

# N.C. History Day Virtual Contest Guide

## Documentary Category

### 2020-2021 School Year

**If there are questions about any of these guides**, or problems accessing the templates through the links, please email [nchistoryday@ncdcr.gov](mailto:nchistoryday@ncdcr.gov) or call the state coordinator, Karen Ipock, at 252-639-3545.

### Documentary Guide for Virtual Contests

Documentary category students should review the new 2021 NHD Rule Book to ensure they do not miss any important rules and requirements for their category: <https://www.nhd.org/sites/default/files/NHDRuleBook2021Digital.pdf>.

Documentary students need to upload a shareable **.MP4** video file of their final project to Google Drive, One Drive, or DropBox by the contest registration deadline. Students should prepare to give themselves plenty of time to complete this process before the deadline. Files typically upload faster over a wired connection instead of WiFi. Documentary students also need to save their paperwork as one PDF file and upload it to the registration system by the deadline.

### **To prep documentary and paperwork for submission, please follow these steps:**

**Step 1: Create one PDF file that contains the title page, process paper, and annotated bibliography in that order.** The registration system only allows one PDF upload, so it must include all required paperwork in one document.

- **If competing as an individual, name the file** with first and last name and the contest level. For example: **johnsmithregional.pdf** at the regional contest level or **johnsmithstate.pdf** at the state contest level.
- **If competing as a group, name the file** with each group member's last name and the contest level. For example: **smithjonesthomasregional.pdf** at the regional contest level or **smithjonesthomasstate.pdf** at the state contest level.

**Step 2: Upload the .MP4 file of documentary to Google Drive, One Drive, or DropBox.** A particular platform is not preferred as long as the .MP4 file is viewable to anyone with the link. **If you do not have access to one of these shareable drives or have a way to share outside access to your file in a school drive**, please email [nchistoryday@ncdcr.gov](mailto:nchistoryday@ncdcr.gov) **before** your contest deadline so that we can assist.

- **If competing as an individual, name the .MP4 file** with first and last name and the contest level. For example: **johnsmithregional.mp4** at the regional contest level or **johnsmithstate.mp4** at the state contest level.

- **If competing as a group, name the file** with each group member's last name and the contest level. For example: **smithjonesthomasregional.mp4** at the regional contest level or **smithjonesthomasstate.mp4** at the state contest level.

**Step 3: Make Google Drive, One Drive, or DropBox Link Shareable.** See the following instructions for each platform.

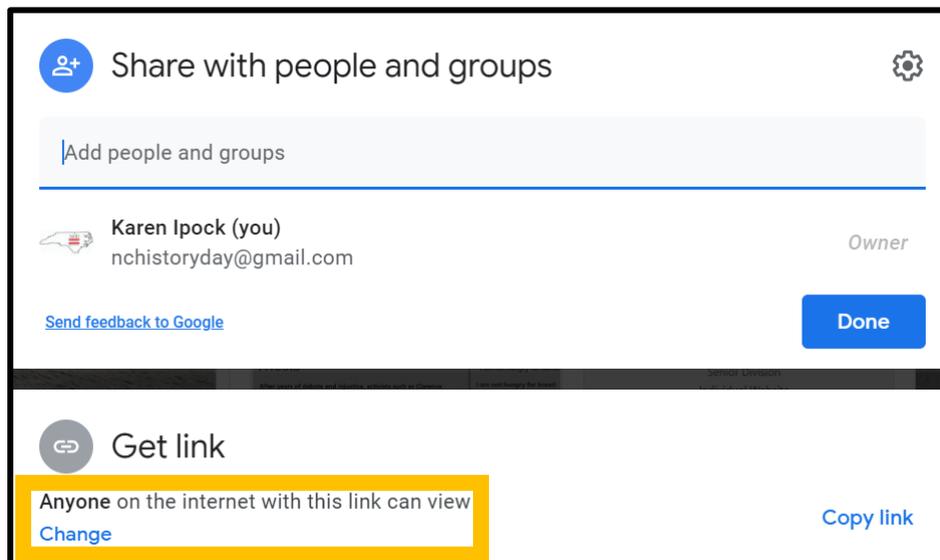
### DropBox Share Steps

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.



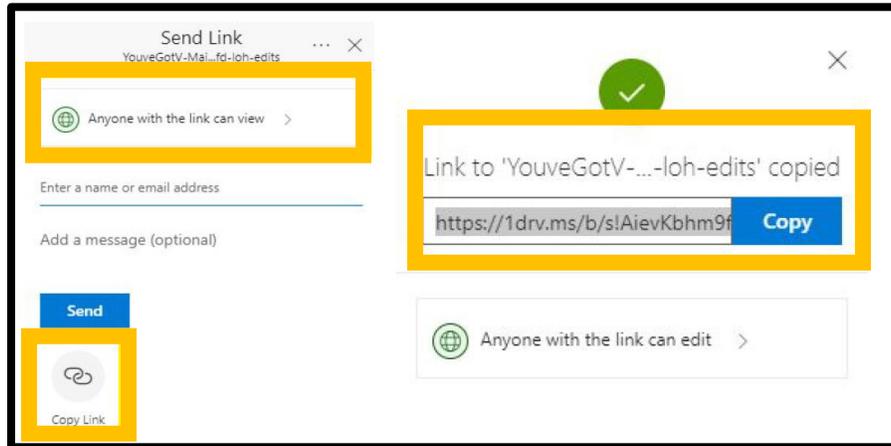
### Google Drive Share Steps

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.



#### Step 4: Double-check that contest coordinators and judges can access shareable link.

Open an incognito browser tab (directions below) and copy and paste the link there. If the video is not shared, repeat Step 3. If the video appears, advance to Step 5.

- **How to Open Incognito Browser Tab**
  1. Windows, Linux, or Chrome OS: Press Ctrl + Shift + n.
  2. Mac: Press ⌘ + Shift + n.

**Step 5: Submit project to the contest by the contest registration deadline.** Using the separate registration instructions, make sure to register for the contest by the registration deadline. Include the documentary's shareable link and upload paperwork's PDF file during the registration process.

**Important contest planning note!** Make sure that the documentary stays on the shareable drive and does not change locations or settings during the contest. The contest runs from the close of registration through to the announcement of finalists.