

NHD PITTSBURGH: VIRTUAL SUBMISSIONS FOR PERFORMANCES

****For all categories, please make sure you know your Entry Number – found in the schedule documents that remain on the [History Center's NHD page](#) under "NHD Competition Schedules."****

The decision to accept scripts and not videos of performances this year was made so that students at this level of competition will be prepared for the next levels of competition. The national NHD coordinators have recommended to all of us across the country that videos should not be accepted due to various concerns about student health and safety and students' varying levels of access to their props and sets once schools closed. This decision was made in consultation with state and national NHD coordinators, and was not taken lightly.

National History Day is all about the history – the research, the argument you make in your projects, and the hard work you did to understand the person or event you are focusing on. Our judges will be looking primarily at that important work for all entries this year.

Please see notes at the end of this document about the option to submit videos for a virtual showcase that is being planned to follow the judging of entries this year.

PERFORMANCES

For all Performances, projects will be submitted as one PDF consisting of the title page, script, process paper, and bibliography. This PDF will be submitted using WeTransfer, with student information and (if applicable) the YouTube link in the "message" dialog box.

Scripts:

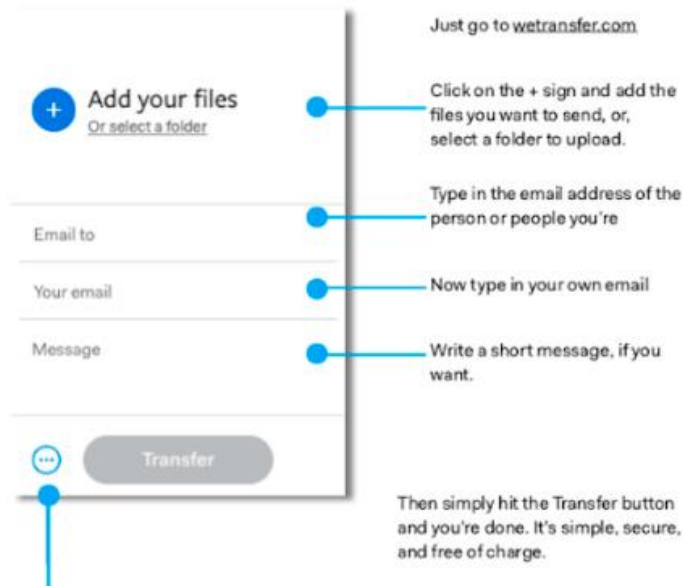
- Scripts will not be judged on spelling, format, style, etc., but will be used to form a general idea of what the performance would have been like.
- Be sure to include some stage directions and descriptions of the set so judges can envision the performance.

PLEASE... allow yourself ample time to complete this process before the deadline. Files can take a long time to upload and we cannot accept late submissions.

Follow These Steps:

- 1) Create **one PDF** file that contains your **title page, script, process paper, and annotated bibliography**. You may only upload one PDF, so it must include all of your required paperwork.
 - Free apps for combining PDFs include [Small PDF](#) and [I Love PDF](#) – look for options to "Merge PDF"
- 2) Name this combined PDF file with your entry number and the last names of your team (ex: 10003JonesMcAllenSmith.pdf).
- 3) Go to <https://www.WeTransfer.com> to submit your PDF and (if applicable) YouTube link. You will see the following dialogue box:

How do I send files?



1. Click the blue plus sign to add your PDF file that includes all of your written materials.
2. Enter the following email address in the “Email to” box: aemcallen@heinzhistorycenter.org
3. Enter your email address in the “Your email” box.
4. Enter the following **required** information in the Message field:
 - **Division:** Junior (6-8 grade) or Senior (9-12 grade)
 - **Category:** Group or Individual Performance
 - **Title and Entry Number:**
 - **Student(s) names:**
 - **YouTube link:** (See below for information about this)

4) Click “Transfer”

CONFIRMATION: You will receive an email from WeTransfer confirming your file has been sent. You will receive a second email confirming we have downloaded it. Note: It may take us a few days to download your file.

We will test all links and PDFs and will contact you if there are problems with the files. For team projects, only one submission is required per team.

Submitting a video for the showcase:

We know that this change to scripts may be disappointing to students in this category, and we want to honor the hard work you all did in whatever way we can. We are planning a way to highlight the work you did and showcase projects digitally, with a hope of also holding an event at the museum once we are able to reopen.

Plans for this showcase are underway and will be announced once we have completed building this virtual competition. These instructions allow you to submit the video at the same time as you submit the rest of the entry. That way you do not have to revisit the process again later to send your video.

Group performances: Do not break social distancing in order to take a video of your performance for the showcase. If you do choose to try and create a video, it has been suggested that, using a meeting app like Zoom or Skype, students can record their lines from separate locations. We recognize that many students do not have access to the equipment required to make such a video or may not have their props and stage pieces with them. If you cannot create such a video but still want to submit something to the showcase, we can always accept photographs of your set pieces and props, or anything you have to show the visual parts of the work you did. Please email me at aemcallen@heinzhistorycenter.org to discuss.

Videos:

- Any videos submitted will be kept in case students choose to opt into the virtual showcase. Judges will not receive these videos.
- If you submit a video, **it must NOT include student names or information about their school.** Videos that feature student information **cannot** be included in a virtual showcase.
- If you submit a video, it must be filmed in one shot with no evidence of editing. Do not edit or enhance the recording.
- Performances should be filmed from the same perspective that judges would have if present in the room, i.e., the camera should be aimed straight on from a sitting/standing position in the first “row” of theoretical audience seats. No moving the camera or adding camera angles.

Students who are submitting a video must upload the video file of their project using YouTube and submit it when they submit their PDF via WeTransfer **with the YouTube link included in the message field.** See screenshot and WeTransfer instructions above.

YouTube instructions:

1. If you are choosing to submit a video, you must save it as an **.MP4 file.**
2. Upload the .MP4 file to **YouTube** as a private listing.
 - a. Go to [YouTube.com](https://www.youtube.com) and sign in with a Google or Gmail account (you can create one for free).
 - b. Click the Upload button in the top right menu.
 - c. Set video privacy to **UNLISTED**. This is **required**.
 - d. Follow the prompts to upload your video file.
 - e. **In the YouTube Title box, put your complete project title AND entry number.**
 - f. In the Description box, **put ONLY your division and category** (Example: Junior Individual Performance). **DO NOT INCLUDE YOUR NAMES OR SCHOOL.**
 - g. Click Done and wait for your video to upload. After it uploads you will see a Share menu.

Watch your video to be sure it plays correctly. If it does not, fix the problem and repeat these steps. Once the video plays successfully on YouTube, you can add the link to the information you submit via WeTransfer.

If you have questions, please contact Amanda at aemcallen@heinzhistorycenter.org.