



2021 Virtual Vermont History Day Instructions for Project Submissions

As of September 2020, we are preparing for a hybrid Vermont History Day state contest. The plan is to judge websites, documentaries and papers virtually and to judge performances and exhibits in person. This plan may change, depending on the COVID-19 situation in the spring of 2021.

Students are encouraged to use the online registration system to submit projects. Students may submit projects at any time before the deadline. Contest organizers will verify formatting of project materials.

Submission deadline for websites, documentaries and papers is **Wednesday, March 17, 2021 at midnight**. Judging for these categories will be done virtually and judges will view projects online.

Submitting projects

Websites:

- Make sure you have added your website url to the registration system before March 17 and finished all editing by the submission deadline. Process papers and bibliographies are included in the website.
- Students using the paper entry form should include the url on their registration form.

Papers:

- Save paper (in one file in this order: title page, process paper, paper, annotated bibliography) as a PDF and rename the document Lastname_Firstname
- In the online registration system, upload the PDF file by using the “upload entry” option and selecting the saved file. Make sure you hit “save” in the registration system.
- Helpful hint – if you have uploaded a file and want to make changes, rename the entry (i.e. Lastname_Firstname2) before uploading the file because the system doesn’t work well with multiple uploads with the same title.
- Students not using the registration system can email papers to: vermonthistoryday@gmail.com
- Students no longer need to mail multiple copies of papers.

Documentaries:

- Save the final version of your documentary in one of the following **required** formats:
.MP4 or **.MOV**
This may involve exporting your video out of the editing software. Please TEST your exported video before submitting to make sure it is the final version and what you want the judges to see.
- Rename the video file with the title of the project.
- Share your project (see next page for details). If sharing via Google Drive, copy the [sharing link](#) and paste the link into the online registration system under “project link” option.
- Save the title page, process paper and bibliography as a PDF (in one file) and rename the document Lastname_Firstname (only one student name needed for group project).
- In the online registration system, upload the PDF file by using the “upload entry paperwork” option and selecting the saved file. Make sure you hit “save” in the registration system.
- Helpful hint – if you have uploaded a file and want to make changes, rename the entry (i.e. Lastname_Firstname2) before uploading the file because the system doesn’t work well with multiple uploads with the same title.
- Students not using the online registration can share project via Google Drive or WeTransfer.

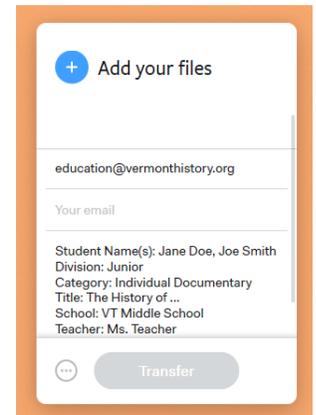
Sharing projects in Google Drive:

- Save your documentary and paperwork in your Google drive in the proper format.
- Go to drive.google.com, select the file you want to share and click **Share**.
- Under “Get Link,” set permissions to “Anyone on the internet with this link can view.”
- Copy the link and paste the link into the registration system. The link should end with the text “=sharing” Make sure you hit “save” in the registration system.
- Contest organizers will confirm access to the files. Students who have shared a file must leave the file shared until judging is complete.

Sharing projects via WeTransfer (seems to work better on wired connection)

The maximum file size for uploaded videos is 2 GB.

- Go to <https://wetransfer.com/>
Agree to terms to use the free option.
- Click on **+Add your files** and select the final version from your computer, then click **Open**
- Email to vermonthistoryday@gmail.com
Enter “your email”
In the message field, enter: Student name(s), Division, Category, Title, School, Teacher
- Click **Transfer**



Confirmation: In Google, use “view details” to check the file was shared. In WeTransfer, you will receive an email confirming your files have been sent and second confirmation when we have downloaded your files. We will contact students if there are any technical difficulties with the formatting or with the files and we will work with students to resolve any problems.

Help with PDFs:

To Save as a PDF

In **Google Docs**, Click File>Download>PDF Document (File will be in your Download folder)

In **Microsoft Word**, Click File>Save As>File Format> PDF

(Alternate method: File>Print>Choose Printer>Save as PDF>Save)

To combine multiple PDFs, use a free online service like PDF Escape or Small PDF.

A note about Exhibits and Performances

If COVID-19 restrictions do not allow for in-person judging of exhibits or performances OR if students are uncomfortable with in-person judging, projects will need to be submitted for virtual judging. The submission deadline will be **Wednesday, March 24, 2021 at midnight**.

Exhibits

- Students will submit photos of a physical exhibit by inserting high-resolution images into PowerPoint or Google Slides. The file and related paperwork (saved as a PDF) will be uploaded into the registration system. Additional instructions will be distributed after January 2021.

Performances

- Students will film performance (cell phone video is fine) or record a call (like Google Meet or Zoom). Performances should be one take, without edits, as if the judges were viewing them live. The file (saved as a .MP4 or .MOV file) and related paperwork will be shared in the same manner as documentaries. Additional instructions will be distributed after January 2021.