



Instructions on NHD Paper Upload within Registration 2015 Kenneth E. Behring National History Day Contest

- Upon logging into registration, the title of your entry will be listed under **Entry Information**.
- Click on this entry title and scroll to the bottom of the page to the section titled **Paper Entries Only**.
- Read the instructions carefully above the **Upload** button and then click on the **Upload** button.
- Be sure your browser's pop-up blocker allows pop-ups for the NHD site. A pop-up window will appear with the title **NHD Paper Upload**.
- Fill in all fields with the necessary information and read the instructions on file labeling (toward the bottom of the window). If necessary, convert your file to a PDF* and/or rename your file according to the example label (LastName_Division_School_State.pdf).
- Click on **Choose File** and navigate to the PDF file.
- Once the PDF is selected click **Open**.
- Click **Upload File** at the bottom of the pop-up window and wait patiently for the file to upload.
- When the upload is complete a message will appear. The message should state the file was uploaded successfully, and it will list the URL for your uploaded document. *If the message is unsuccessful please contact IT@nhd.org.*
- Once the success message appears, highlight the entire URL and copy it.
- Go back to the **Entry Information** page and paste the URL into the field labeled **Paper Upload URL** in the **Paper Entries Only** section.
- Click **Save Changes** at the bottom of the page to finish and confirm upload.

Papers must be uploaded within registration no later than 11:59pm ET on Tuesday, May 19, 2015. If you experience difficulties, please contact IT@nhd.org.

*Here are several resources on how to convert Word documents to PDF:

- <http://smallpdf.com/word-to-pdf>
- <https://support.office.com/en-au/article/Save-as-PDF-443b9ec2-3b9a-431f-b6f7-672550a296b7#bm17>