

2022 Region 7 Contest Submission Guide

Barring unforeseen circumstances, **all 2022 regional and State Ohio History Day contests will be held in-person**. We are requiring students in all categories to submit their written materials (title page, process paper, and annotated bibliography) **digitally through the contest registration system, and bring three printed copies on the day of contest**. Specific submission instructions for each category are below.

Instructional Guides by Category

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Group Projects ONLY

Please **identify one (1) group member to upload your materials per the instructions below**. Name the file with each group member's last name and the contest level. For example:

- Regional Contests: **SmithAdamsBrown_regional.pdf**

To double check your materials were uploaded properly, make sure you hit the save button. Then, log out of your student account and log back in. Click on the file and make sure it is the correct one. If you have any questions, contact the Region 7 coordinator, Andy Hite, at sitemanager@johnstonfarmohio.com, or the Ohio History Day Team at historyday@ohiohistory.org.

Individual Projects ONLY

Please name your files with your last name and the contest level. For example:

- Regional Contests: **Robbins_regional.pdf**

To double check your materials were uploaded properly, make sure you hit the save button. Then, log out of your student account and log back in. Click on the file and make sure it is the correct one. If you have any questions, contact the Region 7 coordinator, Andy Hite, at sitemanager@johnstonfarmohio.com, or the Ohio History Day Team at historyday@ohiohistory.org.

Free Resources to Combine PDF Documents

Don't have a PDF reader on your computer? Below are a few free resources to combine your process papers and annotated bibliographies into one PDF file:

- Small PDF - <https://smallpdf.com/>
- I Love PDF - <https://www.ilovepdf.com/>

Questions?

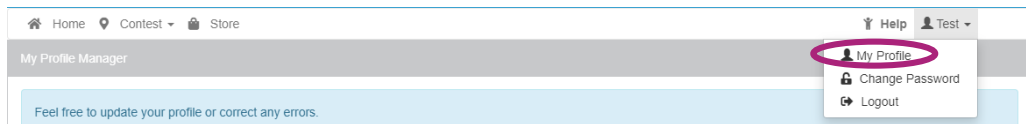
If there are questions about any of the information below, please contact the Region 7 coordinator, Andy Hite, at sitemanager@johnstonfarmohio.com, or the Ohio History Day Team at historyday@ohiohistory.org.

Papers

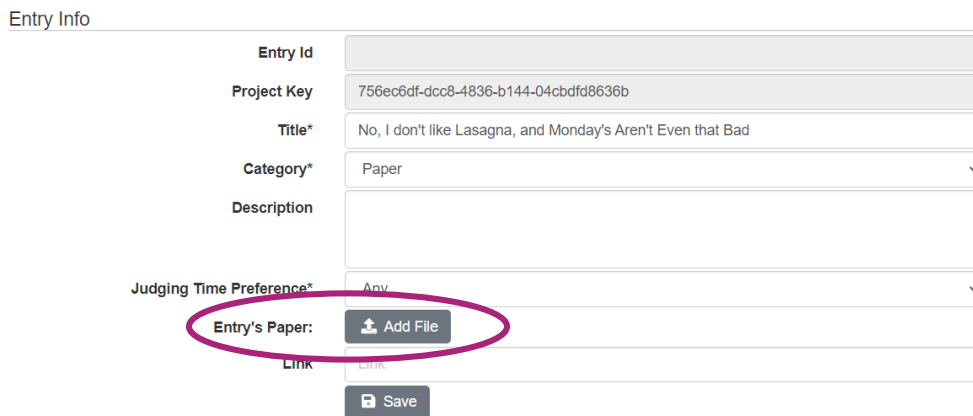
For the 2022 contest season, students are required to submit all written materials digitally through the contest registration system as well as bring three hard copies the day of contest. Combine all required parts into one document in the following order: **Title Page, Process Paper, Historical Paper and the Annotated Bibliography** at the end.

PROJECT SUBMISSIONS FOR PAPER STUDENTS

1. Create one PDF that includes your title page, process paper, historical paper and annotated bibliography. You can only upload one PDF so it must include all of these components and in this order!
2. Go to the Region 7 Contest portal (<https://oh-rjiafrc.nhd.org/?f=1b17fe87-2cdb-4be2-a1f2-cfc49e2dbda6>) and login to your student profile. Then click “My Profile”



3. Go to “**Entry**” tab and upload your PDF file into the **Entry’s Paper** field.

A screenshot of an 'Entry Info' form. The form contains several fields: 'Entry Id' (empty), 'Project Key' (756ec6df-dcc8-4836-b144-04cbdfd8636b), 'Title*' (No, I don't like Lasagna, and Monday's Aren't Even that Bad), 'Category*' (Paper), 'Description' (empty), and 'Judging Time Preference*' (Any). Below these is the 'Entry's Paper:' field, which has an 'Add File' button circled in red. At the bottom of the form is a 'Link' field and a 'Save' button.

4. Click **Save**. That’s it!

Websites

For more information on creating your website visit the NHDWebCentral guide here: <https://website.nhd.org/>.

PROJECT SUBMISSIONS FOR WEBSITE STUDENTS

1. Your website must be built in [NHDWebCentral](#).
2. Complete your revisions and click save before the website deadline set by your contest.
3. Be sure that your process paper and annotated bibliography are embedded in your website – see the contest rule book for more information.
4. Go to the Region 7 Contest portal (<https://oh-rjiafrc.nhd.org/?f=1b17fe87-2cdb-4be2-a1f2-cfc49e2dbda6>) and login to your student profile. Next, click “My Profile” and go to the “**Entry**” tab.
5. Double check that your site key is correct in your OHD student profile.

Entry Info

Entry Id	
Project Key	04942030-006d-48f2-8796-e9b97b65fb05
Title*	Always Bring a Coat
Category*	Individual Website
Description	
Judging Time Preference*	Any
NHDWebCentral Site Key:	12345678
Link	Link

Reminder! Websites are unable to be edited during the contest. They will “freeze” at 11:59 p.m. on the submission deadline and will not “unfreeze” until after the contest award ceremony.

Documentary

Documentary students must upload a shareable .MP4 video file of their final project and all written materials by the contest registration deadline. Make sure to give yourself plenty of time to complete this process – as uploading video files can take a lot of time.

PROJECT SUBMISSIONS FOR DOCUMENTARY STUDENTS

1. Create **one PDF** file that contains your title page, process paper, and annotated bibliography.
2. Save your documentary video as an **.MP4** video file and upload to Google Drive, One Drive or DropBox. For more detailed instructions, click [here](#).
 - If you don't have access to one of these shareable drives, please email rubino@ohiohistory.org *before* your contest deadline so that she can assist.
3. Submit your project to the contest:
 - a. Go to the Region 7 Contest portal (<https://oh-rjiafrc.nhd.org/?f=1b17fe87-2cdb-4be2-a1f2-cfc49e2dbda6>) and login to your student profile.
 - b. Then click “My Profile” and the “**Entry**” tab.
 - c. Next, upload your PDF file into the **Entry’s Paper** field and paste your project link into the **Link** field.

Entry Info

Entry Id	
Project Key	7a634513-c610-49a3-8fca-c1e6950c3cd2
Title*	Lemonade: How Beyonce once again changed music forever
Category*	Individual Documentary
Description	
Judging Time Preference*	Any
Entry's Paper:	<input type="button" value="Add File"/>
Link	<input type="text" value="Link"/>
	<input type="button" value="Save"/>

4. Click **Save**. That's it!

Exhibits

All exhibit participants are required to create a **physical** exhibit for all Regional and the State Ohio History Day contests. We also ask that you take photos of your exhibit and organize them into a slide show as a **backup** in the event that the contest is not able to be held in-person as planned.

BACKUP PROJECT SUBMISSION FOR EXHIBIT STUDENTS

1. Create a set of slides that include the following:
 - Full photo of the exhibit
 - Photographed sections of the exhibit with accompanying text
 - Links to any media used

You MUST use one of these two template options to submit your exhibit. **Students may not add additional slides.** More detailed instructions are on the first page of either slide template.

- **Google Slides Template:**
https://docs.google.com/presentation/d/1d7I30ZxW3jxiLKSImDdmIzD5OFY_SqvQqNoWJnffnsw/template/preview
- **PowerPoint Template**
<https://drive.google.com/file/d/14LkQ6mav8kMw8gtXuH9wC3LUWjFAC0dS/view?usp=sharing>

View a sample project submitted through one of these templates here:

<https://drive.google.com/file/d/1F3xQQ2H45It5IOZpJWNuaTBCw4dL7WWq/view>

2. Combine your slides and required paperwork, and save as one PDF. The final PDF document order must be the **title page, process paper, annotated bibliography, exhibit template**. To learn how to combine PDF documents, click [here](#).
3. Go to the Region 7 Contest portal (<https://oh-rjiafrc.nhd.org/?f=1b17fe87-2cdb-4be2-a1f2-cfc49e2dbda6>) and login to your student profile.
4. Then click “My Profile” and go to the “**Entry**” tab. Next, upload your PDF file into the **Entry’s Paper** upload file field.

Entry Info

Entry Id	
Project Key	756ec6df-dcc8-4836-b144-04cbdfd8636b
Title*	No, I don't like Lasagna, and Monday's Aren't Even that Bad
Category*	Group Exhibit
	<input checked="" type="checkbox"/> Will this be a Team Project
Description	
Judging Time Preference*	Any
Entry's Paper:	<input type="button" value="Add File"/>
Link	Link
	<input type="button" value="Save"/>

5. Click **Save**. That’s it!

Performance

All performances will take place live at the in-person contests. Students must **submit a recording** of your performance along with required written materials before the contest submission deadline. **This recording will act solely as a backup and will not be used for judging purposes if the contests are held in-person as planned.**

Guidelines for Performance Backup Recording

Students have two options for recording their performance:

- the traditional way using a camera or phone
- using an online conferencing platform such as Google Meet, Zoom, and Microsoft Teams.

These platforms are only recommendations. Students are free to use any platform their educator/project advisor deems appropriate. Here are the requirements and notes for both options:

- **Background and Props:** Only use backgrounds and props that you would intentionally have or bring for a live performance at an on-site contest. **Digital effects are not permitted unless they could be done during a live performance.** Most contest settings for performances will have a plain wall or curtain. For your performance, use a plain background or one that you create instead of recording your performance in front of a decorated room in your home or a green screen to which you can add images later. Those settings would not be possible at an on-site contest.
- **Audio or Other Media:** Any audio recordings, music, or media should be present in the recording as a part of the performance. Audio cannot be added after recording.
- **Set-up and Break-down:** It is not necessary to record the 5 minutes of set-up/break-down allotted for your performance.
- **No Editing Allowed:** Students must record performances in one continuous take regardless of the filming platform – camera vs. online platform. **Participants are not allowed to edit multiple clips together.**
- **Reasonable Help:** A teacher or family member may assist with recording a performance.
- **Make sure the performance volume is clear:** Viewers need to be able to understand what is being said.

BACK UP RECORDING SUBMISSION FOR PERFORMANCE STUDENTS

1. Create **one PDF** file that contains your Title Page, Process Paper, and Annotated Bibliography – it must be in this order!
2. Save your performance video as an **.MP4** video file and upload to Google Drive, One Drive or DropBox. For more instructions, click [here](#).
 - If you don't have access to one of these shareable drives, please email rubino@ohiohistory.org *before* your contest deadline so that she can assist.
3. Submit your project to the contest:
 - Go to the Region 7 Contest portal (<https://oh-rjiafrc.nhd.org/?f=1b17fe87-2cdb-4be2-a1f2-cfc49e2dbda6>) and login to your student profile.
 - Then click “My Profile” and go to the “**Entry**” tab.
 - Next, upload your PDF file into the **Entry’s Paper** field and paste your link to your recorded performance into the **Link** field.

OHIO HISTORY DAY

Entry Info

Entry Id	
Project Key	782ed768-fadf-4cde-8000-70c8ebc33205
Title*	Scandal? Why teapot dome wasn't that bad.
Category*	Individual Performance
Description	
Judging Time Preference*	Any
Entry's Paper:	<input type="button" value="Add File"/>
Link	<input type="text" value="Link"/>
	<input type="button" value="Save"/>

4. Click **Save**. That's it!