Updated 1/2022

Hello Montgomery County Students,

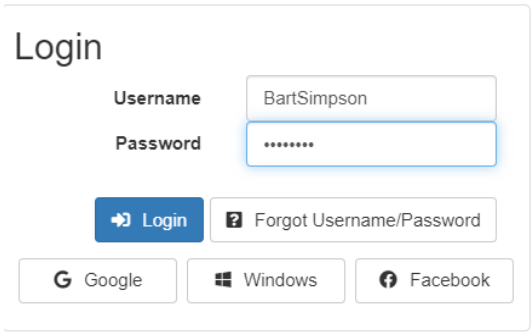
Please follow the instructions below when creating an account or uploading your documents to the Montgomery County Contest Site.

I Haven't Made an Account yet!

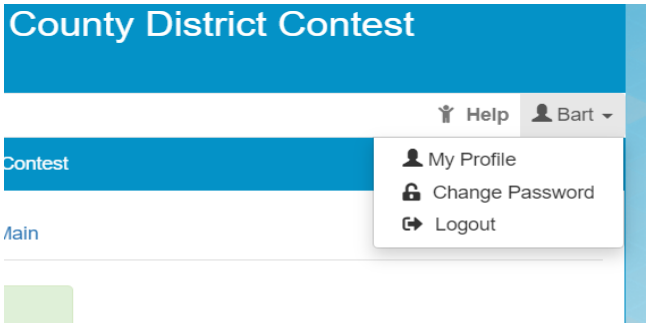
- Visit our registration video to get started, and then follow the category specific instructions below when you reach the prompt to upload documents and insert links.

I've Already Made an Account!

- First, login using the username and password you created.
- Then, navigate to "My Profile" in the upper right corner of the page.



Step 1



Step 2

- You will see all of the account information. Review your personal information to ensure it's correct. Make sure all your team members are listed.
- Follow the Instructions below depending on your project type

Documentary

Link

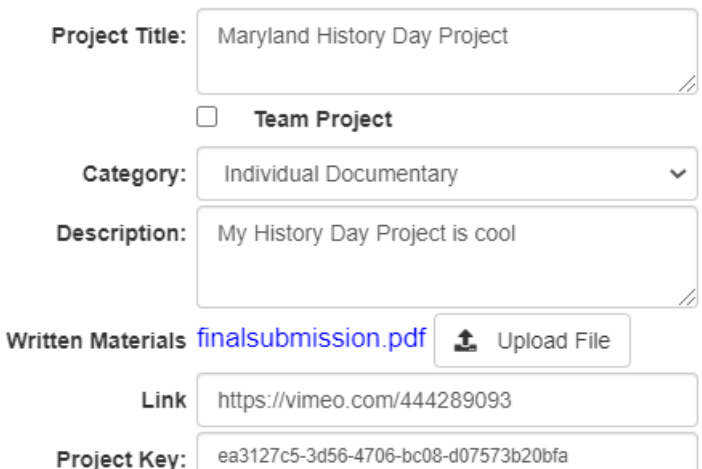
Links to documentary videos will be submitted through the ZFairs registration system via one of the following methods:

Preferred

- Vimeo (via Shareable link)
  use the setting "Anyone Can See this Link"
- WeVideo (via shareable link)
  Click on the Change Privacy (lock icon) button to set your video to public)
- YouTube (unlisted Video)

Accepted

- Google Drive (Via Shareable Link) Since MCPS does not allow students to share information outside of their school's system, they can use a parent/teacher account or create their own public Google Account with parent/teacher permission.
  - Select "Anyone on the internet with this link can view"



- Check that your link is viewable by opening in incognito mode.

Written Materials

Your title page, process paper, and bibliography should be merged into a single PDF and uploaded in the space for "Written Materials." Once the document is uploaded, you should see blue text with the file name. If you don't see this, your file has not uploaded correctly.

Performance

Link

Links to documentary videos will be submitted through the ZFairs registration system via one of the following methods:

Preferred

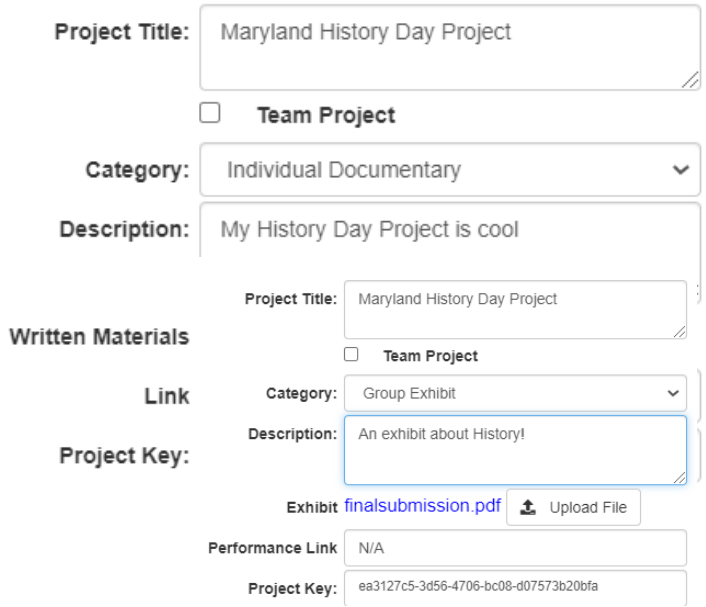
- Vimeo (via Shareable link)
  use the setting "Anyone Can See this Link"
- WeVideo (via shareable link)
  Click on the Change Privacy (lock icon) button to set your video to public)
- YouTube (unlisted Video)

Accepted

- Google Drive (Via Shareable Link) Since MCPS does not allow students to share information outside of their school's system, they can use a parent/teacher account or create their own public Google Account with parent/teacher permission.
- Select "Anyone on the internet with this link can view"
- Check that your link is viewable by opening in incognito mode.

■ **Written Materials**

Your title page, process paper, and bibliography should be merged into a single PDF and uploaded in the space for "Written Materials." Once the document is uploaded, you should see blue text with the file name. If you don't see this, your file has not uploaded correctly.



Exhibit

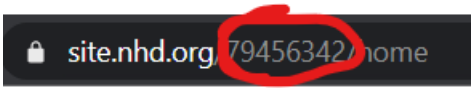
Your title page, process paper, bibliography, and virtual exhibit should be combined into one PDF document and uploaded.

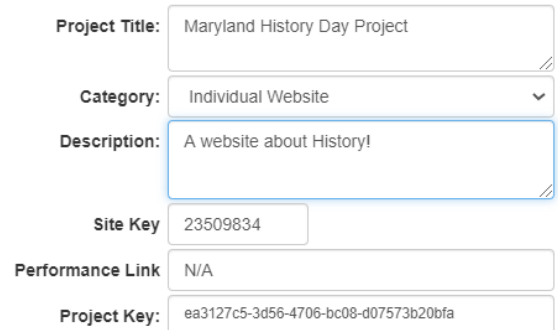
■ **You do not need to put anything in the "Link" space.**

Website

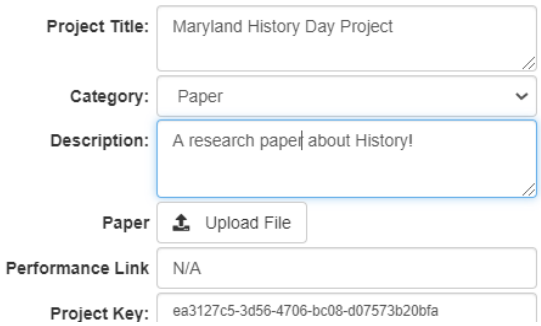
■ **Site Key**

The "Key" for your history day site is the set of numbers after "Site.nhd.org/…" Copy and paste those 8 digits into the space for "Site Key."





- **You do not need to put anything in the "Link" space.**

Paper

- **Paper**
  Your title page, process paper, and bibliography should be merged into one PDF document and uploaded to the site. Once the document is properly uploaded you will see blue text with the file name.
- **You do not need to put anything in the "Link" space.**