Congratulations on advancing to a Regional or District contest for Minnesota History Day! Please review the information below to register and participate.

HOW TO PARTICIPATE

Regional participation is organized through schools. In mid-January, schools receive the number of entries they may advance to the contest. It is up to the school to choose which entries advance, either through teacher's choice or selection at a school-level History Day contest.

Once selected at the school-level, each Exhibit, Documentary, Performance, and Website entry must register for their contest by completing online registration. Only these categories compete at the in-person Regional/District level of Minnesota History Day competitions.

Research Papers and Podcasts participate through the Off-Site Virtual Contest at the Regional level. Papers and Podcasts must be registered and uploaded by 7:59 pm on Tuesday, March 3. More information and registration info: https://www.mnhs.org/historyday/contests-and-judging/.

ENTRY FEES

There is a $12 entry fee per student. Adult caregivers should talk to their student's teacher to confirm who is responsible for paying entry fees.

- **Are you paying?** Submit credit card information during registration by clicking "pay now" during registration.
- **Is your school paying?** During registration, select "generate invoice" and do not submit payment.

*Entry fees for **Minneapolis Public Schools and St. Paul Public Schools** students are covered by the district. Students in these districts should NOT pay in zFairs.*

GROUP MEMBERS

All members of a group must register and pay the entry fee (if applicable) even if they are unable to attend the Regional/District contest. Once a group enters the Regional/District level of competition, they may not change or add group members.

YOUR REGIONAL/DISTRICT EVENT

Each school is assigned to a specific contest. Please talk to your teacher before you register.

EVENT INFORMATION & PRESENTATION SCHEDULE

Each entry will be assigned a scheduled interview time at the event. A tentative schedule will be posted on the contest zFairs page one week in advance. A final schedule will be posted two days in advance. General information, including directions and parking, will be available online in mid-February. Contact the event coordinator listed on our website with any questions.

https://www.mnhs.org/historyday/contests-and-judging/regional-events

2026 MN Contest Schedule

Regional names below are linked to their specific contest registration pages.

Metro Area Events:

Virtual Regional and Off-Site Research Paper
- Date: March 3 – March 26
- Entry Fee: $12/student
- Deadline: March 3 at 7:59 pm

Metro Junior West
- Date: Saturday, March 7
- Location: Central Middle School, Eden Prairie
- Entry Fee: $12/student
- Deadline: February 19 at 7:59 pm

Metro Junior Central
- Date: Monday, March 9
- Location: U of M, Twin Cities - West Bank
- Entry Fee: $12/student
- Deadline: February 23 at 7:59 pm

Metro Senior
- Date: Tuesday, March 10
- Location: U of M, Twin Cities - West Bank
- Entry Fee: $12/student
- Deadline: February 24 at 7:59 pm

Minneapolis Public School District
- Date: Saturday, March 14
- Location: North Community High School
- Entry Fee: Covered by district
- Deadline: March 5 at 7:59 pm

St. Paul Public School District
- Date: Saturday, March 28
- Location: Harding High School
- Entry Fee: Covered by district
- Deadline: March 12 at 7:59 pm

Metro Junior East
- Date: Saturday, March 28
- Location: Mariner Middle School, White Bear Lake
- Entry Fee: $12/student
- Deadline: March 12 at 7:59 pm

Greater Minnesota Events:

Northeast
- Date: Saturday, March 14
- Location: University of Minnesota - Duluth
- Entry Fee: $12/student
- Deadline: February 26 at 7:59 pm

Southeast
- Date: Tuesday, March 17
- Location: Winona State University
- Entry Fee: $12/student
- Deadline: March 3 at 7:59 pm

Central
- Date: Saturday, March 21
- Location: St. Cloud State University
- Entry Fee: $12/student
- Deadline: March 5 at 7:59 pm

South Central
- Date: Tuesday, March 24
- Location: Mankato State University
- Entry Fee: $12/student
- Deadline: March 10 at 7:59 pm

School and Student Registration Information Worksheet

TEACHERS

Complete this portion of this form before sharing registration information with students!

Event Attending: _____

Date of Event: _____

Registration must be complete by 7:59 pm on: _____

Entry fees will be covered by: o School, do NOT submit payment when registering.

o Individual students. Credit cards accepted.

School Name (as it appears in zFairs): _____

School City (as it appears in zFairs): _____

Teacher Name (register entry under this teacher): _____

USERNAME AND PASSWORD

Keep this in a safe place after registering. You will use this login information to access your NHD account. If you advance to the next level of competition, you will use the same username and password to register.

Username: _____

Password: _____

STUDENT REGISTRATION

https://www.mnhs.org/historyday/contests-and-judging/regional-events
Click on the online registration for each specific event

Every student will need to create an account and register. Students working in a group should designate one person to create an account *first* and then share that information with their group members to complete their registration. **View Visual Registration Instructions here.**

Before Registering:
- **Teachers must register first.** The student's teacher must register BEFORE they can. They will **not** be able to complete registration until teachers have registered.
- **All students need to register.** Adult caregivers should be present while students register to agree to waivers/permissions for minor participants, but they do **not** need to create a separate account.
- **Choose the correct contest.** Schools are assigned to a specific Regional/District contest by Minnesota History Day. Confirm the contest before starting registration.
- **Email address.** Please provide an email address that will accept mail from zfairs.com. If a school blocks student accounts from receiving outside mail, use a personal or adult caregiver's email.
- **NHD account last all year.** Students will only create one NHD student registration account for the entire year. They will use the SAME STUDENT LOGIN for each contest if they advance to State or the National Contest. Save the username and password. Do not create additional accounts.
- **Registration deadline.** The online registration system automatically closes at the registration deadline. Allow enough time to register for the contest and allow for technical problems that might occur!

Step 1: Find Event
- Go to **mnhs.org/historyday/contests-and-judging/regional-events** to find the event's registration link. This will go to the specific portal for each contest in zFairs, which is the online registration management system for NHD.

Step 2: Create Student Account (one for each student)
- Click **Create Account** in the toolbar, then select **Participant** from the drop-down menu.
- Insert first name, last name, and email address. Then, click the **Save & Continue** button. *Make sure to use an email that can receive messages from external senders.*
- Complete the following sections, clicking **Save & Continue** button after each one: Profile and Profile Questions.
- Select "Start a New Entry" or "Link to Existing Entry" if being added to a group. Select student's school and teacher. If a school is not listed, talk to the teacher. If the teacher is not listed for the school, talk to them. Then, click the **Save & Continue** button.

Step 3: Enter Project Information
- Complete the Entry section. Then, click the **Save & Continue** button.
- **Upload Written Materials and NHDWebCentral Site Key.** These are due one week before the contest. Registration can be completed without uploading materials and login to add them before the lockout. **View Material Upload Instructions here.**
    - **Documentary Students:** Click **Add File** and upload a single PDF of Written Materials (title page, process paper, and annotated bibliography).
    - **Exhibit Students:** Click **Add File** and upload a single PDF of Written Materials (title page, process paper, and annotated bibliography).
    - **Paper Students:** Click **Add File** and upload a single PDF of Paper (title page, process paper, paper, and annotated bibliography).
    - **Performance Students:** Click **Add File** and upload a single PDF of Written Materials (title page, process paper, and annotated bibliography).
    - **Website Students:** Insert the NHDWebCentral Site Key. Written Materials (process paper and annotated bibliography) should be uploaded as a PDF directly onto the Website.

Step 4: Finish Registration
- Complete the Student Permissions and Waivers section with an adult caregiver. Then, click the **Save & Continue** button.
- Follow the prompts to pay any contest registration fees. Select **Pay & Continue!**
    - **Are students paying?** Submit credit card information on the window pop-up.
    - **Is the school paying?** Select the "School" tab and click on **"I agree & continue."**
- Registration is complete. The username will appear on this screen. Record the system username and password and look for a confirmation email from zFairs.

Step 5: (Group entries only!) Create Additional Student Accounts and Link
- The first student in a group to register will create the entry. That student will give other group members the "Team/Project Key." This Team/Project key will appear in the first student's profile when logged into the account. Click on the name in the top right corner, My Profile, and "Entry" tab to find the project key.
    - *Sample Team/Project Key:* b965f631-a8a0-4eff-8145-d1698f3618d3.
    - The other group members will create student accounts and enter the **Team/Project Key** for their entry. Entering the key will bring up the title and description for their entry (completed by the group member who created the initial entry).
- Once the student confirms the information entered by group members is correct, follow the same instructions under **Step 2** on this page and complete registration.

PREPARING FOR IN-PERSON REGIONAL/DISTRICT CONTESTS

All entries must comply with the general and category-specific rules explained in the *NHD Contest Rule Book* as well as the guidelines below.

WRITTEN PAPERWORK

Students must submit a copy of their Process Paper and Annotated Bibliography directly into zFairs one week before the contest.

- **Website** students will include the Process Paper and Annotated Bibliography directly on their website.
- **Exhibit, Documentary, and Performance** students will upload a PDF copy of their Process Paper and Annotated Bibliography by logging into zFairs. (**View Visual Material Upload Instructions here.**) Students are able to make edits and changes to these documents prior to the contest, but must provide three printed copies the day-of the contest.

EXHIBIT

Bring project and three copies of the process paper and bibliography. If electricity is needed, students must bring their own extension cord. Students are responsible for removing their exhibit when the event is over, but Exhibits must remain in the Exhibit Hall until Final-Round is complete. Event staff will NOT save projects left behind.

PERFORMANCE

Performance rooms are classroom-size; do not plan on a large stage. Students must provide all props. Bring three copies of the process paper and bibliography.

WEBSITE

Students will be locked out of editing websites one week before the Regional contest. See our website and/or online registration for the specific time/date for their event. Judges will review projects during this time in advance of the competition. Upload the process paper and bibliography to the website before the lockout deadline. **Website students should bring a laptop or tablet to the competition to reference during the interview.** Students can refer to their websites, but will not formally present to the audience during their interview with judges.

DOCUMENTARY

Bring three copies of the process paper and bibliography. At the contest, students will need to provide a URL (Google Drive, YouTube, Vimeo links, etc.) for digital access to the Documentary at the start of their judging time. Judges may need to use this link to refer to the project during Final-Round discussions. Please ensure that this link is viewable to "anyone with the link." It is the student's responsibility to prepare their project in the correct format. Available technology includes:

- Laptop (USB port, wireless internet, AV hook-up to projection)

PODCAST

Podcast students are welcome to come to Regional contests to support their peers, but will not compete or have an interview at a Regional/District event. Podcast students participate through an off-site competition at the Regional/District level.

RESEARCH PAPER

Research Paper students are welcome to come to Regional contests to support their peers, but will not compete or have an interview at a Regional/District event. Research Paper students participate through an off-site competition at the Regional/District level.

WHAT TO EXPECT

Check-In

All students will check-in upon arrival and be given directions on their judging time and where to set up. Teachers will have a tentative schedule approximately one week before the event. Plan to arrive at least 30 minutes before a scheduled interview.

Interviews

During the interview time, students will discuss their project with judges and respond to questions. Students should not prepare a formal presentation for the interview. Questions could cover research, the process of creating the project, or a student's ideas on why their topic is important in history.

Dress Code

There is no dress code for History Day. Students should wear clothing that makes them feel confident!

Public Viewing of Projects

The public is welcome to view Documentaries and Performances as they are presented. The Exhibit Hall is open for viewing during the First-Round of judging. Website interviews are open to the public, however, judges have viewed these projects in advance. Website students will respond to interview questions, rather than present their Website. No audience interruptions of student presentations or interviews, other than by judges, will be permitted.

Awards Ceremony, Results, and State History Day

The Awards Ceremony is expected to last approximately 30 minutes. Students do not need to be present at the Awards Ceremony to win. Please be assured that event coordinators are working to make results available as soon as possible. State Qualifiers are eligible to attend State History Day at the Minneapolis Convention Center on Sunday, April 19, 2026.

VIRTUAL REGIONAL UPLOAD INSTRUCTIONS
(includes Research Paper & Podcasts)

All entries must comply with the general and category-specific rules explained in the *NHD Contest Rule Book* as well as the guidelines below. **All entries will be submitted online during registration and must be complete by 7:59 pm on Tuesday, March 3, 2026.**

To save a Google Doc as a PDF go to "File" > "Download as" and select the .pdf option.

EXHIBIT
- **Finish Your Exhibit:** You have two options to create an exhibit. **See the virtual exhibit guide for more information**.
  - **Physical Exhibit Board:** You will need to take photographs of a completed physical exhibit and complete the template. Follow the instructions in the template to complete.
    - Google Slides Exhibit Template OR PowerPoint Exhibit Template
  - **Digital Exhibit Board:** Complete your digital exhibit and save it as a PDF.
- **Save the Template as a PDF:** Once your template or virtual exhibit is complete, save it as a PDF for uploading. No other file type is accepted.
- **Save Your Paperwork:** Your Title Page, Process Paper, and Annotated Bibliography must be saved as one PDF file. No other file type is accepted.
- **Merge your Exhibit and Paperwork:** You must submit your exhibit and paperwork as ONE PDF file. No other file type is accepted. Go to ilovepdf.com and "Merge PDF." You will then upload your two documents and download the final document as one file.
- **Submit to zFairs.** Once you have *one* PDF that includes both your exhibit and written work, login to zFairs to upload the file under "exhibit upload" and save. Group projects only need to be submitted by one member.

DOCUMENTARY
- **Finalize Your Documentary:** Using your Documentary software, save your project in a format you can upload. If you are uploading to Google Drive, we recommend saving it as an MP4.
- **Upload Your Documentary:** We recommend uploading to a Google Drive folder and updating the sharing permissions to be viewable by anyone with the link - and viewable by someone outside of your school district. YouTube is permissible, but take caution that even unlisted, YouTube links are sometimes removed due to copyright.
- **Save Your Paperwork:** Your Title Page, Process Paper, and Annotated Bibliography must be saved as ONE PDF file. No other file type is accepted. If you have multiple documents, go to ilovepdf.com and "Merge PDF." You will then upload your documents and download the final document as one file.
- **Submit to zFairs.** Login to zFairs and provide your documentary link and upload your paperwork under "documentary upload" and save. Group projects only need to be submitted by one member.

RESEARCH PAPER
- **Finalize Your Paper:** Finish writing your paper and save it as a PDF file.
- **Save Your Paperwork:** Your Title Page, Paper, Process Paper, and Annotated Bibliography must be saved as ONE PDF file. No other file type is accepted. If you have multiple documents, go to ilovepdf.com and "Merge PDF." You will then upload your documents and download the final document as one file.
- **Submit to zFairs.** Login to zFairs and upload your paper under "paper upload" and save.

PERFORMANCE
- **Record Your Performance:** All performances should be recorded in a continuous single take without editing. Students are encouraged, but not required, to use props and costumes for emphasis. Virtual contest guidelines for the performance category vary based on group size. **See the Virtual Performance Guide for information**.
- **Upload Your Performance:** We recommend uploading to a Google Drive folder and updating the sharing permissions to be viewable by anyone with the link - and viewable by someone outside of your school district. YouTube is permissible, but take caution that even unlisted YouTube links are sometimes removed due to copyright.
- **Save Your Paperwork:** Your Title Page, Process Paper, and Annotated Bibliography must be saved as ONE PDF file. No other file type is accepted. If you have multiple documents, go to ilovepdf.com and "Merge PDF." You will then upload your documents and download the final document as one file. There is no required performance companion worksheet this year.
- **Submit to zFairs.** Login to zFairs and provide your performance link and upload your paperwork under "performance upload" and save. Group projects only need to be submitted by one member.

PODCAST
- **Record your Podcast:** Using your preferred recording software, save your project as an .mp4 file.
- **Upload Your Podcast:** We recommend uploading to a Google Drive folder and updating the sharing permissions to be viewable by anyone with the link - and viewable by someone outside of your school district.
- **Save Your Paperwork:** Your Title Page, Process Paper, and Annotated Bibliography must be saved as ONE PDF file. No other file type is accepted. If you have multiple documents, go to ilovepdf.com and "Merge PDF." You will then upload your documents and download the final document as one file.
- **Submit to zFairs:** Login to zFairs and provide your podcast link via the line that says "documentary link" and upload your paperwork under "written materials" and save.

WEBSITE
Make sure you submitted your NHDWebCentral Site Key during registration. You will be locked out of editing your project at **10:59 pm on Tuesday, March 3, 2026.** Upload your process paper and bibliography to your website as a PDF before the lockout deadline.

Click on the online registration for your specific event

Teachers Must Register First

Teachers must create an account and register before any of students are able to register. Registering does not commit teachers to coming to the event, but will allow teachers to view and manage student entries as students register. **Even if a teacher created an account last year, they must create a NEW account this year.** Teachers are able to use the same email and username.

- Once created, teachers will use the same login to view student entries from Regional/District to State and Nationals, if applicable.

Multiple Teachers

The system allows for multiple teachers from a school to register. Students should enter the name of the teacher designated according to the school (advising teacher or a single lead educator). Teachers will be able to view all students that have registered under their name. The system does not currently allow for other registered teachers from the same school to see all of the entries from that school. Alternatively, teachers can designate one teacher to create an account and share the login information to all other teachers.

Regional Registration Fees

All students participating in Regionals have a $12 entry fee. Teachers should notify students if they are responsible for paying this fee. Schools will be invoiced by MNHS for any unpaid registration fees two weeks after the contest. This information is shared through teachers and not directly to students. Instructions for school payments via zFairs will be shared after the registration deadline.

TEACHER REGISTRATION

Step 1: Find Your Event
- Go to **mnhs.org/historyday/contests-and-judging/regional-events** to find the registration link for your specific contest(s).
  - If you have students competing at multiple contests you will need to create an account for each individual event.

Step 2: Create Your Teacher Account
- Click **Create Account** in the toolbar, then select **Teacher** from the drop-down menu.
- Enter a username, first name, last name, and email. Click **Save & Continue.**
  - **Personal Information:** Make sure your full first and last names are entered as you want them displayed at the contest.
- Input a password. Write this information down and select **Save & Continue.**
- Answer the required questions about your school's participation.
- Select your **school** from the drop-down menu. Schools are listed alphabetically, with city name in parentheses. If you don't see your school listed, stop here and contact Minnesota History Day immediately.
  - If you teach at multiple schools, hold down the **Control** key as you select multiple schools. Click **Save & Continue.**
- **Additional Questions:** We may ask additional questions about your student's participation in this event. Answer these questions and then select **Save & Continue.**

Step 3: Permissions and Waivers
- Agree to NHD permissions and waivers. Select checkboxes and **Continue,** which will finish registration.

FREQUENT TEACHER QUESTIONS

Can you check if my registration went through?
- If you are having trouble registering, use the drop down menu from the toolbar across the top to create a teacher account instead of directly from the main menu.
- When your registration is complete, you should receive a confirmation email. Check your spam filter for emails from "zFairs."
- If you're still not sure, email the event coordinator.

How do I find the MY STUDENTS list?
- Login to the correct contest, using your username and password
- Look for "My Participants" button in the top white menu bar
- **Note:** You will only be able to see students that selected you as "Teacher 1." If there are other teachers at your school listed, they will have different students in their profiles.

Am I able to edit a student's profile from my account?
- After logging in to your teacher account, click "My Participants" in the top toolbar.
- Click on a name to bring up a pop-up menu. You can Edit/View Participant profile, Link/Unlink Projects, and Email Participants until the registration deadline.

What should I do if an entry advances?
- You will receive an email from zFairs with a link to access the next contest. Do not create a new account for the next contest, login using your same credentials.
- Always access the contest in which students are currently competing. Once they have advanced, you cannot edit information in previous contests.