

# NHD-North Bay Virtual Performance Category

## Guidelines, Rules, and Submission Instructions

Your group or individual performance will be submitted as a **MP4 video file**. When creating a video for a performance, please follow the criteria below.

### Recording Your Performance

- The video you submit must be recorded as **one take** (no editing allowed)
- A working clock must be a visible part of your set to show real time elapse
- Your performance must conform to all NHD Performance rules
- Your submission must be 10 minutes or less
- Your video must only include the performance
  - Do not record setup or removal of props
  - Do not address the judges in your recording
- Your video may be recorded by someone not in your group (a parent, teacher, friend, etc.)
- You should follow all social distancing guidelines and preventative actions that apply in your state, county, school

### Submitting Your Performance

#### STEP 1

Save the **final version** of your performance 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\_GroupPerformance\_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.
  - a. Title Page
  - b. Process Paper
  - c. Annotated Bibliography

*Note: You can use the free software [ilovepdf.com](http://ilovepdf.com) or [smallpdf.com](http://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 the contest coordinator.

- Click on the **final version of your performance MP4 file** and share it with [nhdnorthbay@gmail.com](mailto:nhdnorthbay@gmail.com)
- Click on your **title page, process paper, annotated bibliography PDF** and share it with [nhdnorthbay@gmail.com](mailto: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](mailto: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](mailto:nhdnorthbay@gmail.com)
- Using the dropdown select "Can Edit"
- Click the blue "Grant Access" button.