2024 NHD Payment Instructions- Teachers/Schools
Bucks Mont Regional National History Day Contest

Teachers and schools have the option to pay for all of their students’ registration fees by credit/debit card or by a single mailed check. Teachers **must** select the option to pay for their students’ registration fees during the teacher registration.

**Making a Payment**
1. Log in to your teacher account on the [Bucks Mont Regional NHD Contest website](#)
2. Click the “Store” tab in the navigation toolbar
3. Click the “Students” tab to view all students registered under your teacher account
4. Using the checkboxes, select all students whose registration fees are being paid
5. Click the “Add Selected Fees to Cart” button
6. Click the “Checkout and Pay” tab
7. To pay with a credit card online:
   - If you need to generate an invoice prior to payment, follow these instructions:
     - After adding all selected students’ fees to the cart, select “Generate Invoice”
     - Once invoice is generated, click the “Print/View” button
     - To pay from this page, click the green “Pay Now” button in the top left
     - Input all necessary credit card information then click the “Pay Now” button to complete your payment
   - If you do not need an invoice, follow these instructions:
     - After adding all selected students’ fees to the cart, select “Pay Online”
     - Input all necessary credit card information then click the “Complete Order” button
8. To pay with a mailed check:
   - After adding all selected students’ fees to the cart, select “Generate Invoice”
   - Once invoice is generated, click the “Print/View” button
   - Checks must be mailed with a copy of the invoice to the address below
   - Please make all checks payable to the BUCKS COUNTY HISTORICAL SOCIETY and write “NHD 2024 – Your School Name” on the memo line

**Payments must be postmarked by Monday, February 12, 2024.**
Bucks County Historical Society
Attn: National History Day 2024
84 S Pine Street
Doylestown, PA 18901

For more information, please contact [historyday@mercermuseum.org](mailto:historyday@mercermuseum.org)