



## Judge Registration Instructions

Texas History Day

*“Debate and Diplomacy in History: Successes, Failures, Consequences”*

April 23, 2022, 8am to 1pm\*

\*(approximate length of time)

### Texas History Day

Texas History Day (THD), sponsored by the Texas State Historical Association, is an affiliate of National History Day. THD is a yearlong education program that culminates in an annual state-level history competition for students in grades six through twelve. It provides an opportunity for students to demonstrate their interest in, and knowledge of, history through historic papers, performances, documentaries, websites, or exhibits.

Over the course of the school year, students research and produce a History Day entry, the results of which are presented at one of the 19 regional competitions in early spring. From there, some students advance to the state competition in April in Austin, or even to the national contest held each June, typically at the University of Maryland at College Park, although this year it will be virtual.

### Register to Judge

#### Creating a Judge Account

- Go to the contest URL: <https://tx.nhd.org/>
- Bottom right of screen is the **Create Account** box
- Fill out your first name, last name, and email address. Click the checkbox next to **I am Not a Robot**. Then, click the blue **Create an Account** button.
- You will be taken to the **“Register, tell us more”** screen where you will click on the **“Register as a”** drop down menu and select judge. Again, Click the checkbox next to **I am Not a Robot**. Then, click on **Save and Continue**.
- You will be asked to go into the email account you registered with to verify your email address. Click on the link in the email sent from **noreply@zfairs.com**, the link will take you back to your judge’s registration page. Check your spam folder if you did not receive the email.
- Complete the Judge’s Personal Information section. Then, click the blue **Save and Continue** button.
- Complete the Judge’s Preference section. Then, click the blue **Save and Continue** button.
- Complete the Judge Permissions and Waivers section. Then, click the blue **Save and Continue** button.
- Registration is complete. Your username will appear on this screen. Record your system username and password.
- You will receive a registration confirmation email from Zfairs. Check your spam folder if you did not receive the email.

#### Logging into Judge Account (After Registering)

- Go to the contest URL: <https://tx.nhd.org/>
- Click **Login** in the top right corner.
- Insert your username and password.
  - If you forgot your username and/or password, click the white **Forgot Password / Username** button and follow the prompts to reset.

#### Logging Out of Judge Account

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

#### Editing Judge Account Information

- After logging in to your judge account, click your name in the top right corner.
- Select **My Profile** from the drop-down menu to edit your personal information, click **Save**.
- Select **Change Password** to change the password for your account, click **Change Password**.