



## DISTRICT 10 REGISTRATION PACKET

### **DISTRICT 10 COMPETITION:**

**Friday, March 18, 2016, 8:30 a.m. – 4:30 p.m.**

#### **Location:**

Old Capitol Museum, Macbride Hall,  
And Schaeffer Hall  
University of Iowa campus, Iowa City

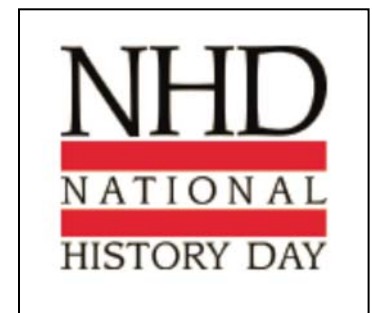


#### **Registration Deadline**

[On-line registration closes at 12:01 a.m. on February 19, 2016.](#)

Late registrations will not be accepted.

**HISTORICAL PAPER ENTRANTS:** Four copies of your paper (including title page, paper, and annotated bibliography stapled together in that order) must be postmarked and mailed to the Old Capitol Museum by **Friday, March 4, 2016**. **WEBSITE ENTRANTS:** Websites will be locked for judging on **March 4, 2016**.



#### **About On-line Registration:**

**\*\*\*Teachers are required to register prior to students. Please start the registration process early to meet the deadline.**

# To Register:

Go to <http://ia.nhd.org/> and click on **Online Registration**. Tutorials are given to guide you through the process. Click on the link to the [2016 Grant Wood AEA 10 \(Iowa City\) District Event](#). **This link will be available beginning January 1, 2016 (for teachers and students)**. Choose your registrant type (Educator with Competing Student or Competing Student). If you have not previously registered with the site, you will be required to make a username and password. **Teachers must register first (even if a teacher will not be able to attend the event) as an “Educator with Competing Students.”** Once teachers have registered and entered required information indicating students and their projects, students will find their names, entry category and project title on a drop-down menu. From there, students must complete the registration process. **Students must register with a parent.** Please begin the registration process EARLY so that we can work through any difficulties that might arise.

The information you enter during the registration process is not sold or distributed. It is used by the NHD in Iowa office to organize the district event and distribute contest materials. Please note that contact information is needed from every member of the group. Be sure to check the menus carefully before entering your information. Follow the instructions and you should be registered in no time.

**Confirming your registration information:** You may receive a copy of your registration information by clicking the “Email Me a Confirmation of My Registration” button found at the bottom of your Registration Status Page. The registration system will send a recap of the information you’ve entered, including your username and password, to the “preferred e-mail contact” address you provided during your registration.

**Paying Contest Fees:** Once you’ve completed all of your required Registration Status Items (indicated by a green checkmark next to each required item), you can begin the check-out process by clicking on the “Confirm Registration and Review Fee Summary” button at the bottom of your Registration Status Page. Please note: NHD in Iowa District 10 cannot, at this time, accept credit card payments. Please send a check for your registration fee(s), made payable to **Old Capitol Museum**, to:

**Old Capitol Museum  
University of Iowa  
C/o Kathrine Moermond  
21 Old Capitol  
Iowa City, IA 52242**

If the check covers multiple students’ entry fees, please send a list of the names of all students whose fees are covered by the check. Payments or purchase orders must be received prior to the date of your contest in order to participate.

**Please use the Registration Checklist** to ensure all the necessary materials have been sent. If you have any questions or concerns, please contact Kathrine Moermond at the Old Capitol Museum by phone at 319/335-0546 or by email at [kathrine-moermond@uiowa.edu](mailto:kathrine-moermond@uiowa.edu) .

## Participation Fees

Because National History Day in Iowa is not sustained by a state appropriation, participation fees cover an important part of contest related expenses.

Registration fees are \$12.00 per student. Groups should note that they must include \$12.00 for each student in the group, not \$12.00 per entry.

## Registration Checklist

Please visit <http://ia.nhd.org/> for information not found in this packet.

- **Register Online** (completed on-line at <<http://ia.nhd.org/>>)
  - If participating as a group, all members have completed their personal information
  - Contest fees have been mailed to the Old Capitol Museum
  
- **Written Materials**
  - **Paper Students:** submit **FOUR** copies of your title page, paper, and annotated bibliography (stapled together in that order). *Please note:* any decorative report covers will be removed prior to judging and will not be returned. See the Contest Rule Book (available on-line at [www.nhd.org](http://www.nhd.org) ) for more information.
  
  - All other categories: **Remember to bring multiple copies of your process paper and bibliography for your judges on the day of the event.** Your written materials may not be enclosed in decorative report covers or have photographs/graphics on the title page. See the Contest Rule Book for more information.
  
  - **WEBSITE PARTICIPANTS – Websites are judged in a similar fashion to papers (prior to the day of the competition) and must be completed by **March 4, 2016. Websites will be locked for judging beginning at 12:01 a.m. on this date.****
  
- **Registration Fee**
  - \$12.00 per participant, non-refundable
  - Checks should be made payable to Old Capitol Museum—please do not send cash.
  - Please note the name(s) of the participant(s) whose fees are paid by the check in the memo space or on a separate piece of paper.
  - If the school plans to pay the registration fee, please note the purchase order number on your registration.
  - Payments or purchase orders must be received prior to the date of your contest in order to participate.