OHD Teacher Registration

1) Go to the registration page at https://oh-rcmrc.nhd.org. Please remember ... TEACHERS MUST REGISTER BEFORE STUDENTS.

2) Go to the “Create Account” tab in the upper left section of the page and choose teacher from the drop down menu.

3) Complete the information and click next.

4) Please fill in as many fields as possible to ensure we have multiple accurate ways to communicate with you or send you information.

Having your cell phone number will be important on the day of the contest if there’s an emergency.

The user name and password will allow you to log in later and see your students’ registration.
5) Choose the name of your school. If you are a home school parent or don’t see your school in the list please contact me.

6) Please tell us how many students worked on a history day project in your classroom. We recognize that, for various reasons, not all students who follow the NHD program compete at a contest. However we would like to include them in our numbers to the national office.

As the contact teacher for your students, your attendance is highly suggested and preferred. If you cannot attend, someone should be present in your place with emergency contact information.

7) The first permission is for personal injury. You must agree not to hold NHD responsible for any injuries to continue.

Photo permission requires a yes or no answer. You do not have to give a reason, this is generated by the software and I’m unable to remove the comment box.

8) The final page of your registration will display your user name. Please write this information down along with the password you entered.
9) You will receive a confirmation email from NoReply@zfairs.com. If it does not appear in a few minutes check your junk mail.

10) To view which of your students have registered and paid go to https://oh-rcmccrc.nhd.org
    Click on the “Login” tab in the upper right corner of the page.

11) Click on “My students” tab at the top of the page.
12) Students who have not paid will have a red bill in the Paid column. Students who have paid will show a green bill. The thumbs up means they have agreed to all terms and conditions.

13) Click on a student’s name to:
- “Edit/View Participant” information – This will allow you to edit names, contact info, project title, and the category. You can also access the project key (teams project number) and Orders (aka Registration fee). The Order Id will allow you to print an Invoice that is sent in with checks.
- “Link” or “Unlink projects” - This is for students who are supposed to be in a group and have forgotten to get the project key or students who have changed their mind and don’t want to work in a group any more.