



Central Piedmont Regional History Day Contest

Teacher Packet

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

Contest Details

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

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

Registration Deadline: Monday, February 12, 2024, 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, February 12th, 2024

Contest Location: Alamance Community College

Registration Fee: \$10 per student

***Make Checks Payable to **Alamance Community College** and mail to:**

Alamance Community College
Attn: Sherri Singer
PO Box 8000
Graham, NC 27253

Contest Contact: Sherri Singer, Regional Coordinator

sherri.singer@alamancecc.edu

336-506-4396

Karen Ipock, State Coordinator

nchistoryday@dncr.nc.gov

252-639-3545

Registration Instructions for Teachers

Teachers must register and create their teacher accounts in the contest system ***before*** their students are able to start the registration process. Please note that contest accounts are erased each summer, so even returning NHD teachers need to create new accounts.

To Create a Teacher Account

1. Go to the regional contest link: <https://nc-cpc.nhd.org/>
 2. Click Create Account in the toolbar, then select **Teacher** from the drop-down menu.
 3. Insert your preferred username and other details. Click the **Save & Continue** button.
 4. On the next page, add in your additional details, preferred password, and confirm it. Click **Save & Continue**. **Please keep your username and password in a safe place.** These will be used at state and national contest levels if your students qualify.
 5. Answer the questions about your school participation in NHD and select your school from the drop-down menu. If your school is not showing, please email nchistoryday@dn-cr.nc.gov so that we can add it for you. If you are supervising students at multiple schools, you can select as many schools from the list as needed by simply re-opening the menu after each time you click to add a school. If you are a parent/guardian registering as a teacher for an independent student, please select your student's school. If you accidentally add the wrong school, you can click the **x** beside the name to remove it. Once your school(s) are added, click the **Save & Continue** button.
 6. Continue through registration until you get to the **Account Created** page. You should receive a registration confirmation email from zFairs.
 7. Let your students know that they can now start registering. Please be aware that every participating student must register even if they are in a group project. For group projects, each group should have one member register first to receive a **Project Key** to share with other group members to use when they register.
 8. Please look at the next sessions if you need to create an invoice to pay registration fees for your school or need to check on or assist students through the registration system.
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To Log Back into Teacher Account (After Registering)

1. Go to the regional contest page: <https://nc-cpc.nhd.org/>
 2. Click Login in the top right corner.
 3. Insert your username and password.
 4. 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@dn-cr.nc.gov for help.
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Editing Teacher Account Information

1. After logging in to your teacher account, click your name in the top right corner.
 2. Select **My Profile** from the drop-down menu to edit your personal information before registration ends.
 3. Select **Change Password** to change the password for your account.
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Checking Your Students' Registration Progress

1. After logging in to your teacher account, click **My Students** in the top toolbar.
 2. This page lists each of your students registered under you. Here is a guide to some of the icons you may see by each account and what they mean:
 - **Conversation Bubble with Check Mark** - This icon will appear if the student has agreed to the permissions and waivers as part of registration.
 - **Red People Icon with Words "No Team Members"** - This symbol will only appear if a student registered as a group project, but they do not yet have other group members linked to their group. This might show if group members still need to register, a group member is not properly linked to a group project in the system, or a student selected a group project by accident. Please email nchistoryday@dn-cr.nc.gov if you need help fixing any of these issues.
 - **Piece of Paper** - This symbol will only appear if the student's registration fee payment is on an invoice that they created or that their teacher created.
 - **Dollar Bill** - The color of the symbol (red or green) shows whether the student's registration fee has been marked as paid. (Please note that check payments may take several days to be marked as paid.)
 3. If you click on a student name, it will bring up a pop-up menu. The options in this menu are all optional and can only be done before contest registration ends (contact nchistoryday@n-c-d-c-r.gov if you need something done after registration). The options are:
 - **Edit/View Participant** – allows you to view a student's profile and edit if needed. The profile also shows different tabs that you can view or edit information on including School, Entry, and Orders (only for contests with registration fees). Their entry tab is where you can assist submitting project materials or to see the **project key** and project team members. If you edit or change anything on their profile or its tabs, be sure to hit the **Save** button at the bottom before closing out.
 - **Change Password** – helpful if a student needs help resetting their password.
 - **Change Username** - helpful if a student needs help resetting their username.
 - **Email** – use the system to email the student. This feature only works if student used an email address that receives zFairs emails.
 - **Upload a File** – Please do **NOT** use this feature. If you need to upload project materials for a student, go under their profile, select the entry tab, and upload on that page.
 - **Link to a Project or Unlink from Project** – You can technically use these buttons to fix student registration errors when they either need to be linked or unlinked to a group project. **However, using this function can erase important project information if not done correctly. We highly recommend that you contact nchistoryday@dn-cr.nc.gov for help if you need to link group members.**
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Generating an Invoice to Pay Student Fees

If multiple teachers are registered for the same school, and you are trying to print one invoice that covers all the participating students for the school, email nchistoryday@dncr.nc.gov so that they can create an invoice for you. If this is not the case, proceed as follows:

- After logging in to your teacher account, click the store tab on the menu bar.
- Click the **Student** tab on the page that opens.
- Check the box next to each student that you wish to pay for.
- Click the white **Add Selected Fees to Cart** button at the bottom of the screen.
- Click the **Checkout & Pay** tab.
 - A pop-up will open showing your student fees. Make sure everyone that needs to be is showing. If not, click out of the box and double check your box selections. If everyone is showing, click the **Complete Order** button.
 - Another pop-up will open. Click the **Print/View** button for your invoice. Print the invoice page that opens. If you cannot print screen, please contact nchistoryday@dncr.nc.gov.
 - Mail the invoice with a check made payable to **Alamance Community College** and mail to:
Alamance Community College
Attn: Sherri Singer
PO Box 8000
Graham, NC 27253
 - If you need to view an **Invoice Status** or **Re-printing Your Invoice**, please do the following:
 - After logging in to your teacher account, click the store tab on the menu bar.
 - Click the **Order History** tab on the page that opens.
 - If checking on the invoice status, it should show its status above the list of registration fees. If you need to re-print the invoice, click the **blue hyperlink** next to where it says **Order Id** and print the invoice page that opens.

Logging Out of Teacher Account

1. Click your name in the top right corner.
2. Select Logout from the drop-down menu.