2022 Vermont History Day
Instructions for Project Submissions

As of September 2021, we are preparing for an in-person Vermont History Day state contest. Websites, documentaries and papers will be submitted online the week before the contest. Exhibits and performances will be due the day of the contest. We will reassess the plan for an in-person contest in January 2022. If we need to add a virtual aspect to the contest, we will share updated information about exhibit and performance submissions.

Students are encouraged to use the online registration system to submit projects. Students may submit projects at any time before the deadline. Contest organizers will verify formatting of project materials. Please see the updated NHD Rule Book for all category rules.

Submitting projects: Students DO NOT need to submit projects during initial registration. To add a project after the registration deadline but before the submission deadline, log in to the online registration system and update "my profile" (top right) to add required urls, links or upload PDFs. Additions can be made between the registration and submission deadlines.

Submission deadline for websites, documentaries and papers is **Tuesday, March 22, 2022, at 11:59 pm.**

Websites:
- Make sure you have added your website url to the online registration system and finished all editing by the submission deadline. Access to the website editing platform will end at 11:59 pm on March 22. Make sure process papers and bibliographies are included in the website.
- Students using the paper entry form should include the url on their registration form.

Papers:
- Save paper (in one file in this order: title page, process paper, paper, annotated bibliography) as a PDF and rename the document Lastname_Firstname
- In the online registration system, upload the PDF file by using the "upload entry" option and selecting the saved file. Make sure you hit "save" in the registration system and then check to make sure the PDF saved.
- Helpful hint – if you have uploaded a file and want to make changes, rename the entry (i.e. Lastname_Firstname2) before uploading the file because the system doesn't work well with multiple uploads with the same title.
- Students not using the registration system can email papers to: vermonthistoryday@gmail.com
- Students no longer need to mail multiple copies of papers.

Documentaries:
- Save the final version of your documentary in one of the following **required** formats:
     .MP4   or   **.MOV**
  This may involve exporting your video out of the editing software. Please TEST your exported video before submitting to make sure it is the final version and what you want the judges to see.
- Rename the video file with the title of the project.
- Share your project (see next page for details). If sharing via Google Drive, copy the sharing link and paste the link into the online registration system under "documentary link" option.
- Save the title page, process paper and bibliography as a PDF (in one file) and rename the document Lastname_Firstname (only one student name needed for group project).
- In the online registration system, upload the PDF file by using the "upload file" option for written materials and selecting the saved file. Make sure you hit "save" in the registration system and then check to make sure the PDF saved.

- Helpful hint – if you have uploaded a file and want to make changes, rename the entry (i.e. Lastname_Firstname2) before uploading the file because the system doesn't work well with multiple uploads with the same title.
- Students not using the online registration can share project via Google Drive or WeTransfer.
- **Please note:** YouTube, Vimeo, and WeVideo links are not acceptable as sharing links for project submission. If you need to figure out an alternate way to share your project, please ask for help before the deadline.

Considerations for sharing large files:
Be aware that uploading large files like documentaries into Google Drive may take time, especially over wi-fi or a slow connection. Please plan ahead to allow for time to upload the project, get the sharing link, and enter the link into the registration system before the submission deadline at 11:59 pm on Tuesday, March 22.

Sharing projects in Google Drive:
- Save your documentary in your Google drive in the proper format.
- Go to drive.google.com, select the file you want to share and click **Share**.
- Under "Get Link," set permissions to "Anyone on the internet with this link can view."
- Copy the link and paste the link into the registration system. The link should end with the text "=sharing" Make sure you hit "save" in the registration system.
- Contest organizers will confirm access to the files. Students who have shared a file must leave the filed shared until judging is complete.
- If you are unable to share with "anyone on the internet," you can share your file with vermonthistoryday@gmail.com

Sharing projects via WeTransfer (seems to work better on wired connection)
The maximum file size for uploaded videos is 2 GB.
- Go to https://wetransfer.com/
  Agree to terms to use the free option.
- Click on **+Upload files** and select the final version from your computer, then click **Open**
- Email to vermonthistoryday@gmail.com from "your email."
- For Title, use your project title.
- In the message field, enter: Student name(s), Division, Category, School, Teacher
- Click **Transfer**
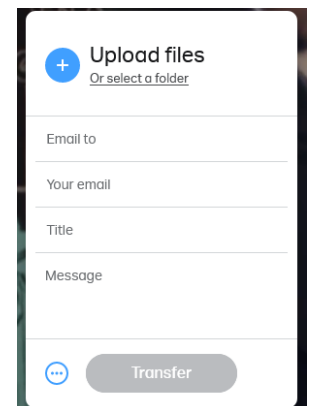
Confirmation: In Google, use "view details" to check the file was shared. In WeTransfer, you will receive an email confirming your files have been sent and second confirmation when we have downloaded your files. We will contact students if there are any technical difficulties with the formatting or with the files and we will work with students to resolve any problems.

Help with PDFs:
To Save as a PDF
In **Google Docs,** Click File>Download>PDF Document (File will be in your Download folder)
In **Microsoft Word,** Click File>Save As>File Format> PDF
        (Alternate method: File>Print>Choose Printer>Microsoft Print to PDF >Print>Save As)
To combine multiple PDFs, use a free online service like PFD Escape.

For any questions, clarification or help, please contact:
Victoria at (802) 828-1413 or victoria.hughes@vermonthistory.org