Dear 2017 National History Day in Pennsylvania Regional Winner:

Congratulations on your achievement at the regional National History Day in Pennsylvania contest. You are qualified to compete at the statewide National History Day in Pennsylvania contest on Friday, May 12 and Saturday, May 13, 2017, at Carlisle High School, 623 West Penn Street, Carlisle, PA 17013.

PLEASE READ THIS DOCUMENT! This document contains information essential to registering smoothly and efficiently.

ONLINE REGISTRATION (Opens March 6, 2017)

- **Registration Fee:** $55
- **Registration Deadline:** 5:00 PM April 14, 2017
- **Payment Deadline:** April 14, 2017
- **Website Lockout:** 5:00 PM April 14, 2017
- **Paper Postmark Date:** April 14, 2017
- **Housing Form Postmark Date:** April 14, 2017

**ALL CHECKS MUST BE MADE OUT TO AHCF-NHD IN PA**

This packet includes essential information for the state contest as well as the internet address to the state website that provides complete instructions for registration. Please review these materials carefully, and follow all instructions to ensure that you register properly. **Registration for the state contest closes at 5:00 PM on April 14, 2017. Late registration will require a $50 fee, and, after April 22, 2017, we cannot guarantee that you will be able to register and compete.**

**STUDENTS WITH OUTSTANDING FEES WILL NOT BE ALLOWED TO COMPETE.**

When you register, please use an email address that you check often, and make sure your spam filter will not reject emails from eddirector@armyheritage.org and edassist@armyheritage.org, otherwise you will miss important information about the contest.

Students in the *exhibit* category **MUST** bring extension cords and power strips, if needed.

Students in the *documentary* category must bring their project saved as a DVD, with backup copies in as many formats as possible, including thumb drives and cloud storage. A laptop computer is also useful in case of equipment failure.

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1 Payment must be received by this date. If you anticipate difficulty making payment by the deadline, please contact the State Coordinator.
Students in the paper category must mail four (4) copies of their papers. Papers must be postmarked by April 14, 2017. Please also email an electronic copy of your paper to edassist@armyheritage.org, with the student name and division in the subject line.

Students in the performance category should bring all props and materials necessary for their performance.

Students in the website category should enter just the unique numerical portion of their URL into the online registration system, which will automatically add the weebly.com portion. No other paperwork is needed. Websites will lock for judging at 5:00 PM on April 14, 2017, after which time you will not be able to edit your entry until after judging concludes.

Papers and other correspondence should be mailed to:

AHCF - NHD in PA
P.O. Box 839
Carlisle, PA 17013

CHAPERONES

All students must be accompanied and supervised by a parent or a chaperone. Chaperones are expected to supervise their students during the contest. Each student must have a completed Permissions Form on file with the Army Heritage Center Foundation. This form is available on the NHD in PA State Contest registration website.

HOUSING

NHD in PA has arranged group rates at area hotels through the Cumberland Valley Visitors Bureau. You can find contact information and a link to make online reservations on the NHD in PA website under the HOTELS tab.

MEALS

You can sign up for meal plans at the cafeteria at Carlisle High School through online registration. The meal plan options are:

- Buffet Dinner on May 12 - $14
- Continental Breakfast on May 13 - $6
- Buffet Lunch on May 13 - $10

Meals are all you can eat, one trip through the serving line.
PAYMENTS

At the end of the registration process, you must generate an invoice for the fees you have elected to pay. **This invoice must accompany your payment.** NHD in PA will be unable to process your payment without this invoice. Your payment amount **must** match the invoice. If you require additional copies of the invoice, please contact the state office. If you need help generating an invoice, please contact the state office.

**PLEASE DO NOT SEND PARTIAL PAYMENTS!** You may mail multiple checks for a single invoice or a single check for multiple invoices, but the total amount of invoices and checks in a single envelope **MUST MATCH.** *If you need help generating proper invoices, please contact us!*

You may pay by check or money order. We cannot accept credit cards at this time. If you wish to pay with a purchase order, please contact the state office.

**WHAT TO EXPECT AT THE STATE CONTEST**

The state contest is a two-day event. Check-in and exhibit set-up starts at 9:00 AM on Friday, May 12, 2017. Please see the maps of the contest venue, included in your check-in packet. Depending on your arrival time, you may encounter long lines at check-in, so plan accordingly.

When you check-in, you will receive a packet with **your judging time, venue map, your meal tickets, t-shirt voucher, NHD button, your certificate of participation,** and other essential materials. Be sure to read all included materials in the packet.

Judging begins at 1:00 PM on Friday, May 12, 2017, and continues until all entries are evaluated. Six entries in each category will advance to the run-off round scheduled for the morning of Saturday, May 13, 2017.

- Only students in the performance and documentary category need to be present during the run-off round of judging.
- Names and entry numbers of these students will be posted in the check-in area, on the NHD in PA website, and NHD in PA Facebook page.
- Students in the paper, website, and exhibit categories do not need to be present for the run-off round of judging.
- During the run-off round, judges will review all entries but will not interview students. Your entry must stand on its own merit.

**AWARD CEREMONY**

The contest concludes with the award ceremony starting at 2:00 PM on Saturday, May 13, 2017. Students who finish in 1st or 2nd place must remain after the award ceremony to receive their registration packets for the national contest. Students who finish in 3rd place should also remain after the ceremony. They will serve as alternates in the event that one of the 1st or 2nd place winners is unable to attend the national contest.
Students may pick up their evaluation forms after the award ceremony. Please have your entry number ready to expedite the process.

We welcome your feedback. After the contest, you will receive an email with a link to an online survey about your experience. We need to hear your comments, both positive and negative, in order to improve the NHD in PA program. Thank you!

REFUND POLICY

- Registration fees for the state competition are non-refundable.
- Meal fees. For cancellations received:
  - Prior to April 15, 2017: NHD in PA will provide a full refund.
  - Between April 15 and close of business on April 25, 2017: NHD in PA will refund 50% of the meal fees.

After April 25, 2017, NHD in PA will be unable to grant requests for refunds.

CHECK AND MAILING INFORMATION

Please make out all checks to: AHCF – NHD in PA.

Mail all correspondence to:

AHCF – NHD in PA
P.O. Box 839
Carlisle, PA 17013

CONTACT INFORMATION

If you need assistance for any issues related to the State Contest, please contact the State Coordinator, Jeff Hawks via email at eddirector@armyheritage.org or by phone at (717) 258-1102.
NHD in PA State Contest Registration Instructions

Contest Date: May 12 and 13, 2017

Contest Location:
Carlisle High School
623 West Penn Street
Carlisle, PA 17013

Registration Fee: $55
Registration Deadline: 5:00 PM April 14, 2017
Payment Deadline: April 14, 2017
Website Lockout: 5:00 PM April 21, 2017
Paper Postmark Date: April 14, 2017

Registration will open March 6, 2017 and will close promptly at 5:00 PM ET on April 14, 2017.

Registration is a three-step process that utilizes Google Forms. Once you submit a form, you cannot make changes to that form. If you make an error filling out the form, please contact the NHD in PA State Coordinator.

Begin by navigating to the NHD in PA Website at http://pa.nhd.org. Click on the link at the top to go to the registration page.

- **Step 1 – Entry Registration (To be completed by the teacher, or parent, if a teacher is not involved)**
  - Click on the red “Registration” button on the registration page.
  - Follow the instructions to complete all sections of the form.
  - **NOTE: YOU WILL ONLY COMPLETE ONE FORM PER ENTRY. THIS ONE FORM WILL LIST ALL STUDENTS LINKED TO THAT ENTRY.**
  - After completing the form, please review all fields to make sure the information is correct, and print or save a copy for your own records before submitting.

- **Step 2 – Payment**

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2 Payment must be received by this date. If you anticipate difficulty making payment by the deadline, please contact the State Coordinator.
Click on the green “Payments” button on the registration page and complete all required items.

You must complete one payment form for each of the following types of attendees:
- Competing Students whether they are ordering meals or not.
- Teachers with Competing Students, whether they are ordering meals or not.
- Parents, friends, and family members who are purchasing meals.

You do not have to complete a form for the following attendees:
- Parents, friends, and family members who are not purchasing meals.
- Teachers who do not have competing students.

Please print the first page of the form before submitting. This will be your invoice.
Include a copy of your invoice with your payment.

- **Step 3 – Permissions**
  - Click on the blue “Permissions” button.
  - Enter all required information.
  - Click “Submit”.

If you make an error on a form, please do not start another one. Contact the State Coordinator’s office for guidance.