OHIO
HISTORY DAY
YOUTH

Submission Guide

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Ohio History Day is a program of the Ohio History Connection and an affiliate of National History Day, Inc.

Youth History Day Contest Submission Guide

The **Youth Ohio History Day contests will be held in-person**. We are requiring students in all categories to submit their written materials (title page, process paper, and annotated bibliography) **digitally through the contest registration system, and bring three (3) printed copies on the day of contest**. Specific submission instructions for each category are below.

Important Contest Deadlines & Information

Contest Date & Times: Saturday, April 20, 2024

Contest Location: Capital University- 1 College and Main, Columbus, OH 43209

Registration Closes: Monday, April 8, 2024 at 11:59 PM

Project & Written Materials Submission Deadline: Monday, April 8, 2024 at 11:59 PM

Naming Your Files

Only one (1) person needs to **upload the written materials per the instructions below**. If you're in a group, please identify who that person will be. Name the file with your last name(s) and the contest level. For example:

- Individual Project: **Robbins_regional.pdf** or **Robbins_state.pdf**

- Group Project: **SmithAdamsBrown_regional.pdf** or **SmithAdamsBrown_state.pdf**

To double check your materials were uploaded properly, make sure you hit the save button. Then, log out of your student account and log back in. Click on the file and make sure it is the correct one. If you have any questions, contact the Ohio History Day Team at historyday@ohiohistory.org.

Free Resources to Combine PDF Documents

Don't have a PDF reader on your computer? Below are a few free resources to combine your process papers and annotated bibliographies into one PDF file:
- Small PDF - https://smallpdf.com/
- I Love PDF - https://www.ilovepdf.com/

Questions?

If there are questions about any of the information below, please contact the Ohio History Day Team at historyday@ohiohistory.org.

Uploading Written Materials to Contest Registration Portal

For the 2024 contest season, **students are required to submit all written materials digitally through the contest registration system as well as bring three (3) hard copies the day of contest.** Digital submissions are due on Monday, April 8, 2024 at 11:59 PM.
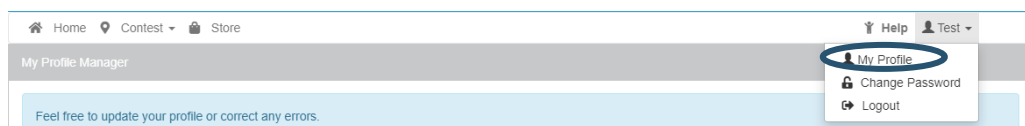
Revisions before Contest

Students may make changes to their written materials between the registration deadline and the State contest. **They must highlight those changes in the three (3) hard copies they bring to the contest.**

Order of Combining Paperwork

Combine all required parts into one PDF document in the following order: **Title Page, Process Paper, and the Annotated Bibliography** at the end.

WRITTEN MATERIALS SUBMISSIONS FOR ALL CATEGORIES

1. Create one PDF that includes your title page, process paper, and annotated bibliography. You can only upload one PDF so it must include all of these components and in this order!

2. Go to https://oh.nhd.org/ and login to your student profile. Then click "My Profile"

3. Go to "**Entry**" tab and upload your PDF file into the **Entry's Paper** field.

4. Click **Save.** That's it!

Category Specific Submision Instructions

Below are additional project submission instructions for each category. **All categories need to upload their written materials (see instructions above) and bring three (3) hard copies the day of the contest.** Be sure to review the category specific rules found on pages 8-12 in the [Youth Contest Rule Book](#).

Exhibit

Students do not need to submit a photo or virtual drawing of their exhibit. **All exhibits must be three-dimensional and displayed on a table in-person the day of the contest**. For more information about size-limits and other rules for this category, see pages 8-10 of the [Youth Contest Rule Book](#).

Performance

Students do not need to submit a link to a recording of their performance project. All performances must be performed live at the contest on Sat., April 20, 2024. For more information about category rules, see pages 11-12 of the [Youth Contest Rule Book](#).