

## Judging at a National History Day Contest

Please follow these easy steps to sign up as a JUDGE for the National History Day program.

Using our online system, please visit this site to begin: <http://wa.nhd.org/ud/templates/register.php>

You must first select the contest for which you would like to judge from the list on this page. You will then be given a drop down box where you will select “Judge” in the window under “Choose Registrant Type.” Once you’ve selected “Judge,” please hit the “GO” button.

In the middle of the page click on the highlighted red words **“Don’t have username and Password? Click here to begin.”**

*Your user name and password can be as simple as your first name and last name, e.g. username: johnsmith, password, smithjohn. Please don’t use the same passwords you use at home/work for your personal accounts.*

*Also, if you plan on judging at more than one contest, you must create different username/password combinations for each contest. DO NOT use the same username and password for all; you must create different usernames and passwords for all you plan to enter. You may use the same email address throughout the system.*

After you click the link to begin the process, you will be directed to a secure page that asks you to fill in some personal information.

Please be sure to fill in the required fields in red.

Below the last three red fields, (username, password, four digits) you will see more open fields. There is no need to provide the requested information if you would rather not. However, your indication of interest in judging in a particular division or category can help us in creating your judging assignment.

*NOTE: Disregard the questions about your preferred day and the number of days you can judge.*

At the bottom of that page you will see a button, “SAVE,” click that and you are all done. You will receive a message confirming your username and password. You are now registered in the system and you will be hearing from a coordinator at a later time with information concerning the contest.

*NOTE: If you are using an Earthlink email account, you will not receive the registration confirmation because that particular email service blocks confirmation emails from this system.*

Thank you again,

North Puget Sound History Day

*If you experience any problems along the way or would rather have someone else sign you up in the system, we’d be happy to help out. Contact [npshistoryday@gmail.com](mailto:npshistoryday@gmail.com). Include your phone number, category preferences, and if you can judge in both junior and senior divisions. It is also helpful to know if you can stay and judge in the afternoon rounds.*