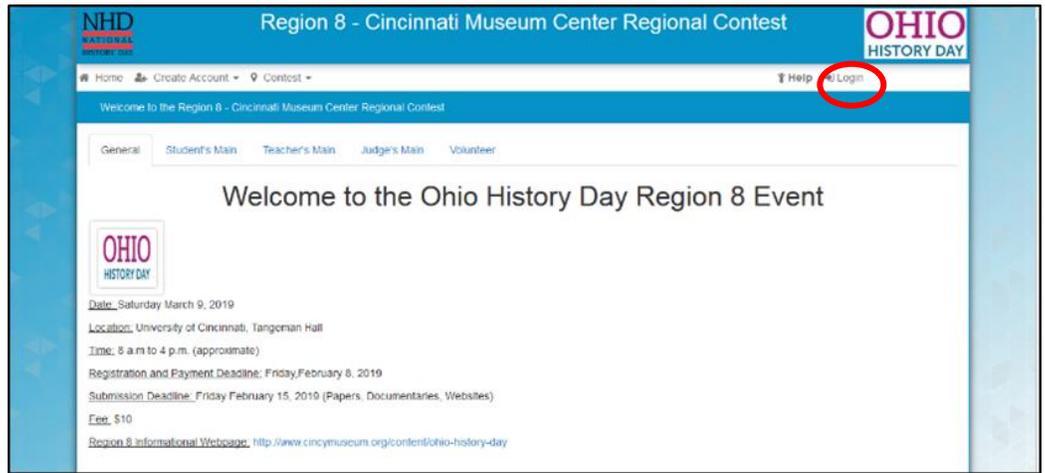


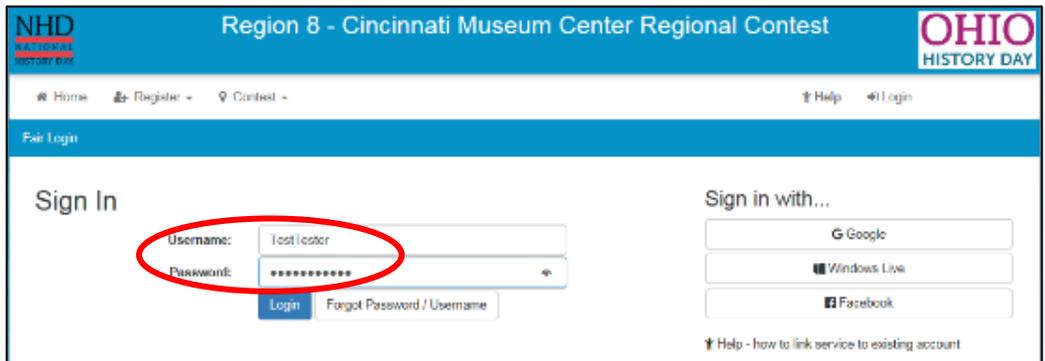
Logging in to your account

Forgotten username and password

1) In the upper right hand corner click on the Login icon.

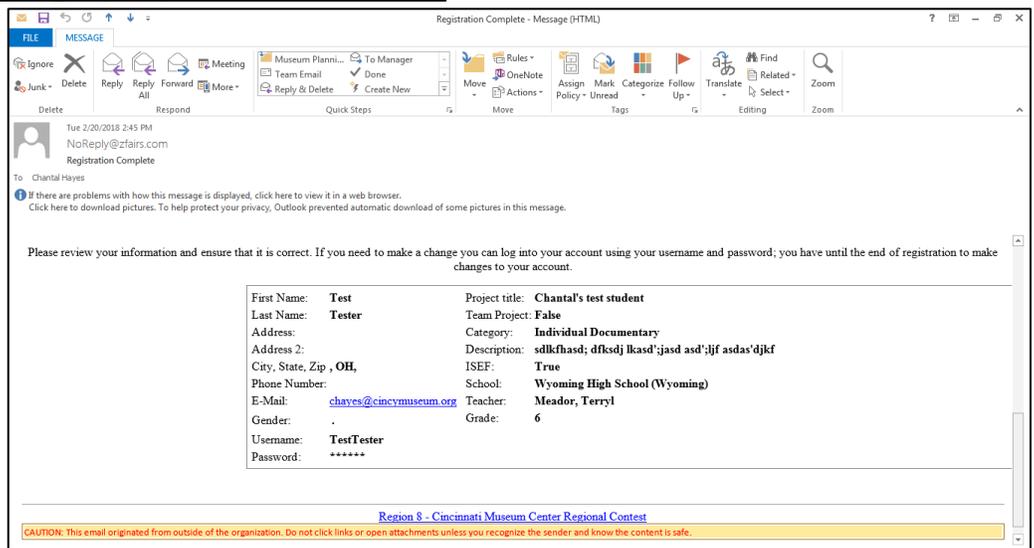


2) Fill in the username provided to you when you originally registered and enter the password you created. From this point you can access your profile, edit certain fields within the registration time and pay your fees.



If you completed registration and forgot your password or username:

3) If you completed the registration process you should have received a confirmation email. The email would look similar to the one below, be titled Registration Complete and come from NoReply@zairs. Check your inbox and spam folders for this email which contains your username.



4) If you can't find the email or forgot your password, use the "Forgot Password/Username" button. It will ask for first name, last name and email. These must be the same as you used when you registered. Click "Recover Username and Password". The system will email you with your user name and a link to reset your password.

5) Teachers and National History Day Coordinators cannot reset usernames or passwords.

If you did NOT complete registration and forgot your password or username:

This usually happens when someone starts the registration process, left the screen to check their email for the verification and either does not get the email verification or gets sidetracked. You do not exist in the system until you complete the Personal Information page (your name and email, parents email, create a password).

If you completed the Personal Information page follow the instructions above.

If you did not complete the Personal Information page, you have 2 options.

- A) Start the registration process again with the same email and hope you get the verification email/don't get distracted/etc so you can complete it.
- B) Start the registration process again but use a different email address.

If you aren't receiving the emails from @zfairs.com you may need to add it to your safe list/safe senders. Directions on how to do that vary by email service. If you're using a school email talk to your teacher or the Information and Technology staff.