

Online Registration for Co-Teachers

Because several teachers have students of their own who are working in a group entry with other students belonging to other teachers, there is a “best practice” for how to register online for the NHD contest. Below are these instructions. Should there be any questions, please contact your affiliate coordinator.

The online registration system is based on the Entry. A teacher must be linked to the entry as a whole, meaning all of its students. Therefore, in this case, two teachers who have their students working together will share ownership of the entry and all students involved. NOTE: you will only share students that are in a group entry in which you have students. Those students that are working individually or those who are working in a group with only other students of your own will remain only under your name.

1. If there are three teachers (A, B, C) who all have students working with other teachers' students, the teachers need to decide which one will begin registration first. The order teachers are added does not matter – all teachers are equal in the system.
2. Teacher A creates her teacher account within online registration.
3. Teacher A then adds both teacher B and teacher C as a “co-teacher” within registration. This gives them a teacher account in registration now too. They are all equal and linked to teacher A.
4. Teacher A adds ALL students working on the entry together, even students belonging to teacher B. Teacher A then adds the group entry and associates the proper students with that entry.
5. Teacher A then clicks on the “Select Entries” link next to teacher B's name, and connects teacher B with that entry (and therefore those students).
6. Teacher A follows the same steps for the entries and students she shares with teacher C, and connects teacher C with those entries.
7. Now teacher B and teacher C can log into their own teacher registration accounts and complete their information. (If teacher A set up a username and password for teachers B and C, teacher A must communicate that information.) They will also now be able to add their own students and entries that were not already added by teacher A. NOTE: if teacher B and teacher C share an entry, teacher B will need to follow the same steps teacher A did to “Select Entries” so that the teachers both are linked to the appropriate entries.

In the end there should only be one record for each Entry, with all students involved, and the entry should be connected to both teachers involved.