

## 2019 STUDENT/ENTRY PAYMENT INSTRUCTIONS 1

[Go to p. 4 for teacher instructions. There is no registration fee for teachers].

For students paying their \$20 registration fee:

Login to your account:

The screenshot shows the Tennessee History Day website's registration page. At the top, there is a blue header with the NHD logo on the left, the text "Tennessee History Day" in the center, and a smaller logo on the right. Below the header is a navigation bar with links for Home, Register, Contest, Help, and Login. The main content area has a "Welcome to the Tennessee History Day" message and tabs for General, Student's Main, Teacher's Main, and Judge's Main. A large "Register" form is on the right, with fields for First Name, Last Name, and Email, and a "Register" button. Below the form are options to sign in or register using Google, Windows Live, or Facebook. On the left, there is a Tennessee History Day logo and text providing registration details: "You are registering for the Tennessee History Day State Contest. Please fill in all sections of this form. Educator registration deadline: Fri, Mar 9, 2018, midnight. Student/Entry registration deadline: Fri, Mar 15, 2018, midnight. Your contest information: Coordinator: Jennifer C. Cora (historyday@tennesseehistory.org). Contest Date: Sat, Apr 7, 2018. Location: State Capitol Complex, Nashville, TN. Webpage: www.tennesseehistory.org/tennessee-history-day/thd-state-contest/".

To pay your registration fee of \$20, navigate to the FEES tab from the Dashboard.

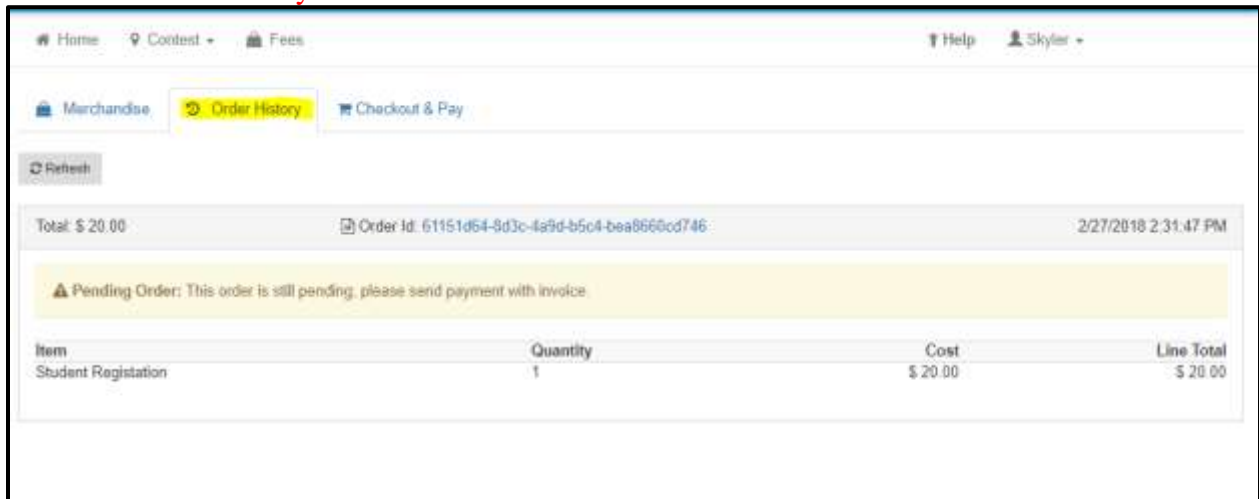
The screenshot shows the Tennessee History Day website's fees page. The header and navigation bar are the same as in the previous screenshot. The main content area has a "Welcome to the Tennessee History Day" message and tabs for General, Student's Main, Teacher's Main, and Judge's Main. The "Fees" tab is selected. On the left, there is a Tennessee History Day logo and text providing registration details: "You are registering for the Tennessee History Day State Contest. Please fill in all sections of this form. Educator registration deadline: Fri, Mar 9, 2018, midnight. Student/Entry registration deadline: Fri, Mar 16, 2018, midnight. All documentaries, websites, and papers must be submitted by Fri, Mar 16, 2018, midnight. Students, your teacher must register before you. You can start your registration without your teacher, but you cannot complete it until your teacher has entered his/her information. Your contest information: Coordinator: Jennifer C. Cora (historyday@tennesseehistory.org). Contest Date: Sat, Apr 7, 2018. Location: State Capitol Complex, Nashville, TN. Webpage: www.tennesseehistory.org/tennessee-history-day/thd-state-contest/".

## 2019 STUDENT/ENTRY PAYMENT INSTRUCTIONS 2

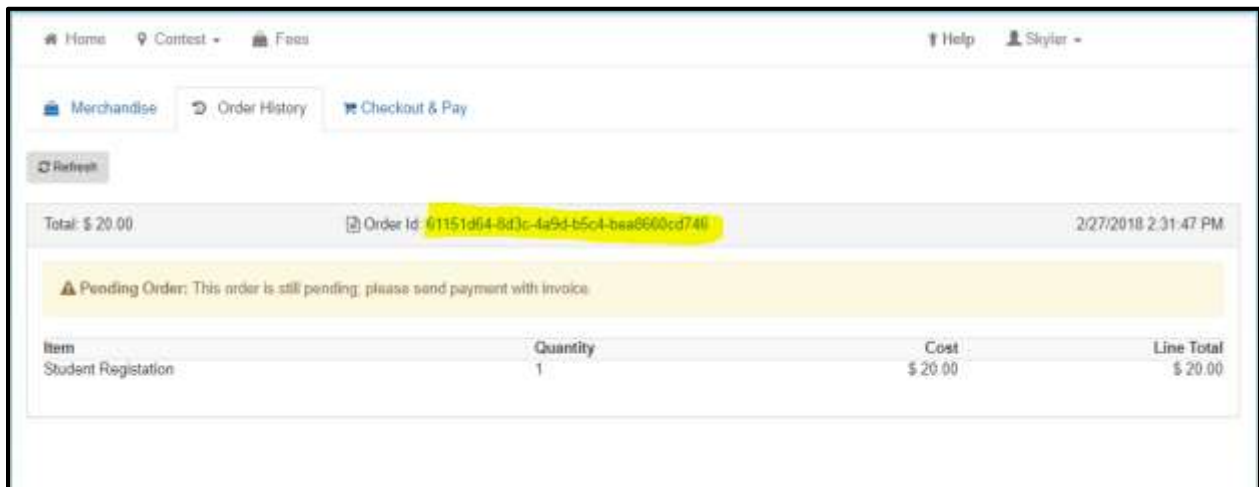
It will look like you don't have anything to buy.



Go to the **Order History** tab:



Select the Order ID:



## 2019 STUDENT/ENTRY PAYMENT INSTRUCTIONS 3

This will take you to the Payment Screen:

**Pay Now** **Delete Invoice**

Invoice

### Tennessee History Day

Invoice: 2780  
61151d64-8d3c-4a9d-b5c4-bea8660cd746

**Bill To:**  
Skyler Gordon  
membership@tennesseehistory.org

**Attn: Jennifer C. Core**  
Registration Location: William R. Snodgrass Tennessee Tower  
312 Rosa L Parks Ave  
Nashville, TN, 37219  
<https://tn.nhd.org>

Product	Quantity	Cost	Line Total
	1	\$ 20.00	\$ 20.00
<b>Total:</b>			<b>\$ 20.00</b>

You must send a copy of this invoice with your payment.

Select the green PAY NOW button to pay from within the registration system using a credit/debit card. Enter your contact and card info.

**Pay Now**

Invoice Total: \$ 20.00

**Name:**  First Name  Last Name

**Email:**  Email Address

**Phone:**  Phone Number

**Credit or Debit Card:**  Card number  MM / YY  CVC

**Pay Now**

Invoice: 2780  
8d3c-4a9d-b5c4-bea8660cd746

**Attn: Jennifer C. Core**  
Ground Floor, War Memorial Building  
305 6th Avenue North  
Nashville, TN, 37243  
<https://tn.nhd.org>

Product	Quantity	Cost	Line Total
	1	\$ 20.00	\$ 20.00
<b>Total:</b>			<b>\$ 20.00</b>

You must send a copy of this invoice with your payment.


If you are paying by check, PRINT this invoice and mail with the check to:

Jennifer C. Core, State Coordinator, Tennessee History Day  
Tennessee Historical Society  
Ground Floor, War Memorial Building  
305 6th Avenue North  
Nashville, TN 37243

## 2019 STUDENT/ENTRY PAYMENT INSTRUCTIONS 4

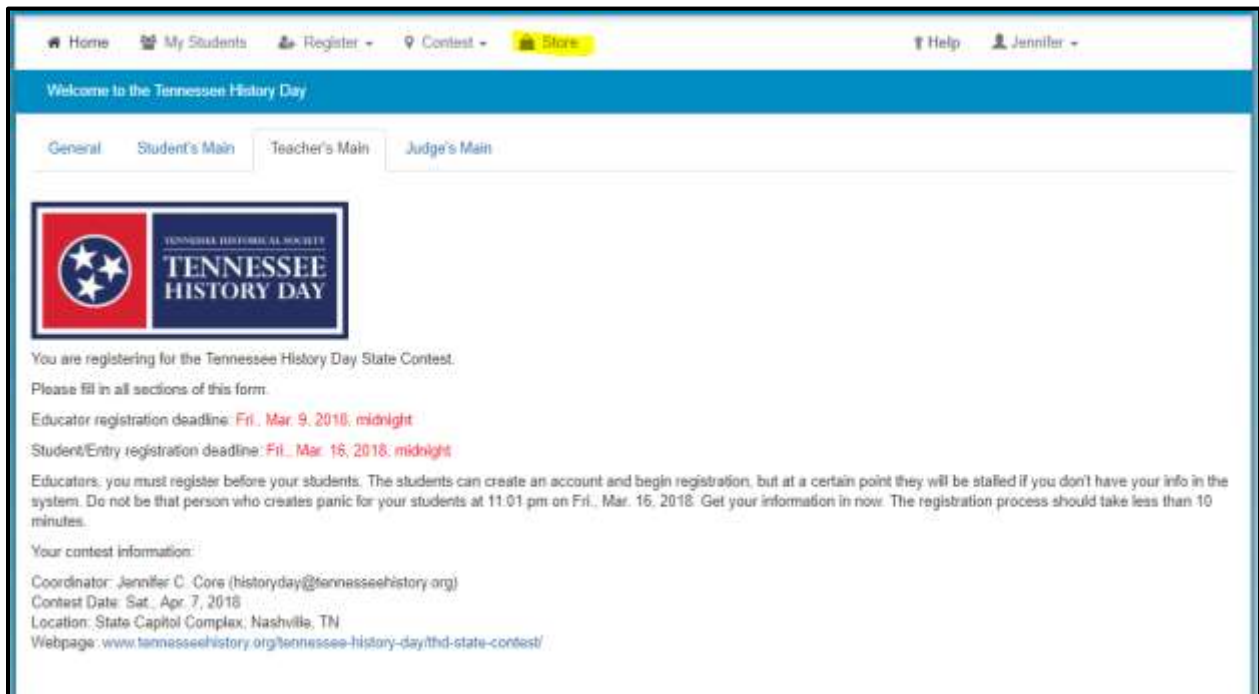
For teachers paying with a school credit card for all students or who need an invoice for a check:

Login to your account:



The screenshot shows the login page for the Tennessee History Day website. The header includes the NHD logo, the text "Tennessee History Day", and a navigation menu with "Home", "Register", and "Contest". A "Fair Login" banner is present. The main content area is titled "Sign In" and features a form with "Username:" (containing "Jennifer Core") and "Password:" (masked with asterisks) fields. Below the password field are "Login" and "Forgot Password / Username" buttons. To the right, under "Sign in with...", there are buttons for "Google", "Windows Live", and "Facebook". A "Help" link is located at the bottom right of the page.

From the Dashboard, navigate to the STORE:



The screenshot shows the dashboard for the Tennessee History Day website. The header includes the NHD logo, the text "Tennessee History Day", and a navigation menu with "Home", "My Students", "Register", "Contest", and "Store" (highlighted in yellow). A "Help" link and the user name "Jennifer" are also visible. The main content area is titled "Welcome to the Tennessee History Day" and features a navigation menu with "General", "Student's Main", "Teacher's Main", and "Judge's Main". Below the navigation menu is a large logo for the Tennessee Historical Society Tennessee History Day. The text below the logo reads: "You are registering for the Tennessee History Day State Contest. Please fill in all sections of this form. Educator registration deadline: Fri, Mar 9, 2018, midnight. Student/Entry registration deadline: Fri, Mar 16, 2018, midnight. Educators: you must register before your students. The students can create an account and begin registration, but at a certain point they will be stalled if you don't have your info in the system. Do not be that person who creates panic for your students at 11:01 pm on Fri., Mar. 16, 2018. Get your information in now. The registration process should take less than 10 minutes. Your contest information: Coordinator: Jennifer C. Core (historyday@tennesseehistory.org) Contest Date: Sat., Apr. 7, 2018 Location: State Capitol Complex, Nashville, TN Webpage: www.tennesseehistory.org/tennessee-history-day/thd-state-contest/".

## 2019 STUDENT/ENTRY PAYMENT INSTRUCTIONS 5

Select the STUDENTS tab:

The screenshot shows the Tennessee History Day website interface. At the top, there is a blue header with the NHD logo on the left, the text 'Tennessee History Day' in the center, and a Tennessee state flag logo on the right. Below the header is a navigation bar with links for Home, My Students, Register, Contest, and Store. On the right side of the navigation bar, there are links for Help and a user profile for Jennifer. Below the navigation bar, there is a secondary menu with links for Merchandise, Students (highlighted in yellow), Order History, and Checkout & Pay. The main content area is titled 'Student Registration Fees' and includes a 'Refresh' button. Below this, there is a section titled 'Students' with a 'My project' link. It lists two students: Ann Toplovich (\$20.00) and Skyler Gordon (\$20.00), both from Bearden High School. At the bottom left, there is a button labeled 'Add Selected Fees To Cart'.

Add your Students to your cart. Your students must be registered before you can pay for them.

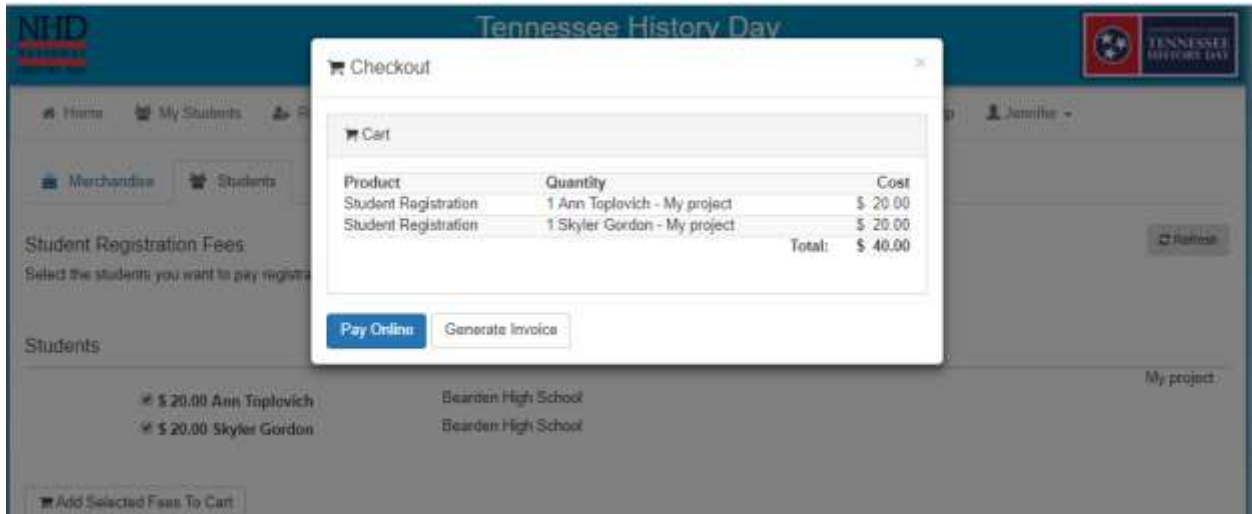
This is a close-up view of the 'Students' section from the previous screenshot. It shows the list of two students: Ann Toplovich (\$20.00) and Skyler Gordon (\$20.00), both from Bearden High School. The 'Add Selected Fees To Cart' button at the bottom left is highlighted in yellow.

Navigate to the Checkout and Pay tab:

The screenshot shows the Tennessee History Day website interface with the 'Checkout & Pay' tab selected in the secondary menu. The rest of the page content, including the 'Student Registration Fees' section and the list of students, remains the same as in the previous screenshot.

## 2019 STUDENT/ENTRY PAYMENT INSTRUCTIONS 6

You can pay online with a credit card or you can generate an invoice to mail with a check:



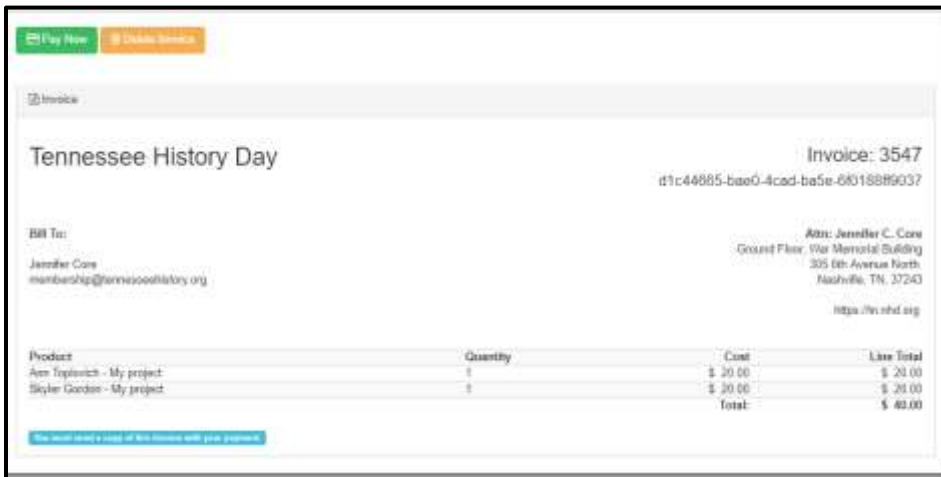
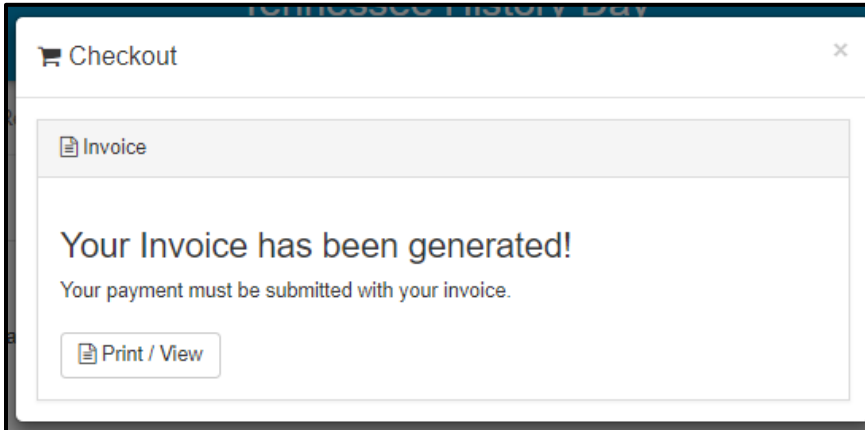
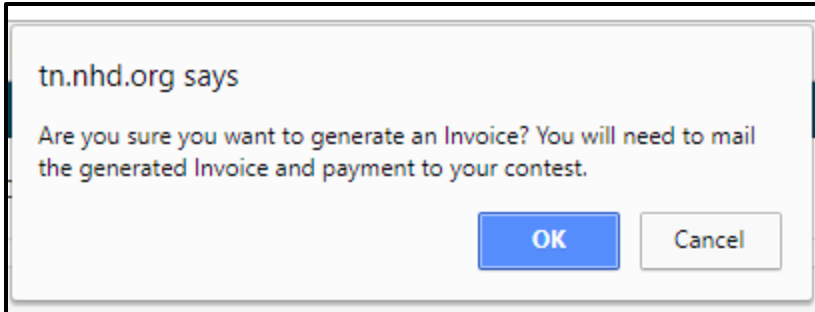
Pay Online:

Enter the contact and card info here. If you are using a school card, it may be in your principal's or accounts person's name:

The screenshot shows the 'Checkout' form for online payment. The form includes the following fields and sections:

- Amount To Charge:** \$ 40.00
- Name:** Two input fields for 'First Name' and 'Last Name'.
- Email:** One input field for 'Card Holder's Email'.
- Phone:** One input field for 'Card Holder's Phone'.
- Credit or Debit Card:** A section with a card icon, an input field for 'Card number', and a field for 'MM / YY CVC'.
- Pay Now:** A blue button with a card icon.

Generate Invoice:



## 2019 STUDENT/ENTRY PAYMENT INSTRUCTIONS 8

If you need an invoice for school records, navigate to the Order History tab:

Home My Students Register Contest Store Help Jennifer

Merchandise Students **Order History** Checkout & Pay

Refresh

Total: \$ 40.00 Order Id: d1c44665-bae0-4cad-ba5e-6f0188f9037 3/8/2018 2:04:00 PM

⚠ Pending Order: This order is still pending, please send payment with invoice.

Item	Quantity	Cost	Line Total
Student Registration Ann Toplovich - My project	1	\$ 20.00	\$ 20.00
Student Registration Skylar Gordon - My project	1	\$ 20.00	\$ 20.00

Total: \$ 20.00 Order Id: d9005d07-b584-4c9f-ab4d-c89c2c635285 3/8/2018 11:30:03 AM

⚠ Pending Order: This order is still pending, please send payment with invoice.

Item	Quantity	Cost	Line Total
Student Registration Skylar Gordon - Ida Bae Wells	1	\$ 20.00	\$ 20.00

Total: \$ 20.00 Order Id: b1018ae6-1f8d-4b10-a6f6-2aa533c99903 3/8/2018 11:27:38 AM

⚠ Pending Order: This order is still pending, please send payment with invoice.

Item	Quantity	Cost	Line Total
Student Registration Skylar Gordon - Ida Bae Wells	1	\$ 20.00	\$ 20.00

41864118359

Pay Now Delete Invoice

Invoice

**Tennessee History Day** Invoice: 3530  
d9005d07-b584-4c9f-ab4d-c89c2c635285

Bill To:

Jennifer Core  
membership@tennesseehistory.org

Attn: Jennifer C. Core  
Ground Floor, War Memorial Building  
305 6th Avenue North  
Nashville, TN, 37243  
<https://tn.nhd.org>

Product	Quantity	Cost	Line Total
Skylar Gordon - ida Bae Wells	1	\$ 20.00	\$ 20.00
		<b>Total:</b>	<b>\$ 20.00</b>

You must send a copy of this invoice with your payment.