NHD Pittsburgh 2020 Registration Checklist

- Register yourself as a teacher at [https://pa-nhdp.nhd.org/?f=c85da71d-49d1-4d5b-9e81-cd76001e5ba9](https://pa-nhdp.nhd.org/?f=c85da71d-49d1-4d5b-9e81-cd76001e5ba9)
  - If you entered students in the competition last year, you can sign into the system using last year’s log in information and check that your details are all correct for this year. You can use the “forgot username / password” link if you cannot remember your log-in information.
  - Otherwise, you can fill in the fields on the right-hand side of the page to begin registration.
  - You must be registered as a teacher before students will be able to register.
  - Please use your school’s address for registration purposes.
  - Record your username from the final registration page, as you will need it to login in the future.

- Distribute the Student Registration Form to all participating students. This form can be downloaded at [http://www.heinzhistorycenter.org/nhd](http://www.heinzhistorycenter.org/nhd) under the “2020 NHD Competition Information” section.
  - This will help you to collect all the information you will need if you choose to do the registration process for your students; NHD Pittsburgh also requires one from each student for our records.

- Collect signed Student Registration Forms as soon as possible.

- If you choose to go through the registration process on behalf of your students, make sure to complete registrations by **Tuesday, February 18th at 5pm**. After that time, the registration system will automatically close.
  - To register students, visit [https://pa-nhdp.nhd.org/?f=c85da71d-49d1-4d5b-9e81-cd76001e5ba9](https://pa-nhdp.nhd.org/?f=c85da71d-49d1-4d5b-9e81-cd76001e5ba9), and log in to the system. Click the “Register” tab at the top of the page and select “students.”
  - The information collected on the Student Registration Form is the information the system requires for student registration.
  - If you choose to have your students complete registration themselves, provide them with the link above and ensure that they have registered by **Tuesday, February 18th at 5pm**.

- Mail all signed Student Registration Forms and Historical Paper entry materials to NHD Pittsburgh, postmarked by **Tuesday, February 18th at 5pm**.

- Submit **one payment ($20 per student)*** to NHD Pittsburgh by Tuesday, February 18th. Checks should be made out to Heinz History Center. Please mail Student Registration Forms, Historical Papers, and payments to:
  
  Amanda McAllen  
  School and Teacher Programs Coordinator  
  Senator John Heinz History Center  
  1212 Smallman Street  
  Pittsburgh, PA 15222

*Please note that Pittsburgh Public School students do not pay NHD registration fees.