**Judge Registration Guide**

Thank you for your interest in judging at Maryland History Day! Follow the below steps to complete your registration. All judges must create an account, as you will use this platform to view projects, submit judging sheets, and meet with your fellow judges.

**Step 1:** To create your account, visit the Maryland History Day contest site. There will be a “Create Account” button on the top menu bar. Click “Judge” on the drop-down menu. You can also go to the right hand sidebar and enter your information.

**Step 2 – Personal Information:** Enter your personal information. We use this to get in contact with you when necessary, and to thank you for your volunteering.

**Step 3 – Judge Preferences:** Select your category preferences. We will try to stay as close as possible to your preferences. Please try to select as many distinct categories as possible.

Indicate whether you’ve previously judged for any History Day contest or if you are interested in being a judge captain. Captains are in charge of scheduling deliberation meetings, submitting rankings, and guiding novice judges, about a 30 minute extra time commitment. In the comments section, elaborate on your prior experience as a History Day judge (levels and categories) and let us know if you have very strong category preferences or subject area expertise.

**Step 4 – Additional Questions:** Make sure to answer these questions. If you have any relationship with any school or student in the program, you must disclose it.

**Step 5 – Permissions and Waivers:** We will always ask before taking your image at an in-person contest, if relevant.

**Step 6 – Judge Training:** On the last page of the registration, click the link to go to the Judge training folder. This folder has the theme book, rule book, and updated judging sheets. In December, this folder will also be updated with a judging module which you will be required to watch, as well as a video on navigating the site.

Make sure to write down your Username and Password!