

# Z Fairs Registration Instructions- Judges

*Adapted from the National History Day Instructions*

## Sample Judge Registration Instructions Updated for 2022-2023

### Creating a Judge Account

- Go to the contest URL: <https://fl-mhd.nhd.org/>
- Click **Create Account** in the toolbar, then select **Judge** from the drop-down menu.
- Insert your first name, last name, and email address. Then, click the **Save & Continue** button.
- Complete the Judge's Personal Information section. Then, click the **Save & Continue** button.
- Complete the Judge's Preference section. Then, click the **Save & Continue** button.
- Complete the Judge Permissions and Waivers section. Then, click the **Save & Continue** button.
- Registration is complete. Your username will appear on this screen. Record your system username and password.
- You will receive a registration confirmation email from zFairs. Check your spam folder if you did not receive the email.

### Logging into Judge Account (After Registering)

- Go to the contest URL: <https://fl-mhd.nhd.org/>
- Click **Login** in the top right corner.
- Insert your username and password.
  - If you forgot your username and/or password, click the blue **Help** hyperlink and follow the prompts to reset.

### Logging Out of Judge Account

- Click your name in the top right corner.
- Select **Logout** from the drop-down menu.

### Editing Judge Account Information

- After logging in to your judge account, click your name in the top right corner.
- Select **My Profile** from the drop-down menu to edit your personal information.
- Select **Change Password** to change the password for your account.