



2025 State Contest Submission Guide

All **2025 state 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 26, 2025

Contest Location: Capital University, 2360 E Mound St, Bexley, Ohio 43209

Registration Closes: Tuesday, April 8, 2025 at 11:59 PM

Project & Written Materials Submission Deadline: Tuesday, April 8, 2025 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_state.pdf**
- Group Project: **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 2025 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 Tuesday, April 8, 2025 at 11:59 PM.

Revisions before Contest

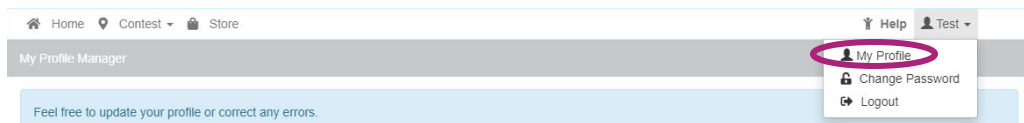
Students may make changes to their written materials between the registration deadline and the State contest. They must **highlight** those changes in the three (3) hard copies they bring to the contest.

Order of Combining Paperwork

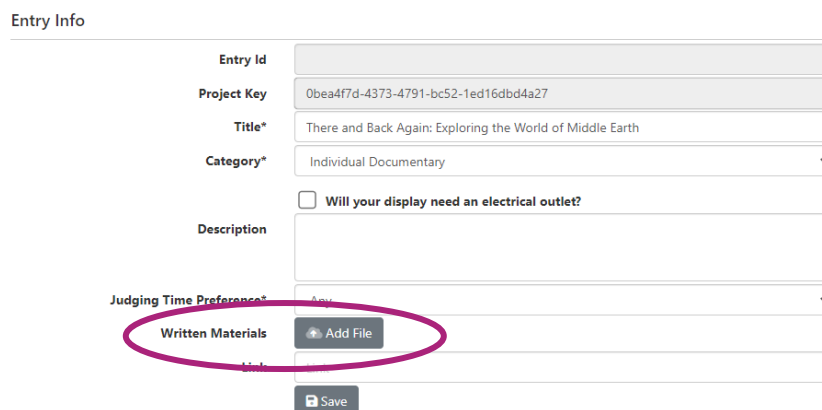
Combine all required parts into one PDF document in the following order: **Title Page, Process Paper, and the Annotated Bibliography** at the end.

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 **Written Materials** field.

A screenshot of the 'Entry Info' form in the contest registration portal. The form has several fields: 'Entry Id', 'Project Key', 'Title*' (with the value 'There and Back Again: Exploring the World of Middle Earth'), 'Category*' (with the value 'Individual Documentary'), 'Description', and 'Judging Time Preference*'. The 'Written Materials' field is circled in red, and the 'Add File' button next to it is also circled in red. There is a 'Save' button at the bottom of the form.

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

Category Specific Project Submission Instructions

Below are additional project submission instructions for each category. **All categories, with the exception of websites, need to upload their written materials (per the instructions above) and bring three (3) hard copies the day of the contest.** Be sure to review the category specific rules found on pages 22 – 36 in the [NHD 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 30 - 32 of the Contest Rule Book.

Documentary

Students are required to save their documentary video as an .MP4 video file and upload it to Google Drive, One Drive or DropBox. For more detailed instructions click [here](#). If using Google Drive, make sure the sharing permissions are enabled.

Next, students should add the project link into the contest registration system.

1. Go to <https://oh.nhd.org/> and login to your student profile.
2. Then click "My Profile" and the "Entry" tab.
3. Next, paste your project link into the **Link** field.

Students may make changes to their documentary, but they will need to bring their video in an .MP4 format on a flash drive the day of the contest.

Paper

Students are required to submit **BOTH** their project and written materials (title page, process paper, annotated bibliography) by the contest registration deadline. Combine the paperwork as follows: title page, process paper, historical paper, and annotated bibliography.

IMPORTANT: Changes cannot be made to the project paperwork after the deadline, as judges will begin reviewing the materials. Students must bring three (3) copies of their project and written materials to the contest.

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. For more information about performance category rules, see pages 25 - 26 of the Contest Rule Book.

Website

Students are required to use [NHDWebCentral](#) to create their project. They should include their WebCentral Key into the contest registration system.

1. Go to <https://oh.nhd.org/> and login to your student profile.
2. Then click "My Profile" and the "Entry" tab.
3. Next, paste your project link into the **WebCentral Site Key** field.

Reminder! Websites are unable to be edited during the contest. They will "freeze" at 11:59 p.m. on the submission deadline and will not "unfreeze" until after the contest award ceremony.