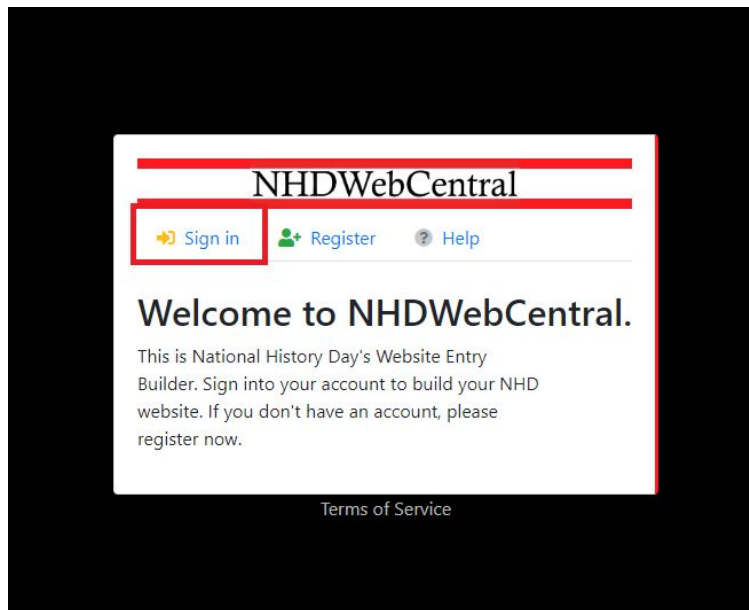# NHDWebCentral

How to Register as a Group

Welcome to NHDWebCentral! We are excited that you will be building a group website for the NHD Contest. Here is a guide to get you started. Please note that these instructions are for students working in groups. If you are working individually, please use the instructions for individuals.
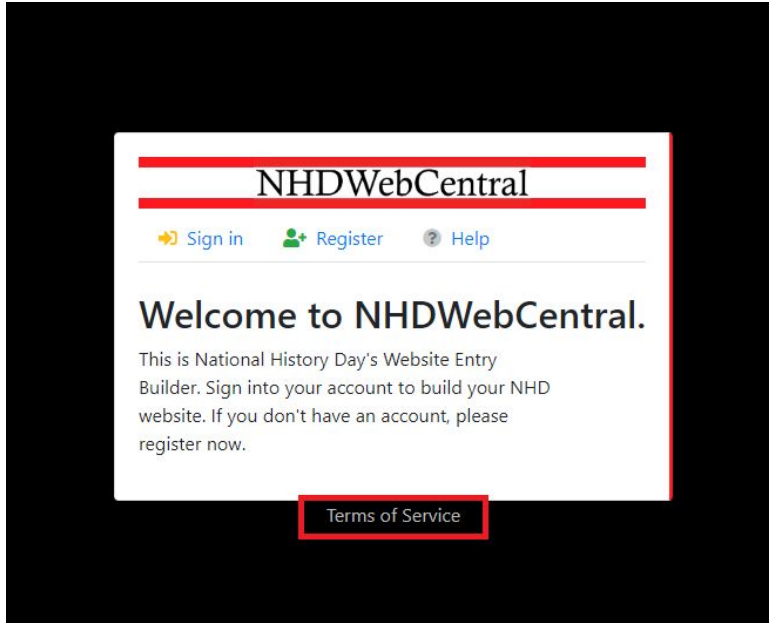
Getting Started - Choose Student One
1. Choose one student to begin this process (we will call this person "Student One").
2. Student One needs to go to www.NHDWebCentral.org. You will come to a screen that looks like this:

Here is where you sign in AFTER you have created a login.

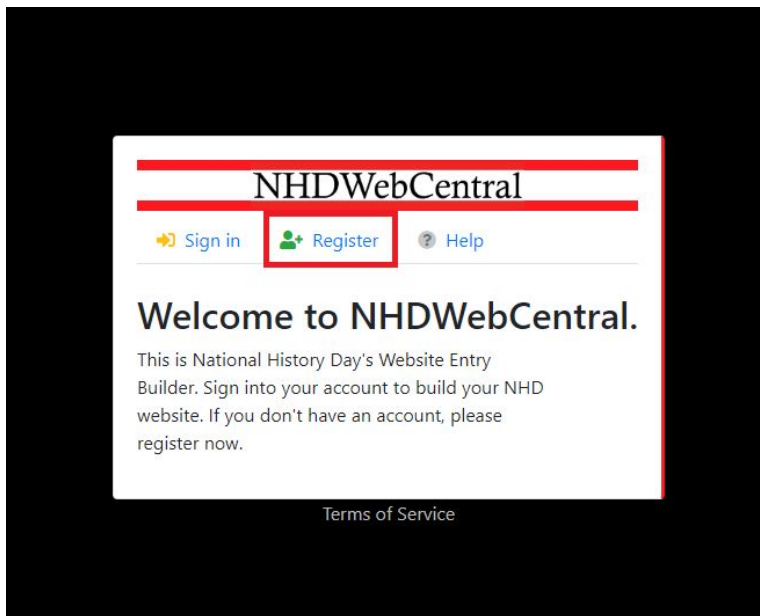Select the sign in button to sign in to your account (after you have registered).

Here is where you find the Terms of Service.
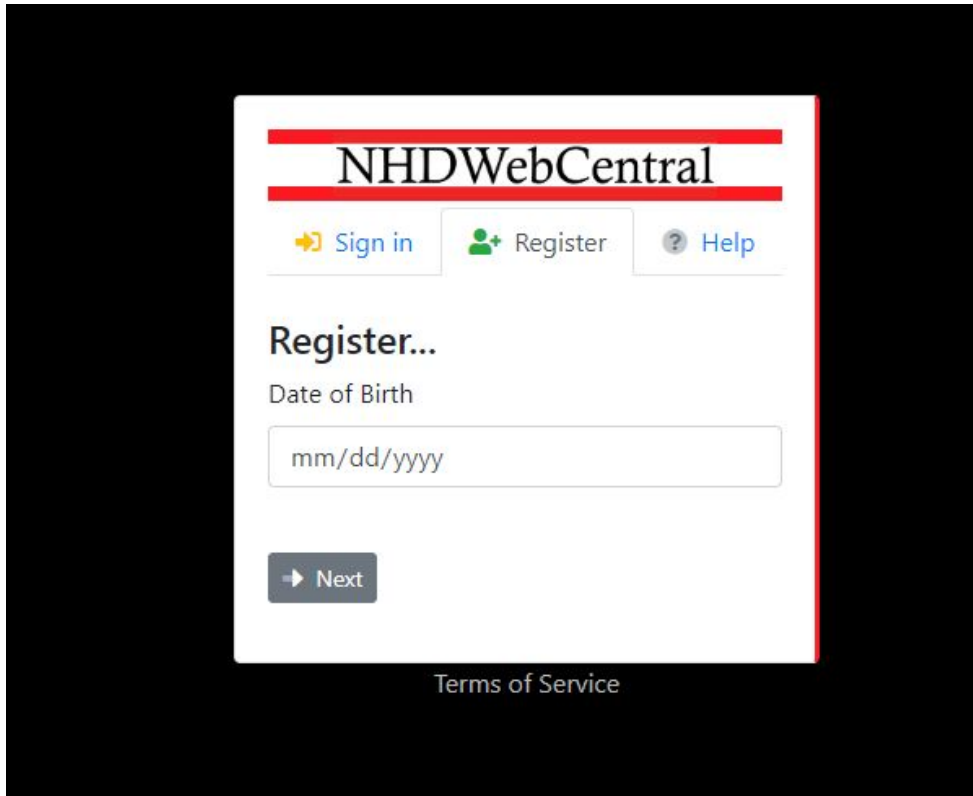
Here is where you can find a copy of our Terms of Service.

Here is where we want to begin.

3. Click "Register."

If you are a new user, select Register.

4. First you will be asked to enter your date of birth (mm,/dd/yyyy).

5. **PLEASE NOTE:** If you are under the age of 13, you need parental consent to use NHDWebCentral. Please fill out your parent or guardian's information. He or she will receive an email notifying them that you have signed up to create an account. *Note*: If your parent or guardian does not have access to an email address, please speak with your teacher. He or she can receive the email and print a copy for your parent or guardian to read.

6. After you enter your parents permission (only for those under 13), you will be asked to complete a basic webform. This form will ask for the following information:
    a. First Name
    b. Last Name
    c. Email address
    d. Username
    e. Password
    f. Confirm Password

NHDWebCentral

→] Sign in   ➕ Register   ? Help

Register...

| First Name | Last Name |
| first name | last name |

| Email | Username |
| email | username |

| Password | Confirm |
| password | repeat password |

☐ I accept the *Terms of Service*

☐ I'm not a robot   reCAPTCHA
Privacy - Terms

← Back   ✔ Register

Fill out the registration form with the following:
First name
Last Name
Email
Username
Password

Don't forget to accept the Terms of Service and confirm you are not a robot!
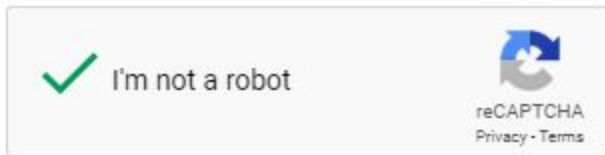
Note about usernames: Every student needs to have a unique username. When you enter your username and click on the next box, one of two options will appear in the upper right hand corner:	
A green box will appear telling you that your username is good.	A yellow box will appear to tell you that you need to choose a new username.

STOP	STOP! It is very important to pause for a moment and write down your username and password. This will make your life easier down the road! Write these down **before** you click the "sign-in" button.

You will need to click the checkboxes to accept the Terms of Service and to ensure you are not a robot. In order to confirm you are not a robot. (Sometimes you will be asked to review pictures and verify what you see.)

☑ I accept the *Terms of Service*

✓ I'm not a robot

reCAPTCHA
Privacy - Terms

Once everything is complete, you must sign into your account. Enter your username and password, then click the grey "sign-in" button.

NHDWebCentral

→] Sign in   👤+ Register   ? Help

Sign in...

Username

username

Password

•••••••••

→] Sign in   👤 Forgot Password?

You will be asked to sign in to the website. Enter the username and password that you just created to gain access to NHDWebCentral and begin building your website.

Student One should now click the grey and yellow "Start Now" button to reach your site's landing page. The landing page will allow you several options:

Start your Website

Start Now! ← If you are Student One, select start now!

Link to an Existing Website

Does your team already have a site?
If you are participating in a group website, please enter your site key below and click "Link." Then, you will be able to edit the group's website.

Site Key [Site Key] 🔗 Link

Your Website

Created at 8/16/2019 7:18:56 PM
Last Update at 8/16/2019 8:58:09 PM
Site Key 78289738 ← This is your site key. You can always find this information here on the landing page should you need it.
https:\\site.nhd.org\78289738
Your special URL is just below it.

99 MB remaining

⚠ Edit Site   👁 View Site ← The View Site button allows you to see a preview of the website (you cannot make edits here).

The Edit Site button is were you will create your website and make changes.

Authorized Users
Users listed below have access to view and edit your website.   🔒 Allow Link

The Allow Link button lets you add authorized users to your website (such as group members or your teacher).

Student One need to do two key tasks:
1. Write down the site key to share with your group members.
2. Click the grey "Allow Link" button to allow other students to join your group. Once you do this, your group member(s) will have 24 hours to complete their registration and link to the site. If someone doesn't get it done in that time period, Student One can click the "Allow Link" button again to re-open it for another 24 hours.

Authorized Users

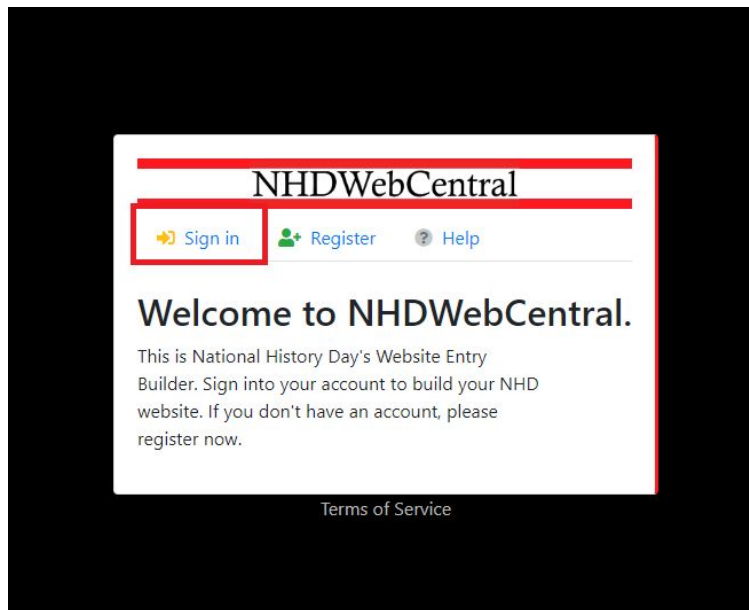Users listed below have access to view and edit your website.

🔒 Allow Link

The Allow Link button lets you add authorized users to your website (such as group members or your teacher).
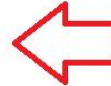
Getting Started - Students Two Through Five

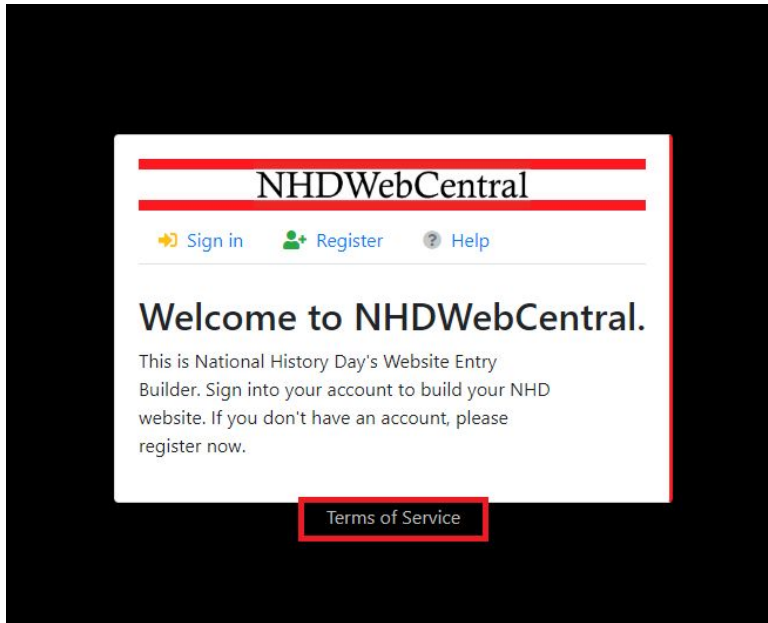NOW, other students in the group can complete the registration process.

Here is where you sign in AFTER you have created a login.

NHDWebCentral

→ Sign in   ➕ Register   ❓ Help

Welcome to NHDWebCentral.

This is National History Day's Website Entry Builder. Sign into your account to build your NHD website. If you don't have an account, please register now.

Terms of Service

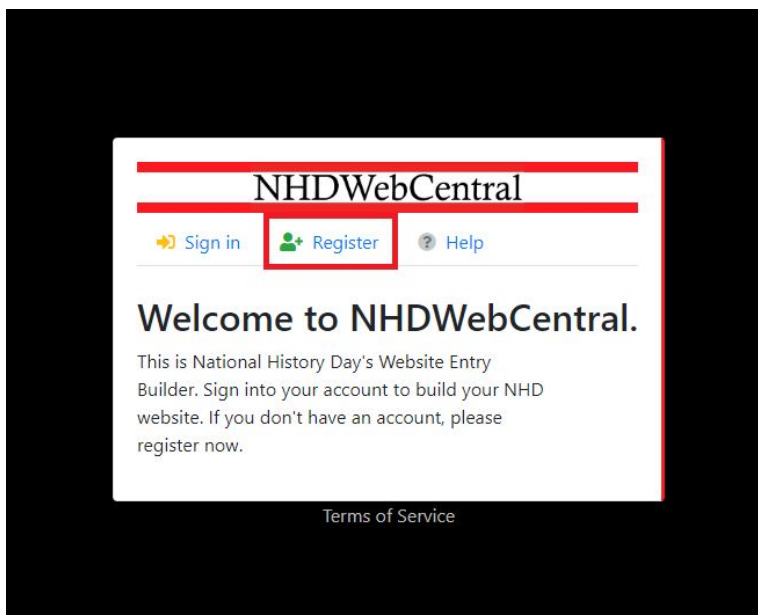Select the sign in button to sign in to your account (after you have registered).

Here is where you find the Terms of Service.
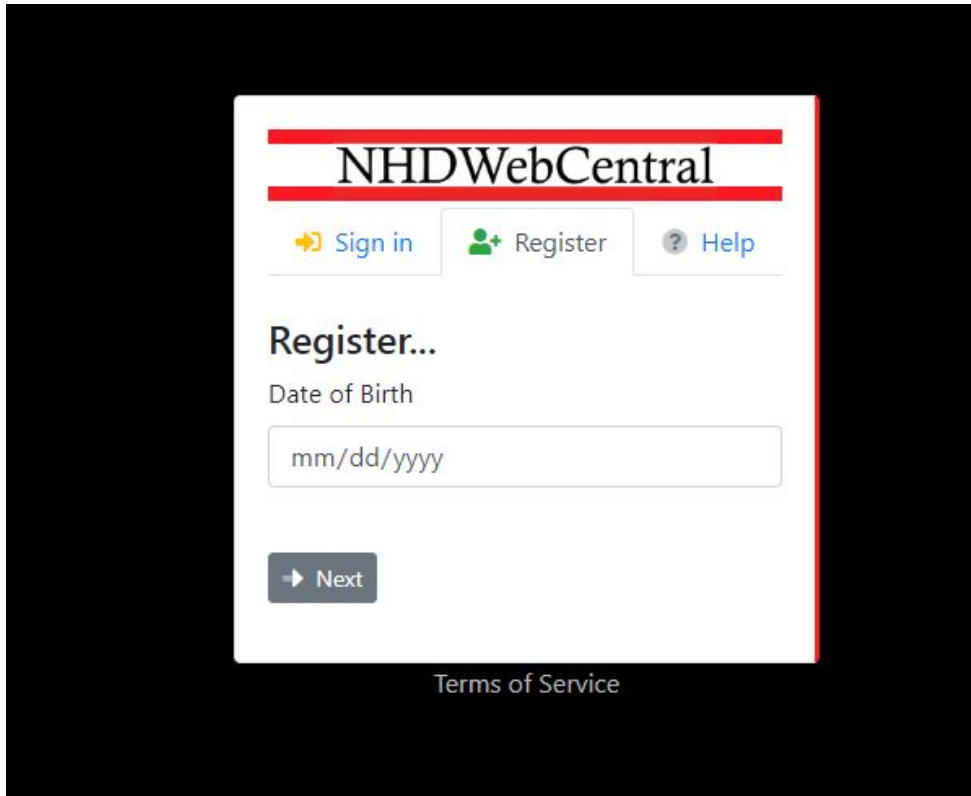
Here is where you can find a copy of our Terms of Service.

Here is where we want to begin.

7. Click "Register."

If you are a new user, select Register.

8. First you will be asked to enter your date of birth (mm/dd/yyyy).

9. **PLEASE NOTE:** If you are under the age of 13, you need parental consent to use NHDWebCentral. Please fill out your parent or guardian's information. He or she will receive an email notifying them that you have signed up to create an account. *Note*: If your parent or guardian does not have access to an email address, please speak with your teacher. He or she can receive the email and print a copy for your parent or guardian to read.

10. After you enter your parents permission (only for those under 13), you will be asked to complete a basic webform. This form will ask for the following information:
    a. First Name
    b. Last Name
    c. Email address
    d. Username
    e. Password
    f. Confirm Password

NHDWebCentral

→ Sign in   👤+ Register   ? Help

Register...

First Name   Last Name

[first name]   [last name]

Email   Username

[email]   [username]

Password   Confirm

[password]   [repeat password]

☐ I accept the *Terms of Service*

☐ I'm not a robot   reCAPTCHA
                    Privacy - Terms

← Back   ✓ Register

Fill out the registration form with the following:
First name
Last Name
Email
Username
Password

Don't forget to accept the Terms of Service and confirm you are not a robot!

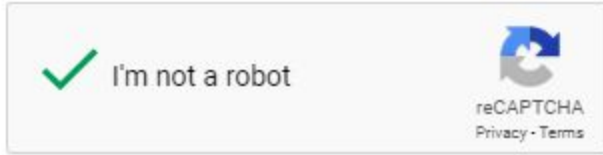| *Note about usernames:* Every student needs to have a unique username. When you enter your username and click on the next box, one of two options will appear in the upper right hand corner:	
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☑ I accept the *Terms of Service*

✓ I'm not a robot

reCAPTCHA
Privacy - Terms

Once everything is complete, you must sign into your account. Enter your username and password, then click the grey "Sign-In" button.

NHDWebCentral

→] Sign in   ⦿⁺ Register   ⑦ Help

Sign in...

Username

    username

Password

    ·········

→] Sign in   ⦿ Forgot Password?

You will be asked to sign in to the website. Enter the username and password that you just created to gain access to NHDWebCentral and begin building your website.

The landing page will allow you several options:

Since you are in a group, you add the site key that Student One has provided. Enter the site key carefully and click the grey and yellow "Link" button.

Once the other group members click "Link" they will come to the same landing page that Student One sees.

Once you "Link" to the site via Student One's site key, your screen will update to the same landing page that Student One sees. This means you have successfully linked your accounts and can start working on your group project!

Your Website

Created at 8/16/2019 7:18:56 PM
Last Update at 8/16/2019 8:58:09 PM
Site Key 78289738
https:\\site.nhd.org\78289738

99 MB remaining

⚠ **Edit Site**   👁 View Site

Authorized Users

Users listed below have access to view and edit your website.

Ashley Dabbraccio

Ashley group

🔒 Allow Link

Linking is currently allowed for the next 24 hours.

Your Website

Created at 8/16/2019 7:18:56 PM
Last Update at 8/16/2019 8:58:09 PM
Site Key 78289738
https:\\site.nhd.org\78289738

99 MB remaining

⚠ **Edit Site**   👁 View Site

Authorized Users

Users listed below have access to view and edit your website.

🔒 Allow Link

This is your site key. You can always find this information here on the landing page should you need it.
Your special URL is just below it.

The View Site button allows you to see a preview of the website (you cannot make edits here).

The Edit Site button is were you will create your website and make changes.

The Allow Link button lets you add authorized users to your website (such as group members or your teacher).