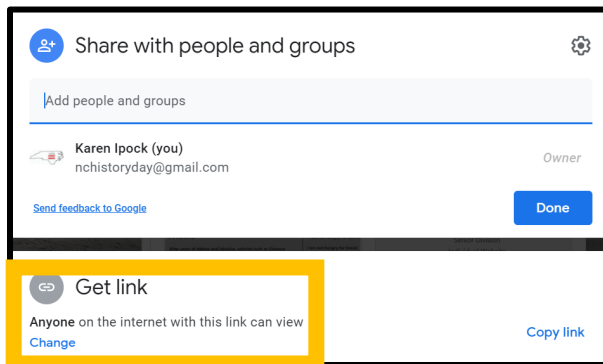
One Drive Share Steps

Upload the file to 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.
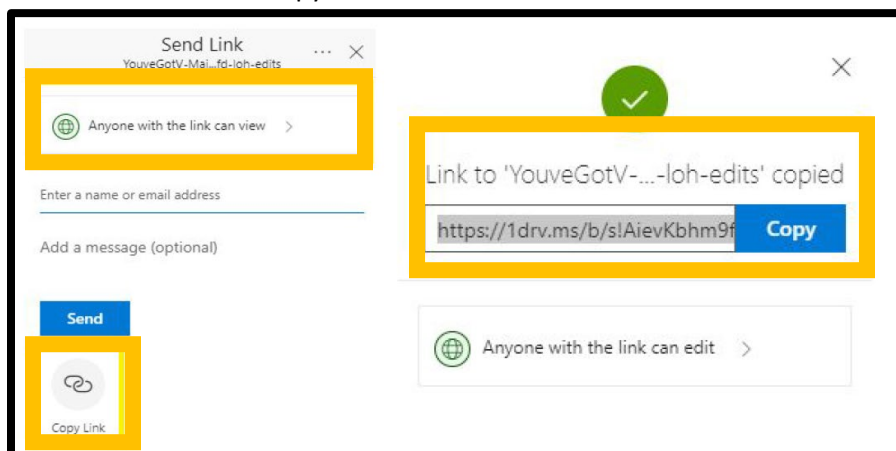
Step 3: Double-check that contest coordinators and judges can access the shareable link. Open an incognito browser tab (directions below) and copy and paste the link there. If the video is not shared, repeat Step 2. If the video appears, advance to Step 4.

- **How to Open Incognito Browser Tab:**
  - Windows, Linux, or Chrome OS: Press Ctrl + Shift + n.
  - Mac: Press ⌘ + Shift + n.

Step 4: Submit project to the contest by the contest registration deadline.
1. Visit your contest registration site and log in to your student profile.
2. Upload your PDF file into the **Entry's Paper** field
3. Paste your link into the **Entry's Video URL** field. Double-check that the shared link's security permissions are set to "everyone with link can view." This will allow judges to view the project remotely. Links sent without the correct permissions settings will not be accessible and therefrom will not be judges.
4. Click **Save.** That's it!

Important contest planning note! Ensure that the performance recording 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.

Questions about NHD GA? Contact us at nhdhistory@lagrange.edu.