

## REVISED Virginia History Day State Contest Virtual Project Submission Guidelines

Keeping with recent guidance provided by the Governor of Virginia and the National History Day leadership team, the Virginia History Day state contest will now move to a virtual format. Please follow these guidelines to submit your project virtually. Please contact Virginia History Day Coordinator Sam Florer, [sflorer@virginiahistory.org](mailto:sflorer@virginiahistory.org), if you have any questions or concerns.

### Where to Upload:

1. All material must be uploaded via the [state contest registration site](http://va.nhd.org) (va.nhd.org).
2. To do so, students must login using the same username/password they created for their district contest registration. **DO NOT** create a new account.
3. Student's will then click on their name icon, located in the top right corner of the homescreen.
4. Click the "My Profile" tab. This will bring you to the "Basic Info" screen.
5. All material will be uploaded on the right hand portion of this screen, either using the "Entry's Paper" option or the "Project's Link" option.
6. See below for category specific instructions.

### Group Projects:

1. Only one student in each group needs to upload the appropriate material.

### Papers and Websites:

1. Papers and Website submissions will follow the procedures that students would complete in normal circumstances.

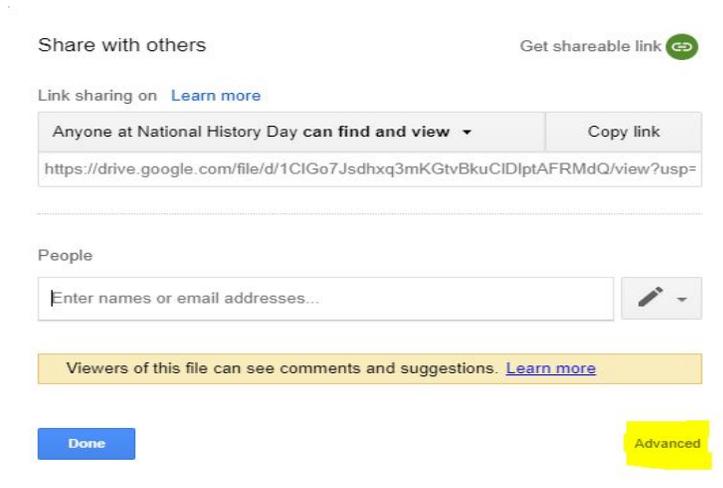
### Documentaries:

1. Documentaries should be uploaded to one of two online platforms. The preference is YouTube. If students are younger than 14, parents, teachers, or guardians can create a YouTube account for them.
2. Save the documentary as an .MP4 video file.
3. Go to YouTube.com and sign in with a Google or Gmail account (these can be created for free).
4. Click the "Create a Video or Post" button in the top right menu. Then click "Upload Video."
5. The title of the video should be the same as the complete project's title. The description of the video should be the student's division, category, and student name/s. **DO NOT** put a school, teacher, or city.
6. Select the "No, it's not made for kids" option.

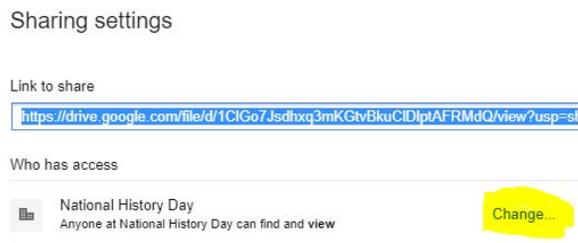
7. The video’s access should be set to “Unlisted,” meaning the video is unsearchable and can only be viewed by those who have the URL. The video **SHOULD NOT** be listed as private, as it will be unviewable unless given special permission.
8. If students cannot upload to YouTube, they may upload their documentary to a Google Drive folder. They must ensure that the folder’s privacy is set to “Anyone with the link may view.”

**Google Drive Share Steps**

- Right-click on the file you are submitting from your Google Drive. Select the “Share” option from the menu. Select the Advanced option in the bottom right of the window.



- Select the Change option on the first line under Who Has Access.



- Change the option to “ON - Anyone with the link” and Save.
  - Return to the window displaying Who Has Access and select/copy the Link to Share.
9. Once the video has been uploaded, check to ensure it plays correctly. If it does not, attempt to fix the problem and try again.
  10. Once the video has been uploaded to one of these two options, students will then share the appropriate URL on their profile via the state contest registration site that they originally used to register for the contest (va.nhd.org). The URL should be entered into the “Project Link” box, which appears on the right-hand side of the “Basic Info” screen of each student’s profile.

11. Process papers and annotated bibliographies should be combined into a single document, downloaded as a PDF, and uploaded with the “Entry’s Paper” option on the same “Basic Info” screen. The title of the PDF should be the student’s first and last name (Ex. JohnSmith.pdf).
12. **Remember to click Save before exiting!!**

**Performances: ([templates may be found on this Google Drive](#))**

1. The state contest will not be accepting video recordings of student performances.
2. Instead, students must upload a copy of their performance's script. Scripts should be formatted using the NHD script template, found below. Scripts will not be judged on spelling, style, etc. A single photo of your set, including all props, is optional and can be included with the script.
  - [Microsoft Word](#)
  - [Google Docs](#)
3. Process papers, annotated bibliographies, and scripts should be combined into a single document, downloaded as a PDF, and uploaded with the “Entry’s Paper” option on the “Basic Info” screen of the student's profile via the state registration site. Please make sure all material (process paper, annotated bibliography, and script) is uploaded as one PDF. The title of the PDF should be the student’s first and last name (Ex. JohnSmith.pdf).
4. **Remember to click Save before exiting!!**

**Exhibits: ([templates/instructions may be found on this Google Drive](#))**

1. Students should take photos of their exhibit and place them [in the attached PowerPoint/Google Slide template](#).
  - If students do not have access to their boards or are unable to work on them at home, they may create a digital exhibit board using Google Draw. [Please follow these instructions](#) for creating a project via Google Draw.
2. The template details how many photos are allowed for each part of the board and the order in which to organize them as follows: title slide, 1 image of the overall exhibit, 2 images for the left panel, 2 images for the center panel, 2 images for the right panel, 2 close up images, and 2 images of tabletop items OR multimedia, if needed (11 total).
  - The title slide must include the entry’s title, student(s) name, division category, and project dimensions in inches (width x depth x height)
  - The last slide for tabletop items can be used to show multimedia components of a student’s project. Please include either media clips or links to songs/videos/etc. Please be sure to test any links before attaching.
3. The photo PowerPoint should be converted/downloaded as a PDF. The title of the PDF should be your first and last name (Ex. JohnSmith.pdf).
4. Students must also include the text of their exhibit board, including student composed words, quotes, and factual credits.

- Students should label this document by panel/location (ex. right panel, center panel, left panel). This is to help judges when viewing images of the board in case photos are blurry/can't be zoomed in.
5. As the registration system only allows one document file to be uploaded, the process paper, annotated bibliography, and exhibit board text should be combined into a single document, downloaded as a PDF, and combined with your photo PDF. Free apps to combine PDFs include "Small PDF" and "I Love PDF."
    - If creating an exhibit via Google Draw, download as a PDF and combine it with your process paper/bibliography as described above.
  6. This one file should be uploaded onto the state contest registration site with the "Entry's Paper" option on the "Basic Info" screen of the student's profile. The title of the PDF should be the student's first and last name (Ex. JohnSmith.pdf).
  7. If students cannot merge their photo PDF with their process paper, bibliography and exhibit board text, then the process paper, bibliography, and exhibit board text should be copy and pasted onto the end of the photo PowerPoint. This one document should then be downloaded as a PDF and uploaded as above.
- 8. Remember to click Save before exiting!!**

We will test all video links and PDFs and will contact you if there is a problem with the files.

If you have any questions, please reach out to Virginia History Day Coordinator, Sam Florer, at [sflorer@virginiahistory.org](mailto:sflorer@virginiahistory.org) .