



National History Day in North Carolina State Contest Packet

Saturday, May 3rd, 2025
Greensboro, NC

Congratulations on qualifying for the state contest for National History Day in N.C.! **The contest will take place on Saturday, May 3rd at the Elliott University Center located on UNC Greensboro campus in Greensboro, N.C.** This packet contains all the details on the contest and how to register. Please read carefully, as there is a lot of important information.

Very Important! Even though you qualified for the state contest, you still **must** complete all required steps in the state contest registration system. Directions for this are on the following pages. If you choose not to participate in the state contest, please email nchistoryday@dn-cr.nc.gov so you will be removed from the list.

Contact Information

If you need help with project revisions or submissions, have contest questions, or barriers with participation due to schedule conflicts, travel, or costs, please email our general email at nchistoryday@dn-cr.nc.gov or contact:

Karen Ipock, State Coordinator
Email: Karen.ipock@dn-cr.nc.gov
Phone: 252-639-3545

Mailing address for registration fee payments by check: N.C. History Day
Attn: Karen Ipock
4601 Mail Service Center
Raleigh, NC 27699-4610

Important Dates – Mark your Calendars!

Deadline for State Contest Registration & Project Submissions: Friday, April 11th at 11:59 p.m.

Freeze Date for Website Category: Friday, April 11th at 11:59 p.m.

State Contest: Saturday, May 3rd, 2025 from 8 a.m. – 5p.m. in Greensboro, N.C.

Project Preparation for the State Contest

You are encouraged to improve your project before the state competition. Take the judges' comments from your regional contest into consideration. Feel free to talk to other people for suggestions as well. It is up to you to decide which changes you wish to implement. The important thing is to continue to learn about your subject as much as you can. [Check out this document for additional advice.](#)

Checklist of What is Due by 11:59 p.m. by April 11th Deadline:

- ☐ **Complete First Time Login** – Your regional contest account has been forwarded to the state contest, however you must login to your account by this deadline to update any information or answer any additional questions. See full instructions in that section of the packet below. **If you can't remember your login for your contest account, do NOT try to create a new account. Instead email nchistoryday@dncr.nc.gov for help.**
 - ☐ **Upload ALL Required Project Materials for Your Category** – A brief overview for what is due by category is:
 - **Documentaries** – Upload your **FINAL** documentary video and a PDF of your written materials (Title Page, Process Paper, and Annotated Bibliography). Bring two printed copies of your written materials with you to the contest.
 - **Exhibits** – upload a PDF of your written materials (Title Page, Process Paper, and Annotated Bibliography). Bring your exhibit, two printed copies of your written materials, and any power and extension cords you may need with you to the contest.
 - **Papers** – upload your **FINAL** paper (title page, process paper, paper, and annotated bibliography) as a PDF. Bring two printed copies of your paper with you to the contest.
 - **Performances** - upload a PDF of your written materials (Title Page, Process Paper, and Annotated Bibliography). To the contest bring two printed copies of your written materials and any costumes and props needed. Please note that if your performance requires tables, chairs, projectors, sound equipment, etc. you are required to bring your own as outlined in the official NHD Rule Book.
 - **Websites** – Ensure the system has your NHDWebCentral link in your contest account. Please note that your website will lock from edits at this deadline until the contest concludes. You may want to bring a printed copy of your written materials to the contest in case you need to reference during the interview.
 - ☐ **Pay Your Registration Fees** – These should be paid online or by mailing a check **before** the day of the contest. Please check with your teacher to see if the school will handle the payment for these or if you need to complete them. If you are responsible to pay these, you can do so during your first-time login to the state system or by logging back into your contest account.
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Contest Sign-up and Project Submission

All students wishing to participate in the state contest must sign into their contest accounts in [state contest system](#) and complete their first-time log-in and required project submissions for their category by **11:59 p.m. on Friday, April 11th, 2025**. There is a \$20.00 registration fee **per student** that can be paid online or by check. Please contact us if this fee is a barrier in participating. On the following pages are the directions for completing your first-time login, project submission, and registration fee payments.

First Time Log-in Instructions

1. The state contest uses the same contest system (zFairs) as your regional contest, and all your student account was forwarded to this contest. However, the state contest has a different website that you **must visit** to complete all required steps to be signed up to participate at the state contest. To complete these steps, either click the link in the “entry advancement” email you receive from zFairs or visit: <https://nc.nhd.org>.
2. Once you are on the state contest homepage, click on **login** in the top-right corner.
3. Sign in using the **same login information as you did for the regional contest**. **Very important!** If you can’t remember your login information, **DO NOT** create a new account. Instead, please email nchistoryday@dncr.nc.gov so that we can get you into your account.
4. If this is your first time logging in, most of your information will already be there from the regional contest, but you will have a chance to update any changes and you may be asked additional questions. Follow the prompts.
5. When you get to your project entry section, you can update your project title if needed and submit any required materials for your category if you are ready. **If you are not ready**, you can click the **save & continue** to come back later to submit them before the **April 11th deadline**. If you are ready to submit, do the following for your category:
 - **Documentary Students:** Upload your **FINAL** documentary video and a PDF of your written materials (Title Page, Process Paper, and Annotated Bibliography). Bring two printed copies of your written materials with you to the contest.
 - **Exhibit Students:** Upload a single PDF of your Written Materials (title page, process paper, annotated bibliography). This category does not require you to submit any type of link. Exhibit students must bring their exhibit and 2 printed copies of their project’s written materials with them to the contest.
 - **Paper Students:** Upload a single PDF of your **FINAL** paper (title page, process paper, your paper, annotated bibliography). This category does not require you to submit any type of link. Paper students should bring 2 copies of their project with them to the contest.
 - **Performance Students:** Upload a single PDF of your Written Materials (title page, process paper, annotated bibliography). This category does not require you to submit any type of link or video recording. Performance students must bring any costumes and props and 2 printed copies of their project’s written materials to the contest.

- **Website Students:** Make sure your NHDWebCentral Site Key is in the box. This is the 8-digit code that is in your website's URL. It can also be found by logging into your NHDWebCentral account. Please be aware that your website will be locked from edits after the registration deadline and until judging completes. Website students may want to bring a printed copy of their project's process paper and annotated bibliography in case they need to reference it during their judge interview.
6. Answer any additional project questions.
 7. Complete the Student Permissions and Waivers section with a parent/guardian. Then, click the Save & Continue button.
 8. On the next page you process your registration fee. Even if your school is paying your fee, press the **Continue** button. (Please note that there is no coupon code available for this contest.)
 9. A pop-up will open. Please do one of the following:
 - **If your teacher told you the school will handle paying your registration fee**, please click the school tab and click the "I agree & continue" button.
 - **If your school is NOT paying the fee for you**, click either the card tab or the check tab depending on how you want to pay.
 - If paying by card, enter your payment information on the card tab and click "Pay & Register."
 - If writing a check, click the check tab and click the "I agree & continue" button.
 10. You have reached the last page. Your username will appear on this screen. Write it and your password down somewhere safe so you have it for future logins. If in a group, this page will also show your **project key** that you can copy and paste to share with other group members. If your school is not paying your registration fee and you selected to pay by check, click the blue hyperlink code under order history to print your invoice. Write a check for the amount on the invoice made payable to **Federation of North Carolina Historical Societies** and mail the invoice and your check to:

N.C. History Day
Attn: Karen Ipock
4601 Mail Service Center
Raleigh, NC 27699-4601

11. You have now completed your first-time registration. If you did not upload your project or pay your registration fee, make sure those get done by the **April 11th deadline**. There are instructions for logging back into your account and doing each of those tasks on the following pages.

Logging Back into a Student Account (After First Time Log-in)

1. Go to the contest URL: <https://nc.nhd.org/>
2. Click Login in the top right corner.
3. Insert your username and password.
 - If you forgot your username and/or password, email nchistoryday@dncr.nc.gov for help.

Submitting Projects After First Time Log-in

- After logging in to your student account, click your name in the top right corner.
 - Select My Profile from the drop-down menu.
 - On your profile you can do the following if it is before the April 11th deadline:
 - Edit or Update Your Information
 - Submit any required project materials.
 - **To update information**, click through the tabs and update or edit any information needed. **Very Important!** You must remember to click the SAVE button at the bottom of each tab for any changes to take effect.
 - **To update your project title or submit required project materials**, go to the **Entry** tab under **My Profile**. Please be aware that you must remember to click save after your edits and uploads for them to be complete. We suggest after you think you are done, closing out and going back into your entry tab to double check. Please email nchistoryday@dncr.nc.gov if you need help. To edit or upload, please do the following for your category (please note that for group projects, only one team member must do this step, but it is the whole group's responsibility to make sure it is done.):
 - **Documentary Students:** Upload your **FINAL** documentary video and a PDF of your written materials (Title Page, Process Paper, and Annotated Bibliography). Bring two printed copies of your written materials with you to the contest.
 - **Exhibit Students:** Upload a single PDF of your Written Materials (title page, process paper, annotated bibliography). This category does not require you to submit any type of link. Exhibit students must bring their exhibit and 2 printed copies of their project's written materials with them to the contest.
 - **Paper Students:** Upload a single PDF of your **FINAL** paper (title page, process paper, your paper, annotated bibliography). This category does not require you to submit any type of link. Paper students should bring 2 copies of their project with them to the contest.
 - **Performance Students:** Upload a single PDF of your Written Materials (title page, process paper, annotated bibliography). This category does not require you to submit any type of link or video recording. Performance students must bring any costumes and props and 2 printed copies of their project's written materials to the contest.
 - **Website Students:** Make sure your NHDWebCentral Site Key is on your entry page. This is the 8-digit code that is in your website's URL. It can also be found by logging into your NHDWebCentral account. Please be aware that your website will be locked from edits after the registration deadline and until judging completes. Website students may want to bring a printed copy of their project's process paper and annotated bibliography in case they need to reference it during their judge interview
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Viewing a Payment Status, Re-printing Your Invoice, or Paying Fee Online

1. After logging in to your student account, click the store tab on the menu bar.
2. 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. Please note that it might take time for a check payment to be received and marked as paid.
 - **If you need to re-print the invoice or pay online**, click the blue hyperlink next to where it says Order Id and print the invoice page that opens or click the “Pay Now” button on top to pay online. If writing a check, make it payable to **Federation of North Carolina Historical Societies** and mail the invoice and your check to:

N.C. History Day
Attn: Karen Ipock
4601 Mail Service Center
Raleigh, NC 27699-4601

Special Award Prizes

Thanks to the generous donations by our sponsors, we can offer several special awards – many with cash prizes. By submitting your project materials by the deadline, you will automatically be nominated to any applicable prizes. Students do not need to take any extra steps to be considered.

Contest Venue & Parking

- The main contest venue is the Elliott University Center (507 Stirling St, Greensboro, NC 27412) located on UNC Greensboro’s Campus. The entire contest will take place in this building. Here are some helpful maps:
 - [Interactive Map of Campus](#)
 - [Downloadable Campus Map with Accessibility Information](#)
 - [Elliott University Center Floorplans](#)

Parking information and a complete judging schedule with times and room locations will be sent to participants and teachers before the contest.

Contest Check-in

All students must check in on Saturday, May 3rd at the Elliot University Center between 8:00 a.m. and 9:30 a.m. The exact location of check-in tables will be sent out prior to the contest.

Welcome Ceremonies will take place at 9 a.m. in the building's auditorium. The welcome ceremony is not mandatory but may contain important updates and information about the day.

Set-up & Breakdown

Exhibits: Exhibits may be unloaded and set up on Saturday, May 3rd starting at 8:00 a.m. Students must keep their exhibit up until 3:00 p.m. in case they are in a run-off round. If students need to pack up before that time, they need to contact the contest coordinator. Details on how to contact the coordinator on the day of the contest will be provided before the contest. **ALL exhibits** need to be taken home by students and should be cleared out of the contest venue by 5:00 p.m.

Performances: Performance props may be unloaded on Saturday, May 3rd starting at 8:00 a.m. Students must be able to set-up their own props and equipment in the performance space in the 5 minutes prior to their judging slot as outlined in the official [NHD rule book](#). Judges will notify students when they can begin set-up in the judging space. Until that time, props and equipment should not be in the performance area where it will impact judging or other category participants. Judges have the right to ask students to move their items if they feel they are impacting others. Students must take all their props back home with them and be prepared to be packed up before 5:00 p.m. Students can take props back to cars as soon as they are done with their performance.

All Other Categories

No prior set-up is required for any of the other categories.

What to Bring with You to Your Contest

- **Documentary Students:** 2 printed copies of your project's written materials (Title Page, Process Paper, and Annotated Bibliography).
- **Exhibit Students:** Your exhibit and 2 printed copies of their project's written materials (Title Page, Process Paper, and Annotated Bibliography). If your exhibit needs electricity, you are also responsible to bring any power and/or extension cords. If you have multiple things to plug in, you also should bring a power strip.
- **Paper Students:** 2 printed copies of their project's written materials (Title Page, Process Paper, and Annotated Bibliography).
- **Performance Students:** Bring any costumes and props and 2 printed copies of their project's written materials (Title Page, Process Paper, and Annotated Bibliography). Please note that if

your performance requires tables, chairs, projectors, etc. you are required to bring your own as outlined in the official NHD Rule Book.

- **Website Students:** You may want to bring a printed copy of their project's process paper and annotated bibliography in case they need to reference it during their judge interview.

Equipment Needs

Exhibit students that requested outlets during registration, are responsible for providing any extension cords that will be needed. Tables will be provided to all exhibits unless they requested a floor space set-up during registration. **Please note:** We will do our best to provide access to an outlet to students requested it for their exhibit, but due to this being an external venue we cannot 100% guarantee access.

Performance students are responsible for bringing any props (including tables and chairs) and equipment they need for their performance. The contest is not responsible for providing these as outlined in the official [NHD rule book](#).

Documentary and Website students do not need to bring any equipment to display their projects.

Please do not plan to rely on Wi-Fi access during the contest as the public Wi-Fi may not be reliable due to the number of people using it that day.

Contest Accessibility & Requesting Accommodations

To ask questions about accessibility or request accommodations, please contact Karen Ipock at karen.ipock@dn-cr.nc.gov or 252-639-3534. Reaching out at least two weeks before the contest date will help us to provide seamless access.

Schedule

A complete schedule will be posted the week of the contest, and provided at check-in. Here is a tentative outline for the day:

- **8:00 a.m. – 9:30 a.m.** – Exhibit Set-up
- **9:00 a.m.** – Welcome Ceremony in Elliott University Center Auditorium
- **9:30 a.m.** - Judging begins. It generally lasts from 9:30 a.m. until around 1:00 p.m. Your specific judging time will not be known until the week of the contest. Once you present your project, you are free until the awards ceremony. Feel free to view other projects, get lunch, or [visit Greensboro area attractions](#).

- **Lunch will be on your own.** Though there are many options in Greensboro, [click here to view](#) a list of nearby options that are walkable from the contest location.
 - **2:15 p.m.** - The goal is for the Awards Ceremony seating to begin at 2:15p.m. Depending on contest attendance the awards ceremony may be back-to-back ceremonies split by division. We will announce final plans and times for the ceremony after registration closes. Please plan on the awards to fall sometime between 2:15 and 4:15 p.m. until then.
 - **~4:15 p.m.** - A brief meeting for students who qualify for nationals, along with their parents and teachers, will be held immediately following the conclusion of the awards ceremony.
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Judging

All students should be at their judging location at least 10 minutes prior to their judging timeslot in case judging is ahead of schedule. Students waiting for their turn need to be sure to be quiet and respectful of those currently being judged.

Performances and documentaries are open to the public, but the spaces should only be entered in between sessions. Teachers, family and friends of the students presenting at that timeslot get priority to be in the audience.

Exhibit students are set up in a public space, so students should be prepared for others to be around during their judging time. To help keep the noise level down, we do ask that parents and guests clear the exhibit room during interviews with judges. Students will stand by their exhibit until their turn and then can leave the space. The exhibit room will be open to judges before and after for exhibit viewing.

Papers and websites are both reviewed by judges in advance of the contest, so the judging timeslot will be for judges to ask the students questions about their projects. Only students can be in the judging space. (An adult chaperone can sit nearby in the room if needed.) Website students should be prepared that their websites will not be on display during their interviews.

No matter which category, please remember that judges' interviews are for the students and should not be interfered with by teachers, parents, or other students. Please keep voices and noise down while near judging spaces.

Awards Ceremonies

- The Awards Ceremonies will both take place in the auditorium at the Elliott University Center. There may be two back-to back ceremonies split by division, depending on attendance. We will announce final plans and times after registration closes. ***If*** we must split the awards, this is the plan:
 - Initial entrance into the auditorium will be restricted to teachers and students with wristbands. Wristbands will be provided at check-in the morning of the contest.

- Junior division contestants and teachers with wristbands will be allowed into the auditorium between 2:15 p.m. and 2:30 p.m. After students and teachers are seated, family members may take the remaining seats on a first-come, first-served basis. Fire laws limit the capacity of the auditorium and will be strictly enforced. Once the seats are full, all others may watch from remote feeds in the designated overflow space.
- Following the conclusion of the junior division awards (around 3:30 p.m.), juniors will exit the auditorium and senior division students and teachers with wristbands will be admitted. Family members and other interested spectators may fill any remaining seats. The senior awards ceremony will conclude around 4:10 p.m. A meeting of all junior and senior medalists will follow in the Longleaf Room.

We plan to provide a livestream link ahead of the contest so that educators, friends, and family can watch the ceremony from home if they can't attend in person.

National Contest

All first and second place finalists in the state contest automatically qualify for the National Contest. Third place finalists serve as alternates if the first or second place project cannot attend. The National Contest will take place at the University in Maryland in College Park, Maryland from Sunday, June 8th - Thursday, June 12th, 2025. College Park is located just outside of Washington, D.C.

A brief meeting for students who qualify for nationals, along with their parents and teachers, will be held immediately following the conclusion of the awards ceremony.

SPECIAL NOTE ABOUT 2025 NATIONALS: This year, due to circumstances outside of our control, the turnaround time between the state contest and the national contest registration deadline (**May 13th, 2025**) is extremely tight. Before the state contest, encourage students and their families to think about if they want to attend nationals if they should qualify so that they can make a quick decision.

[Find more information about the National Contest here.](#)

A Special Note About Project Topics and Content

We do not play a role in the selection of student topics. Students choose their topics in consultation with their school and parent or guardian. We also do not censor student contest entries based on content. The views and opinions expressed in student entries are those of the students and/or the sources cited in their projects. They may not and often do not represent the views or opinions of this program, its donors, sponsors, supporters, partners, or National History Day at large.