

NHD-North Bay Documentary Category

Submission Instructions

Your group or individual documentary will be submitted as a **MP4 video file**. Your written materials will be submitted as a **PDF**.

Your documentary must conform to all of the rules in the NHD Rule Book:

<https://www.nhdca.org/contest-rules>

Submitting Your Documentary

STEP 1

Save the **final version** of your documentary in your Google or One Drive account as a **MP4 file**. Use the following naming format:

Division_Category_lastname(s).mp4
(separate last names by an underscore)

example

Jr_GroupDocumentary_Ortiz_Krishnan.mp4

STEP 2

Save your written materials.

1. Print or export your Title Page, Process Paper, and Annotated Bibliography as PDFs.
2. Create **one combined PDF** of the following items in the order below.
 1. Title Page
 2. Process Paper
 3. Annotated Bibliography

Note: You can use the free software [ilovepdf.com](http://lovepdf.com) or smallpdf.com to merge your PDFs into one PDF document.

3. Save your **combined PDF file** in your Google or One Drive account with the following naming format:

Division_Category_lastname(s).pdf
(separate last names by a underscore)

example

Jr_GroupPerformance_Ortiz_Krishnan.pdf

STEP 3

Share your files with your contest coordinator.

- Click on the **final version of your performance MP4 file** and share it with nhdnorthbay@gmail.com
- Click on your **title page, process paper, annotated bibliography PDF** and share it with nhdnorthbay@gmail.com

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FAQs

What if my school Google or One Drive account does not allow me to share with someone outside of my school district?

Use a parent or teacher account to share your documentary. If you are still having problems or need assistance please contact your local history day coordinator.

What are the steps to share my documentary via Google Drive?

- Right-click on the file you are submitting from your Google Drive.
- Select the "Share" option from the menu.
- Under People: enter the following gmail address: nhdnorthbay@gmail.com
- Using the dropdown select "Can Edit"

- Click the blue "Send" button.

What are the steps to share my documentary via One Drive?

- Right-click on the file you are submitting from your One Drive.
- Select the "Manage Access" option from the menu.
- Click the + next to Direct Access.
- Enter the following gmail address:
nhdnorthbay@gmail.com
- Using the dropdown select "Can Edit"
- Click the blue "Grant Access" button.