Michigan History Day®

State Finals

2025 Contest Student Guide

These instructions show students step-by-step how to create and submit projects for this year's contest. Projects are to be created following these guides for the State Finals. Remember to check the registration and submission deadlines for the state contest by visiting **mi.nhd.org.**

Contest Rule Book

No matter what category a student chooses, they should read the rule book to make sure they are following the category rules and new evaluation criteria. The Rule Book is available for download at nhd.org/en/resources/nhd-contest-rule-book.

Group Projects ONLY

Please **identify one (1) group member to upload your materials per the instructions below**. Name the file alphabetically with each group member's last name and the contest level. For example:

> **BradfieldMyersWagenaar_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 Michigan History Day team at michiganhistoryday@hsmichigan.org.

Individual Projects ONLY

Please name your files with your last name and the contest level. For example:

> **Myers_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 Michigan History Day team at michiganhistoryday@hsmichigan.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 - smallpdf.com
- I Love PDF - www.ilovepdf.com

Questions?

If there are questions about any of these guides, or problems accessing the templates through the links, please contact the State Contest Coordinators at michiganhistoryday@hsmichigan.org.

Instructional Guides by Category

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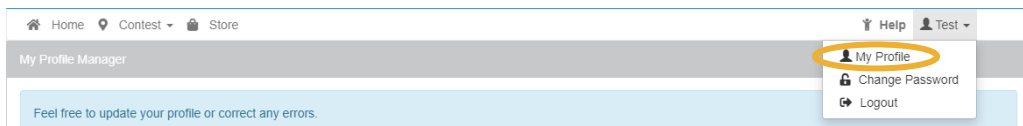## State Finals

Papers

Paper category students should review the NHD Rule Book to ensure they do not miss any important rules and requirements for their category at nhd.org/en/resources/nhd-contest-rule-book.

Students should combine all required parts into one document in the following order: Title Page, Process Paper, Historical Paper, and the Annotated Bibliography at the end. Students are NOT required to bring copies of their papers for the judges. Students may want to bring a copy of their paper to the contest to reference during the judge interview. Because of the large amount of text in the paper category, students are not allowed to make changes to their project materials after the project material submission deadline. **The deadline is 5 p.m. on Wednesday, April 9, 2025.**

SUBMISSIONS FOR PAPER STUDENTS

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

2. Name the file with your first and last name and contest level. (ie. BobMyers_state)

3. Go to **mi.nhd.org** and login to your student profile. Then click "My Profile."

4. Upload your PDF file into the **Paper** field.

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

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Websites

Website category students should review the NHD Rule Book to ensure they do not miss any important rules and requirements for their category at nhd.org/en/resources/nhd-contest-rule-book. Complete instructions on creating a NHDWebCentral account, getting started, and other tips are available in the new NHDWebCentral guide at website.nhd.org. Because of the large amount of text in the website category, students are not allowed to make changes to their website after the project material submission deadline.

SUBMISSIONS FOR WEBSITE STUDENTS

1. Your website must be built in NHDWebCentral.

2. Complete your revisions and click save by **5 p.m. on Wednesday, April 9, 2025.**

3. Be sure that your process paper and annotated bibliography are embedded in your website – see the contest rule book for more information.

4. Go to **mi.nhd.org** and login to your student profile.

5. Double check that your site key is correct in your NHD student profile.

Reminder! Websites are unable to be edited during the contest. They will "freeze" at 5 p.m. on the material submission deadline and will not "unfreeze" until after the contest award ceremony.

Documentary

Documentary category students should review the NHD Rule Book to ensure they do not miss any important rules and requirements for their category at nhd.org/en/resources/nhd-contest-rule-book.

Documentary students need to plan to upload a shareable .MP4 video file of their final project to Google Drive, One Drive, or DropBox by the material submission deadline. Make sure to give yourself plenty of time to complete this process as uploading video files can take time. Documentary students also need to save their paperwork as one PDF file and upload it to the registration system by the deadline. Students should bring three copies of their title page, process paper, and annotated bibliography to share with the judges at the contest. If students make changes to their project paperwork between the registration deadline and the contest, they must highlight the changes in the 3 copies they bring to the contest. **The deadline to submit materials is 5 p.m. on Wednesday, April 9, 2025.**

SUBMISSIONS FOR DOCUMENTARY STUDENTS

1. Create **one** **PDF** file that contains your title page, process paper, and annotated bibliography. Name the file with your last name(s) and category. (ie. Myers_state or BradfieldMyersWagenaar _state*)*

2. Save your documentary video as an **.MP4** video file and upload to Google Drive, One Drive, or DropBox.

    - If you don't have access to one of these shareable drives, please email michiganhistoryday@hsmichigan.org at least two business days **_before_** the material submission deadline so that we can assist.

    - If competing as an individual, name the .MP4 file with first and last name and the contest level. (ie. BobMyers_state.mp4)

    - If competing as a group, name the file with each group member's last name and the contest level. (ie. BradfieldMyersWagenaar _state.mp4)

3. Make the Google Drive, One Drive, or DropBox link shareable. See the following instructions for each platform.
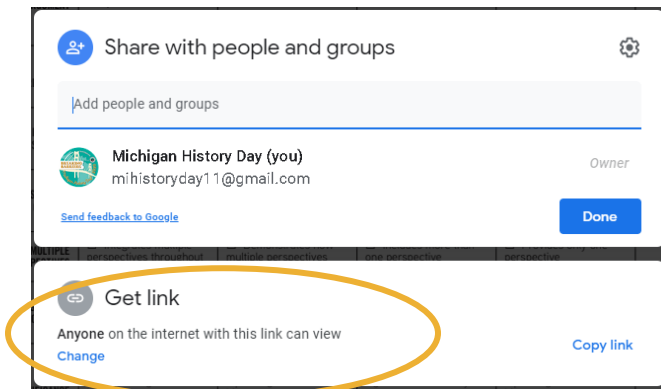
DropBox Share Steps

Upload file to DropBox. Once uploaded, hover over the .MP4 file and click the Share button. A pop-up box will appear. Find "Share a link instead," create a link, and set it to "Anyone with a link can view." Copy the link.

Google Drive Share Steps

Upload file to Google Drive. Once uploaded, right-click on the file. Select the "Share" option from the menu. A pop-up box will appear, as shown below. Make sure "Anyone on the internet with this link can view" is selected. If not, click on the blue change button and select that option. Once set to "Anyone" click on "copy link" and done.

One Drive Share Steps

> Upload file to One Drive. Once uploaded, right-click on the file. Select the "Share" option from the menu. Change settings to "Anyone with the link can view." Copy the link.

4. Submit your project to the contest:

- Go to **mi.nhd.org** and login to your student profile.

- Then click "My Profile" and upload your PDF file into the **Upload** field and paste your project link into the **Documentary Link** field.

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

Exhibits

Exhibit category students should review the NHD Rule Book to ensure they do not miss any important rules and requirements for their category at nhd.org/en/resources/nhd-contest-rule-book.

Students are required to submit their project paperwork (title page, process paper, annotated bibliography) by **5 p.m. on Wednesday, April 9, 2025.**

Judges will preview project paperwork prior to the contest.

Students must bring 3 printed copies of their project paperwork to the contest. If students make changes to their project paperwork between the material submission deadline and the contest, they must highlight the changes they made in the 3 copies they bring to the contest.
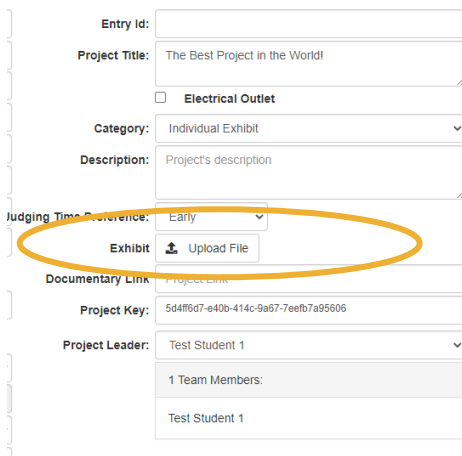
Students do not need to submit a photo or virtual drawing of their exhibit. All exhibits must be three-dimensional and displayed on a table or on the floor.

SUBMISSIONS FOR EXHIBIT STUDENTS

1. Combine your required paperwork (title page, process paper, annotated bibliography) and save as one PDF.
2. Name the file with your last name(s) and contest level. (ie. Myers_state or BradfieldMyersWagenaar _state)
3. Go to **mi.nhd.org** and login to your NHD student profile.
4. Then click "My Profile" and upload your PDF file into the **Exhibit** upload file field.

Entry Id:	
Project Title:	The Best Project in the World!
	☐ **Electrical Outlet**
Category:	Individual Exhibit
Description:	Project's description
Judging Time Preference:	Early
Exhibit	⬆ Upload File
Documentary Link	Project Link
Project Key:	5d4ff6d7-e40b-414c-9a67-7eefb7a95606
Project Leader:	Test Student 1
	1 Team Members:
	Test Student 1

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

Performance

Performance category students should review the NHD Rule Book to ensure they do not miss any important rules and requirements for their category at nhd.org/en/resources/nhd-contest-rule-book.

Students are required to submit their project paperwork (title page, process paper, annotated bibliography) by **5 p.m. on Wednesday, April 9, 2025.**

Judges will preview project paperwork prior to the contest.

Students must bring 3 printed copies of their project paperwork to the contest. If students make changes to their project paperwork between the material submission deadline and the contest, they must highlight the changes they made in the 3 copies they bring to the contest.

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Students do not need to submit a video recording for an in-person contest. But students should record their performance as they work in case a contest needs to move to a virtual environment. Recording and watching the performance while developing your project is a good way to see where improvements can be made.

SUBMISSIONS FOR PERFORMANCE STUDENTS

1. Create **one** PDF file that contains your Title Page, Process Paper, Annotated Bibliography – it must be in this order!

    a. Name the file with your last name(s) and contest level (ie. Myers_state or BradfieldMyersWagenaar _state)

2. Submit your project to the contest:

    a. Go to **mi.nhd.org** and login to your student profile.

    b. Then click "My Profile" and Upload your PDF file into the **Performance Worksheet** field. DO NOT submit a recording of your performance if your contest is in-person.

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