NATIONAL HISTORY DAY 2023

Frontiers in History:
PEOPLE, PLACES, IDEAS

National History Day in North Carolina
State Contest Packet
Saturday, April 29th, 2023
Raleigh, NC

Congratulations on qualifying for the state contest for National History Day in N.C.! **The contest will take place on Saturday, April 29th at the N.C. Museum of History, and the State Archives & Library of N.C. Building in downtown Raleigh.** 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 registration system. Directions for this are on the following pages. If you choose not to participate in the state contest, please email **nchistoryday@ncdcr.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@ncdcr.gov** or contact:

Karen Ipock, State Coordinator
Email: Karen.ipock@ncdcr.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 Log-in and Project Submissions: Tuesday, April 18th at 11:59 p.m.
Freeze Date for Website Category: Tuesday, April 18th at 11:59 p.m.
State Contest: Saturday, April 29th, 2023, from 8 a.m. – 5p.m. in downtown Raleigh, NC

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 18th 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@ncdcr.gov for help.**

- ☐ **Upload ALL Required Project Materials for Your Category –** A brief overview for what is due by category is:
  - o **Documentaries –** Your **FINAL** documentary video through a shareable link (Google Drive, OneDrive, or Dropbox – no YouTube links allowed) and upload 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.
  - o **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.
  - o **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.
  - o **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.
  - o **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.

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 Tuesday, April 18th, 2023.** There is a $15.00 registration fee **per student** that can be paid online or by check. 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 contes. 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@ncdcr.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 18th deadline**. If you are ready to submit, do the following for your category:
   - **Documentary Students:** Upload a single PDF of your Written Materials (title page, process paper, and annotated bibliography) and insert a shareable link to your .MP4 file of your Documentary on your Google Drive, OneDrive, or Dropbox. YouTube Links are **NOT** allowed. If you need more directions on how to create a shareable link to your documentary, visit: https://www.ncdcr.gov/NHDDocumentaryGuide2023/open. **Very Important Note!** Changes cannot be made to the documentary or the project written materials after the registration deadline, as the judges will begin to review the materials ahead of the contest date. Documentary students must bring 2 printed copies of their project written materials 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 can process you registration fee. Even if your school is paying your fee, press the Pay & 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 **Generate Invoice & Register** button.
   - If your school is **NOT** paying the fee for you, click either the card tab or the check tab in that pop-up window depending on how you want to pay.
     - If paying by card, enter your payment information on the card tab and click **Pay & Register** button.
     - If writing a check, click the check tab and click the **I agree & continue** button. Please write the student's name on the memo line of the check and make check's payable to "Federation of N.C. Historical Societies" (FNCHS), and mail the invoice and check to:
       > N.C. History Day
       > Attn: Karen Ipock
       > 4601 Mail Service Center
       > Raleigh, NC 27699-4601
10. You now have 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 18ᵗʰ 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@ncdcr.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 18th deadline:
    - Edit of 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@ncdcr.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 a single PDF of your Written Materials (title page, process paper, and annotated bibliography) and insert a shareable link to your .MP4 file of your Documentary on your Google Drive, OneDrive, or Dropbox. YouTube links are not allowed. If you need more directions on how to create a shareable link to your documentary, visit: **https://www.ncdcr.gov/NHDDocumentaryGuide2023/open**. Please note that changes cannot be made to the documentary or the project written materials after the registration deadline, as the judges will begin to review the materials ahead of the contest date. Documentary students must bring 2 printed copies of their project written materials 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, paper, annotated bibliography). 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. 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

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 Venues

The main contest venue is the N.C. Museum of History located at 5 East Edenton Street in downtown Raleigh, N.C. This is where most of projects will be checked-in and judged, and where the awards ceremonies will take place. However, some projects will be checked-in and judged at the State Archives & Library of N.C. Building located just a block away from the museum at 109 E. Jones St. See more information on where to check-in below.

A complete judging schedule with times and locations will be sent to teachers a few days before the contest.

Parking

Free parking is available in any state government lot in the downtown area. The closest lot to both contest venues is located across from the State Archives & Library of N.C. Building and bounded by Wilmington, Jones, Salisbury, and Edenton streets. It is the parking lot located across the street from #20 on the map on the next page.

The State Archives & Library of N.C. building (#20 on the map) will be directly across Jones Street from this lot. Address is 109 E. Jones Street.
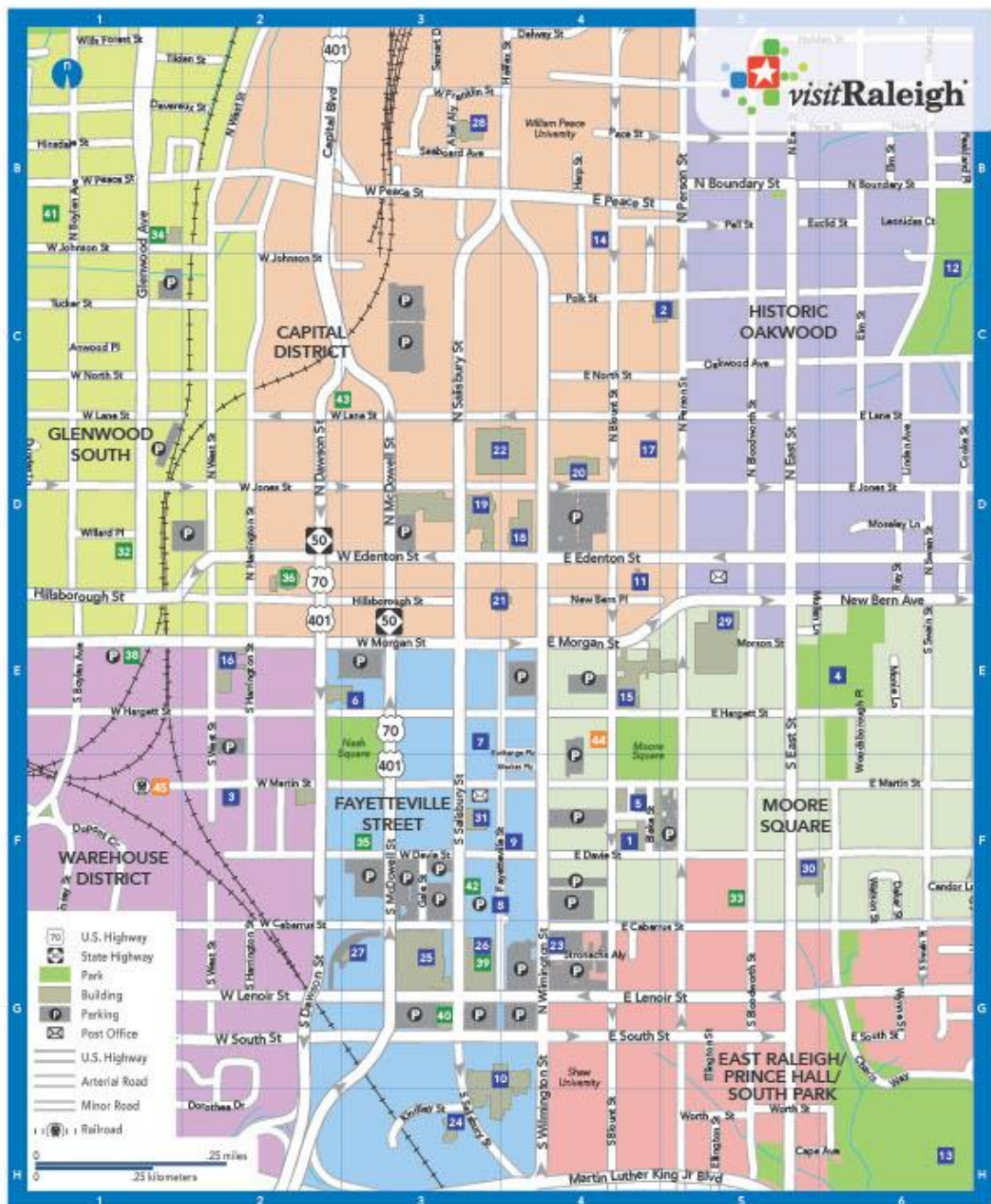
The N.C. Museum of History (#18 on the map) will be directly across Wilmington Street from this lot, but the building must be entered from the other side (the side opposite Wilmington Street). Address is 5 E. Edenton Street.

DOWNTOWN RALEIGH, N.C.

visitRaleigh

For a detailed downtown map on your device, go to visitRaleigh.com/mapexplorer

Map legend:
- 70 U.S. Highway
- State Highway
- Park
- Building
- P Parking
- Post Office
- U.S. Highway
- Arterial Road
- Minor Road
- Railroad

0 .25 miles
0 .25 kilometers

Map labels and districts: CAPITAL DISTRICT, GLENWOOD SOUTH, HISTORIC OAKWOOD, WAREHOUSE DISTRICT, FAYETTEVILLE STREET, MOORE SQUARE, EAST RALEIGH/PRINCE HALL/SOUTH PARK

POINTS OF INTEREST

1. Artspace (F4)
2. Burning Coal Theatre (C5)
3. CAM Raleigh (F2)
4. City Cemetery (E6)
5. City Market (F4)
6. City of Raleigh Municipal Building (E3)
7. City of Raleigh Museum (COR Museum) (E3)
8. City Plaza (F4)
9. Downtown Raleigh Alliance (F4)
10. Duke Energy Center for the Performing Arts (G3)
11. Haywood Hall House and Gardens (D4)
12. Historic Oakwood Cemetery (C6)
13. John Chavis Memorial Park (H6)
14. L.L. Polk House (B4)
15. Marbles Kids Museum/Marbles IMAX (E4)
16. Morgan Street Food Hall (E2)
17. North Carolina Executive Mansion (D4)
18. North Carolina Museum of History (D4)
19. North Carolina Museum of Natural Sciences (D3)
20. North Carolina State Archives (D4)
21. North Carolina State Capitol (E3)
22. North Carolina State Legislative Building (D3)
23. Pope House Museum (G4)
24. Raleigh Chamber (H3)
25. Raleigh Convention Center (G3)
26. Raleigh, N.C., Visitor Information Center (G3)
27. Red Hat Amphitheater (G3)
28. Seaboard Station (B3)
29. Terry Sanford Federal Building & U.S. Courthouse (E5)
30. Transfer Co. Food Hall (F5)
31. Wake County Courthouse (F3)

Q LINE For the most current route of downtown Raleigh's free, circulator service, go to visitRaleigh.com/R-LINE.

PLACES TO STAY

32. AC Hotel Raleigh Downtown (D1)
33. Guest House Raleigh (F5)
34. Hampton Inn & Suites Raleigh Downtown/Glenwood South (B1)
35. Hilton Garden Inn and Homewood Suites Raleigh/Downtown (F3)
36. Holiday Inn Raleigh Downtown (D2)
38. Origin Raleigh (E1)
39. Raleigh Marriott City Center (G3)
40. Residence Inn Raleigh Downtown (G3)
41. Revisn (B1)
42. Sheraton Raleigh Hotel (F3)
43. The Longleaf Hotel (C3)

TRANSPORTATION

44. GoRaleigh Transit Station (E4)
45. Raleigh Union Station (F1)

Contest Check-in

All students must check-in on Saturday, April 29th between 8:00 a.m. and 9:30 a.m. **All Junior Division students** and **Senior Division Exhibit** students will check-in at the N.C. Museum of History at the NHD table behind the Museum's Info Desk on the main floor of the Museum.

The Senior Division students in the remaining categories (Documentary, Paper, Performance, and Website) will check-in at the State Archives & Library of N.C. Building at a table just as you enter the front doors.

Welcome Ceremonies will take place at both locations at 9 a.m. in their main auditoriums. The welcome ceremony is not mandatory but may contain important updates and information about the day.

A staff person will be staffing the NHD table all day at the N.C. Museum of History. Please refer all questions and comments about the contest to the NHD table. The Museum's Info Desk can assist you if you have a specific question about the Museum itself.

Set-up

Exhibits: All exhibits will be judged in the N.C. Museum of History. Exhibits can be set-up between 4:00 p.m. and 5:00 p.m. on Friday afternoon, April 28th, or between 8:00 a.m. and 9:30 a.m. on Saturday morning, April 29th. For those setting up on the Friday afternoon, please respect the 4:00 p.m. - 5:00 p.m. timeframe. The Museum has a big event that day, so set-up prior to 4:00 p.m. is not possible. Everyone must clear the building at 5:00 p.m. when the Museum closes.

No matter which day you set-up, exhibits can be unloaded on Edenton Street if the loading space is available. Senior Exhibits will be located on the main floor of the N.C. Museum of History. Junior Exhibits will be set-up on the 3rd floor of the museum. Each table will have labels marking assigned spots for each project. Though these labels do not have to remain visible when your exhibit is set-up, tampering, switching, or removing these labels prior to set-up will be considered tampering. Any questions or concerns about your assigned location should be directed to NHD staff (not museum staff) during set-up.

Performances: Performance props may **only** be unloaded on Saturday, April 29th starting at 8:00 a.m. Depending on assigned judging locations, they can either be unloaded on Edenton Street next to the Museum, or on Jones St. in front of the Archives & History building. If ramp access is needed for the State Archives & Library building, there is one located on the east side of the building on Blount Street. There is also free street parking on Saturdays near the ramp. **Please remember:** 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.

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, 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 exhibit students that they needed a table during registration.

Performance students are responsible for bringing any required equipment needed for their performance 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 **nchistoryday@ncdcr.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 at the N.C. Museum of History
- **9:00 a.m.** – Welcome Ceremonies in auditoriums of both contest venues.
- **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 and to tour the museums and sites in the area.
- Lunch will be on your own. The N.C. Museum of History and the N.C. Museum of Natural Sciences (located next door) both have restaurants inside them. You can also find a list of downtown restaurants here: **https://downtownraleigh.org/explore/dining**
- **2:15 p.m.** - The Awards Ceremony Seating Begins. Back-to-back ceremonies split by division will begin as close to 2:30 p.m. as possible in the N.C. Museum of History Auditorium. They typically go until 4:15 p.m.
- **~4:15 p.m.** - A brief meeting for students who qualify for nationals, along with their parents and teachers, will be held in the N.C. Museum of History's Longleaf Room immediately following the conclusion of the awards ceremony.

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 be viewed by the public.

Exhibit students are set-up in a public space, so students should be prepared for others to be around during their judging time.

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. 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.

Awards Ceremonies

- The Awards Ceremonies will both take place in the auditorium at the N.C. Museum of History. There will be two back-to back ceremonies split by division.
- 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 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 N.C. Museum of History's Longleaf Room or Lobby.
- 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 hope 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. The National Contest will take place at the University in Maryland in College Park, Maryland from Sunday, June 11th - Thursday, June 15th, 2023. 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 in the N.C. Museum of History's Longleaf Room immediately following the conclusion of both awards ceremony.