



## Written Event Online Submission Guidelines

Please use the following instructions when submitting your chapter's written event projects, which are due on **Friday, February 1, 2019, by Midnight**. Only submit finished and complete projects. Please do not wait until the final hour to submit your students' documents. Late documents will not be accepted. **SUBMIT EARLY!**

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### \*IMPORTANT TIP\*

**ADVISORS:** Require each individual competitor (or team) to submit a final **PDF** version of their written event (project) document to you via email or on a jump drive that is no larger than 10MB (and without a statement of assurances). All names and chapter information **MUST** be removed from the title page. PDF format is the only acceptable format to submit a written event (project). If they submit it to you as a WORD document, just click **File >> Save As >> Browse** and select **PDF** as the "Save as Type" when resaving their document correctly.

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Please follow these steps carefully:

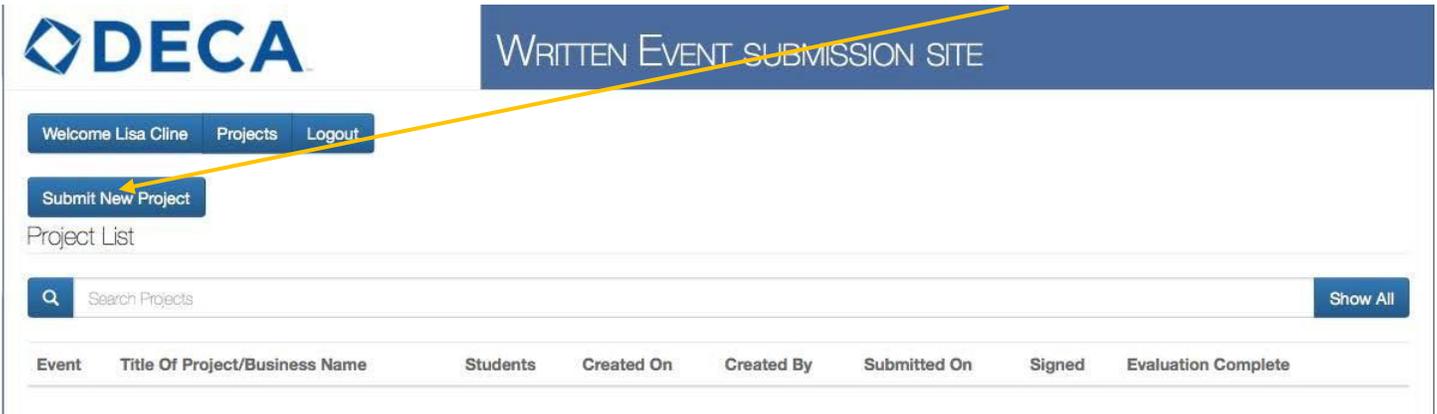
1. Visit <http://judges.decaregistration.com/org/ctdecastate/conf/ctdecastate> to access the login screen.
2. Use your DECA membership registration login credentials to login. Once you have entered your **USER NAME** and **PASSWORD**, you must click the blue **LOGIN** button.

A screenshot of the DECA Written Event Submission Site login page. The page features the DECA logo in the top left corner and the text "WRITTEN EVENT SUBMISSION SITE" in a blue header. Below the header, there is a "Login" section with a "User Name:" label and a text input field, a "Password:" label and a password input field with a visibility toggle icon, and a blue "Login" button. Two yellow arrows point from the top left towards the "User Name:" and "Password:" labels. At the bottom of the page, there is a footer that reads "DECA Online Judge Registration".

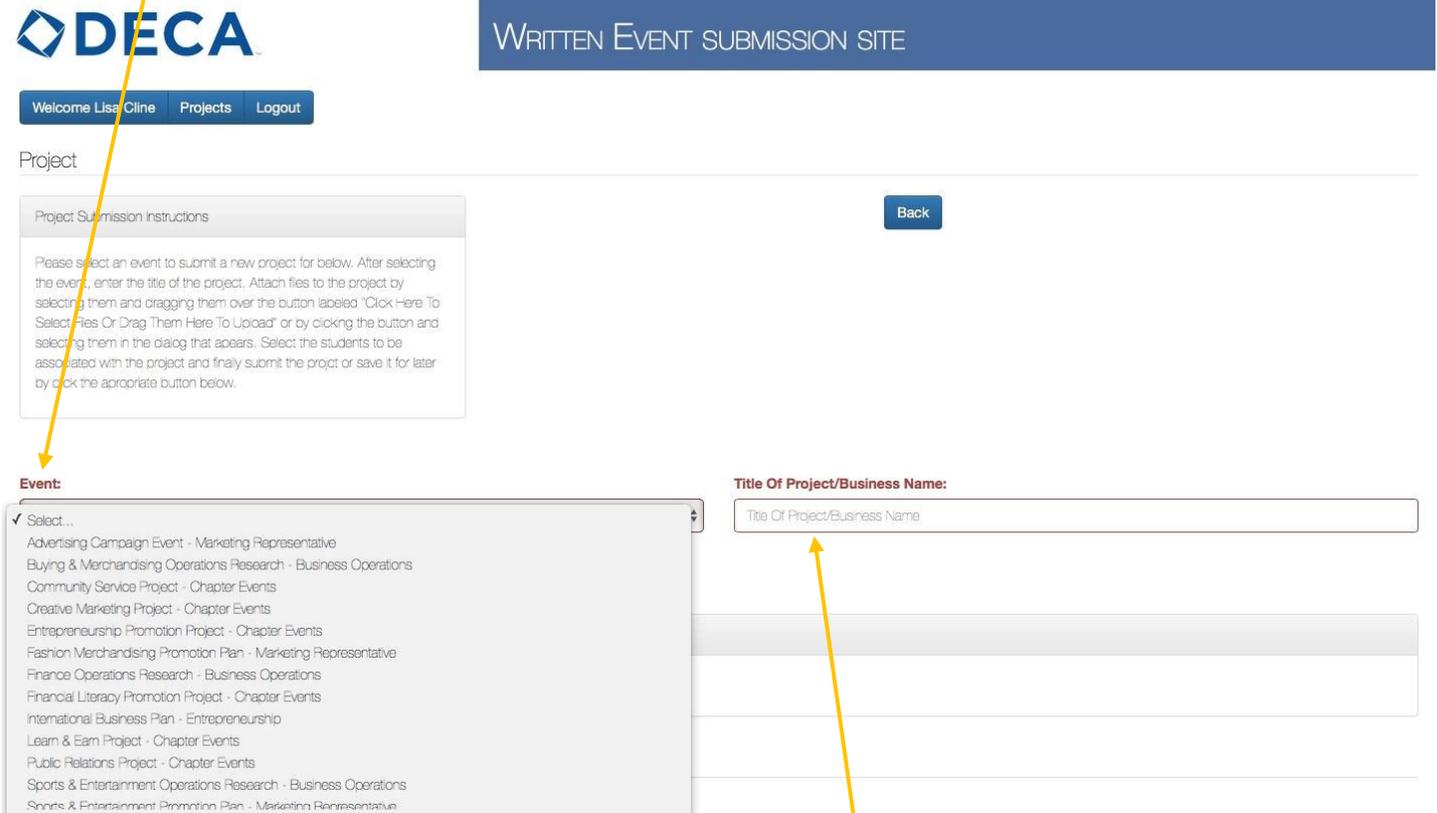
3. Once you are logged in, you can submit and view projects by clicking on the blue **PROJECTS** button at the top left of the page.



4. To submit a written event (project) document, you must click on the blue **SUBMIT NEW PROJECT** button.



5. Using the **EVENT** dropdown menu, select the correct written event (project) title (e.g. *Creative Marketing Project, Finance Operations Research*, etc.) for the individual/team whose work you are submitting.



6. Then, type the title of the project or business in the **TITLE OF PROJECT/BUSINESS NAME** field.

7. Once the event type and project title have been selected, attach the individual/team's written event (project) document. (Only attach a **PDF** file, without the Statement of Assurance, that is no larger than 10MB). Upload the written event (project) document and click the blue **ADD ATTACHMENT** button.

**IMPORTANT TIP:** Use the same title for the saved document and the title of the project.

**Event:** Community Service Project - Chapter Events

**Title Of Project/Business Name:** North Forsyth DECA Takes On Hunger

PLEASE ATTACH PROJECT FILE/S (MAX 11.98828125MB)

Instructions For File Uploads

Please do not upload files larger than the maximum allowed. Only PDF files will be accepted.

**File Name**

North Forsyth DECA Takes on Hunger.pdf ✕ Delete

SELECT STUDENT TO ADD

Select Student To Add

First Name Last Name

Submit Project Save For Later

**NOTE:** If you accidentally attach the wrong written event (project) document you can delete it, as long as you have not submitted it, by clicking on the red **DELETE** button.

Once the written event (project) document has been attached (*you will know it has been attached if you have an option to delete it*), select the correct student(s) from the **SELECT STUDENTS TO ADD** dropdown menu. This menu only populates the students who are registered DECA members in your chapter.

8. At this time, you can either select **SUBMIT PROJECT** or **SAVE FOR LATER**.

- Once you select **SUBMIT PROJECT**, it can only be deleted by the Connecticut DECA System Administrator, Felecia Mandeville. You must submit your deletion request via email to [decamandeville@gmail.com](mailto:decamandeville@gmail.com). Please make sure you are ready to submit before you submit. It is recommended that you select Save for later until you have all projects uploaded and ready for submission. Check your work.
- Once you select **SAVE FOR LATER**, it will automatically direct you back to the home screen. (The project underneath here is highlighted in red because it has not been submitted).



## WRITTEN EVENT SUBMISSION SITE

Welcome Lisa Cline Projects Logout

Submit New Project

Project List

Event	Title Of Project/Business Name	Students	Created On	Created By	Submitted On	Signed	Evaluation Complete	
Chapter Events - Community Service Project	North Forsyth DECA Takes On Hunger	Kyle Alison, Bobby Andrews	12/05/2017 10:51 AM	Lisa Cline		No	No	<a href="#">Edit Project</a> <a href="#">Delete</a>

If you select **SUBMIT PROJECT** (on the previous screen), the main page will look like the screen underneath here, where the project is highlighted in yellow.

Welcome Lisa Cline Projects Logout

Submit New Project

Project List

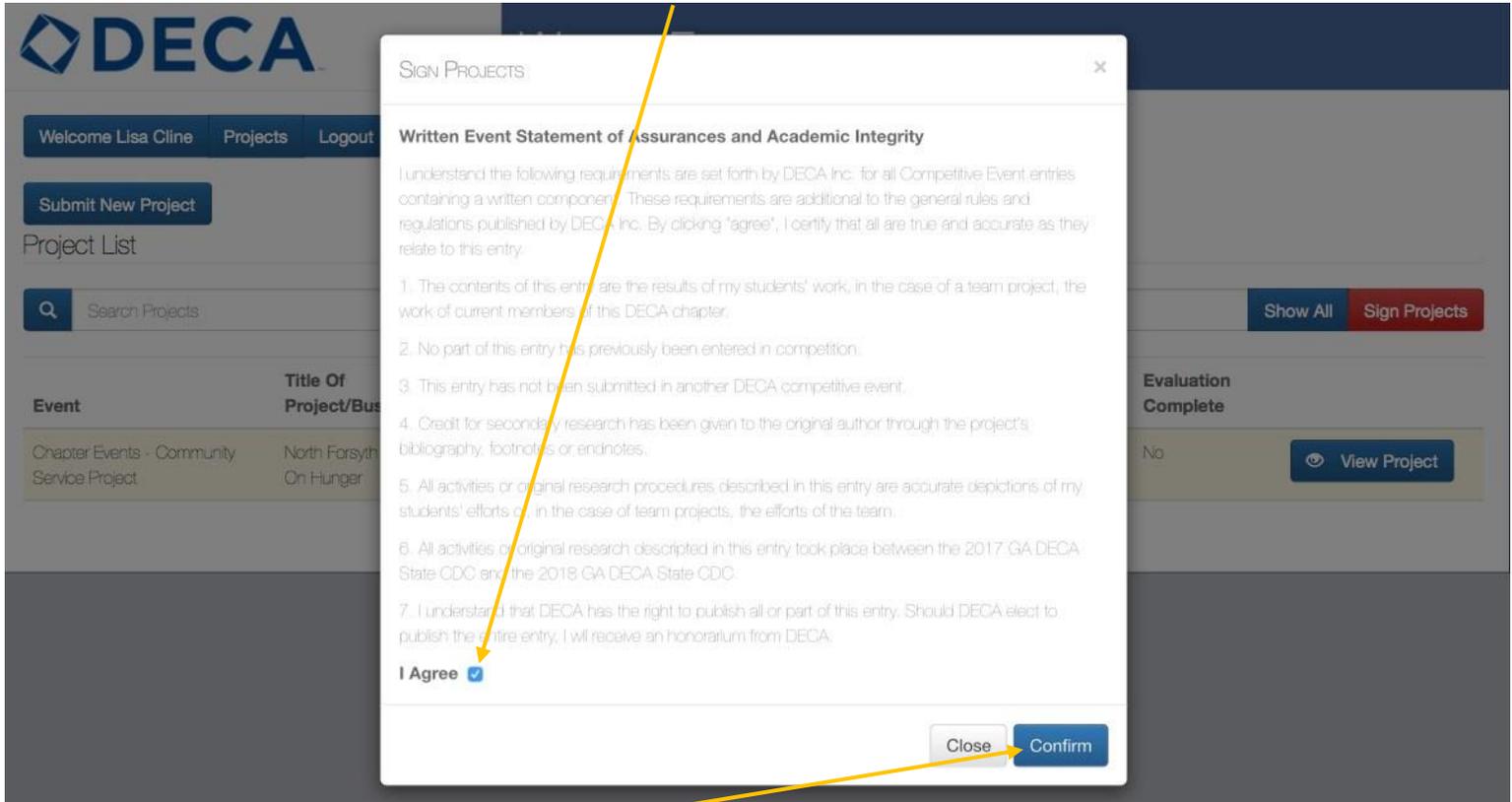
Search Projects

Show All Sign Projects

Event	Title Of Project/Business Name	Students	Created On	Created By	Submitted On	Signed	Evaluation Complete	
Chapter Events - Community Service Project	North Forsyth DECA Takes On Hunger	Kyle Alison, Bobby Andrews	12/05/2017 10:51 AM	Lisa Cline	12/05/2017 10:52 AM	No	NO	<a href="#">View Project</a>

At this time, you can either submit a new project by following steps 4–9, or you can sign the advisor version of the online *Statement of Assurances* by clicking the red **SIGN PROJECTS** button. (You can sign one project at a time or all of your submitted projects once you are done uploading them.)

9. Once you click the red **SIGN PROJECTS** button on the previous screen, an abbreviated version of the *Statement of Assurances* will pop up. You must check the **I AGREE** box after reading the terms.



Once you click the blue **CONFIRM** button, you will be automatically directed back to your main page.

Once all of the written event (project) documents have been submitted and signed, they will appear in green rather than the original yellow or red. The button that you clicked to sign them will no longer be an option.



## WRITTEN EVENT SUBMISSION SITE

Welcome Lisa Cline Projects Logout

Submit New Project

Project List

Search Projects

Show All

Event	Title Of Project/Business Name	Students	Created On	Created By	Submitted On	Signed	Evaluation Complete	
Chapter Events - Community Service Project	North Forsyth DECA Takes On Hunger	Kyle Alison, Bobby Andrews	12/05/2017 10:51 AM	Lisa Cline	12/05/2017 11:33 AM	Yes	No	<a href="#">View Project</a>

Congratulations, you are done!

If you only have one written event (project) document to submit and followed all of the directions above, your screen will look like the image above. If you have more written event (project) documents, they will be listed in order of submission. Once a written event (project) document is submitted and signed, you may view it, but changes can only be made by the system administrator.

#### **~~NEXT STEPS & FINAL REMINDERS~~**

- No changes can be made after **Midnight on February 1, 2019**.
- All written events must be printed, brought to SCDC with a **signed** statement of assurance to be cross referenced during presentation.
- On March 6, immediately following the awards session, all written event (project) evaluations will be published on the online submission site. You will be able to download all the evaluations individually or view it as one Excel spreadsheet.

If you have any questions about submitting your chapter's written event (project) documents, please email Felecia Mandeville: [decamandeville@gmail.com](mailto:decamandeville@gmail.com). Thank you for following these instructions. Good luck to your students!