



**ARMY HERITAGE CENTER**  
**FOUNDATION**



**Congratulations**, you have qualified for the 2024 National History Day in Pennsylvania State Contest. The State Contest will take place on Saturday and Sunday, April 20 and 21, at the University of Scranton.

**PLEASE READ THIS DOCUMENT CAREFULLY!** This document contains information essential to registering smoothly and efficiently.

**REGISTRATION FEE: \$60 per student**  
**REGISTRATION DEADLINE: 8 PM, Monday, April 1, 2024**  
**PROJECT UPLOAD DEADLINE<sup>1</sup>: 8 PM, April 8, 2024**  
**PAYMENT DEADLINE: 8 PM, April 8, 2024**  
**WEBSITE LOCKOUT: 8 PM, April 8, 2024**

**LATE REGISTRATION FEE: \$50 - NOTE: LATE FEES WILL BE STRICTLY ENFORCED.**

**SPECIAL PRIZES:** Students may self-nominate for special prizes during registration. Students who wish to be considered for special prizes must upload digital copies of their entries to facilitate special prize judging.

**IF YOU REGISTERED FOR YOUR REGIONAL CONTEST THROUGH ZFAIRS**, you will receive an email once your project has been advanced to the State Contest. Please wait for that email, and then log in using the same username and password you created for your Regional Contest.

**If you did not use ZFairs** to register you will need a direct registration link. Please contact the NHD in PA State Coordinator using the contact information below.

**TEACHERS SHOULD REGISTER BEFORE STUDENTS TO MAKE SURE THEIR INFO AND SCHOOL INFO IS CORRECT.**

**CONTACT THE STATE COORDINATOR IMMEDIATELY IF YOU THINK YOU WILL HAVE TROUBLE MEETING ANY OF THE DEADLINES.**

**Questions or problems?** Please contact NHD in PA State Coordinator Jeff Hawks at the Army Heritage Center Foundation at 223-269-3712 or [eddirector@armyheritage.org](mailto:eddirector@armyheritage.org).

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<sup>1</sup> For Papers, Websites, and Documentaries. Exhibit and Performance students do not need to submit digital projects.



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### **NATIONAL HISTORY DAY IN PENNSYLVANIA STATE CONTEST STUDENT REGISTRATION CHECKLIST**

This checklist will help you ensure that you or your students are properly registered for the NHD in PA State Contest.

The Zfairs State Contest Registration Site URL is <http://pa1.nhd.org>.

#### **Complete the following before April 1:**

- ☐ First log-in (if they used Zfairs for the Regional Contest and were promoted) or account creation (if they did not use Zfairs for the Regional Contest)
- ☐ Waivers and agreements<sup>2</sup>
- ☐ Invoice generation (can also be done by teacher)
- ☐ Additional Questions (see tab under student profile)
- ☐ Meal orders (can also be done by teacher)

#### **Complete the following by April 5:**

- ☐ Payment completed, ***OR***
- ☐ Contact the NHD in PA State Coordinator if payment cannot be made before April 5.

#### **Complete the following before April 8:**

- ☐ Project link updated/verified (for documentary and website)
- ☐ Project file updated/verified (process paper, bibliography)
- ☐ Payment submitted

NHD in PA will send out a draft schedule as soon as possible after registration closes. Students and teachers should review the schedule to ensure the following items are correct:

- ☐ Category and entry title are correct
- ☐ Student names are correct
- ☐ Students are scheduled in the correct category.

### **WHAT TO BRING TO THE STATE CONTEST**

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<sup>2</sup> If waivers and permissions do not appear, log out, then log back in. If they do not appear when you log back in, contact the State Coordinator.



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All students except **PAPER** and **WEBSITE** students should bring copies of their process papers and bibliographies to give to the judges. Paper and Website students should include these items in their entry.

Students in the **EXHIBIT** category **MUST** bring extension cords and power strips, if needed.

Students in the **DOCUMENTARY** category can enter a URL to their project during registration. They should also bring their project saved in as many formats as possible, including laptops, tablets, thumb drives, and cloud storage. Students may show their documentary using the provided equipment or bring their own. Since errors sometimes occur in the rendering process, students are reminded to check and make sure their documentary is working properly before the Contest.

Students in the **PAPER** category must upload the most recent copy of their paper by the .

Students in the **PERFORMANCE** category should bring all props and materials necessary for their performance.

Students in the **WEBSITE** category should enter their URL into the online registration system, which will automatically add the weebly.com portion. No other paperwork is needed.

**Websites will lock for judging at 8:00 PM on April 8, after which time you will not be able to edit your entry until after judging concludes.**

### **CHAPERONES**

All students must be accompanied and supervised by a parent or a chaperone. NHD in PA and Army Heritage Center Foundation staff and volunteers are prohibited from providing supervision or accepting supervisory responsibility for students.

### **HOUSING**

NHD in PA has arranged group rates at area hotels, details are posted on the State Contest website.

### **MEALS**

Students, teachers, and parents can pre-order meals by logging in to Zfairs and going to the Store. Additionally, there are several cash options on the ground floor of the DeNaples Center, as well as numerous restaurants in downtown Scranton a short distance from campus.



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**PAYMENTS**

**Before making any payments**, please generate an invoice. Teachers can generate a single invoice for all of their students, or teachers or students can generate individual invoices.

**TEACHERS:** To generate a group invoice, log in, click on the Store tab, select the Students tab, click on the fees you want to put on the invoice, add them to your cart, and check out.

**STUDENTS: IF YOUR SCHOOL IS PAYING YOUR FEES PLEASE DO NOT GENERATE AN INVOICE WITHOUT CHECKING WITH YOUR TEACHER FIRST.** To generate an individual invoice log in, click on the Store tab, add your fees to the cart, then check out. If you need to come back to view or print your invoice, click on the Order History tab, then click the order ID number.  
**To reprint an invoice**, go to the store, select Order History, and click on the order number to view

**To make a payment** you will need your invoice number. Your invoice number is in the upper right-hand corner of the invoice. The order number is NOT your invoice number.

**To pay by check**, please make all checks payable to AHCF-NHD in PA and mail with your invoice to:

Army Heritage Center Foundation  
P.O. Box 839  
Carlisle, PA, 17013

**TO PAY ONLINE PLEASE HAVE YOUR INVOICE NUMBER READY. YOUR INVOICE NUMBER IS THE 6-DIGIT NUMBER IN THE UPPER RIGHT HAND CORNER OF YOUR INVOICE.**

**[CLICK HERE TO MAKE A CREDIT CARD PAYMENT](#)**

**PLEASE DO NOT MAKE PARTIAL PAYMENTS!** You may pay for multiple invoices with a single payment, but the payment must match the total. ***If you need help generating proper invoices, please contact us!***



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### WHAT TO EXPECT AT THE STATE CONTEST

The state contest is a two-day event.

#### **Day 1, Check-In and First Round Judging:**

Check-in and exhibit set-up are scheduled for the morning of Day 1. We will post maps of the contest venue online and send out information by email prior to the contest. Depending on your arrival time, you may encounter long lines at check-in, so plan accordingly.

When you check-in, you will receive a packet with **your judging time, contest program, campus map, t-shirt voucher, NHD button, your certificate of participation**, and other essential materials. Be sure to read all included materials in the packet.

If you ordered meals, you can pick up your meal tickets at registration at the information table. The tickets will be under the name of the person who placed the order.

Judging begins at in the early afternoon on Day 1, and continues until all entries are evaluated. Six entries in each category will advance to the run-off round scheduled for the morning of Day 2.

During your judging time, the judges will meet with you to ask questions about your entry. Documentary and Performance students will present their projects. Judges in the Paper, Website, and Exhibit category will preview those entries so the students will not need to do a presentation.

After your judging time you are free to explore the University of Scranton campus and surrounding areas. Information about any planned events or presentations will be placed in the student packets.

#### **Day 2:**

The run-off round of judging will commence in the morning of Day 2. Only students in the performance and documentary category need to be present during the run-off round of judging, and the schedule for those categories will be posted.

Students in the paper, website, and exhibit categories do not need to be present for the run-off round of judging, and the schedule for those categories will not be posted.



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During the run-off round, judges will review all entries but will not interview students. Your entry must stand on its own merit.

### **AWARD CEREMONY**

The contest concludes with the award ceremony in the afternoon of Day 2. Students who finish in 1<sup>st</sup> or 2<sup>nd</sup> place qualify for the National Contest and should remain after the award ceremony to meet with the State Coordinator. Students who finish in 3<sup>rd</sup> will serve as alternate qualifiers, and should preserve their projects in case they have the opportunity to advance to nationals. In rare circumstances, a 4<sup>th</sup> place entry may be advanced when there is an available slot.

Students will be able to view their evaluation forms online with a few days of the contest.

We welcome your feedback. After the contest, you will receive an email with a link to an online survey about your experience. We need to hear your comments, both positive and negative, in order to improve the NHD in PA program. Thank you!

### **REFUND POLICY**

- Registration fees for the state competition are non-refundable.
- Meals can be refunded if the cancellation is received prior to close of business on April 8, 2024.
- After April 8, 2024, NHD in PA will be unable to grant requests for refunds.