Go to https://register.nhd.org/Contests and scroll down to Hawaii then select the contest you will be judging.

You only need to create a new registration for one of the contest you are judging.

Use the same username and password if judging more than one District or State contest.
Create Account

1. Select Judge’s Main
2. Create Account
3. Add Basic Information

Your password must include at least 6 characters using both capital and lowercase letters.
4. Add preferences
(No comments are needed)

5. Check off box, Select pull down window and press continue
6. Write down your Username and Password

7. You will receive an email letting you know your registration is complete
8. You will receive another email from these Historical Consultants letting you know which fair(s) you will judge and when your portal is ready to login and judge.

Central District: Malia Lau Kong
Hawaii District: Sam Giordanengo
Honolulu District: Cynthia Smith
Kauai District: Mark Ombrello
Leeward District: Mieko Matsumoto
Maui District: Liana Horovitz
Molokai District: Dorian Langi
Windward District: Ryan Koo
‘Ōlelo Projects (all Districts): Kalikoaloha Martin
11. Go to [https://register.nhd.org/Contests](https://register.nhd.org/Contests) and scroll down to your Contest then click Judge’s Main

11. Login, using the username and password you created when you registered. *Do not create a new account.*
12. Once in, the window looks the same, except your name is now listed in the right corner and you have a judging link.
13. Click on Judging and Select Judging Portal
14. Judge Group Section will list members of your team along with email addresses and phone numbers.

When ready, click this link to set up a video conference with your team.

See 18.
15. Click on View and Evaluate

Judging Assignments

Division: Youth/Elementary
Category: Youth Paper
Building: Hale Manaleo 125
Room: Y Paper/Web 1

<table>
<thead>
<tr>
<th>Time</th>
<th>Title</th>
<th>Judge</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>3101</td>
<td>How America Almost Abandoned Her Wild Past</td>
<td>Mark Ombrello</td>
<td>Not Started</td>
</tr>
<tr>
<td>3102</td>
<td>Virginia Apgar: Triumph in Saving Newborns</td>
<td>Mark Ombrello</td>
<td>Not Started</td>
</tr>
</tbody>
</table>
After viewing each project, complete the digital evaluation sheet.

- Click on the bubble that best represents the criteria achieved.
### Rules Compliance

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Yes</th>
<th>No</th>
<th>Not Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibit is $\leq 40''$ wide x $72''$ tall x $30''$ deep or $30''$ in diameter or diagonal.</td>
<td>🟢</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exhibit contains no more than 500 student-composed words.</td>
<td>🟢</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Visuals and quotes are credited on the exhibit.</td>
<td>🟢</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Media devices (optional) total run time is $\leq$ two minutes.</td>
<td>🟢</td>
<td>🟢</td>
<td>🟢</td>
</tr>
<tr>
<td>Process Paper is submitted.</td>
<td>🟢</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annotated Bibliography is submitted.</td>
<td>🟢</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Process Paper word count is listed on the Title Page.</td>
<td>🟢</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Add Comments

Add a minimum of 300 Characters

Students will see Strengths and General comments

*Personal notes are for Judges only*
How to Register to judge in Multiple Hawaii Districts Fairs or the Hawaii State Fair

Go to [https://register.nhd.org/Contests](https://register.nhd.org/Contests) and scroll down to your Contest then click Judge’s Main

11. Login, using the username and password you created when you registered. *Do not create a new account.*
How to Register to judge in Multiple Hawaii Districts Fairs or the Hawaii State Fair

1. Select External Portal
How to Register to judge in Multiple Hawaii Districts Fairs or the Hawaii State Fair

2. To judge in Multiple fairs:

Click Add

The original fair you registered at will be listed

You can use this to sign in to that fair or

2. To judge in Multiple fairs:

Click Add
How to Register to judge in Multiple Hawaii Districts Fairs or the Hawaii State Fair

1. Click Request access to judge

2. Scroll down to find the other fairs you will be judging

The links you selected will turn yellow (Pending). Close and wait for your historical consultant to contact you.
The Team Captain

- Set up a team meeting
- Rank all projects
- Lock team evaluations, project ranking, Special Awards