

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 <u>finished</u> and <u>complete</u> projects. Please do not wait until the final hour to submit your students' documents. Late documents will not be accepted. **SUBMIT EARLY!**)

IMPORTANT TIP

ADVISORS: Require each individual competitor (or team) to submit a final <u>PDF</u> 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.

Please follow these steps carefully:

- 1. Visit <u>http://judges.decaregistration.com/org/ctdecastate/conf/ctdecastate</u> 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.

ODECA	WRITTEN EVENT SUBMISSION SITE
Login	
User Name:	
User Name:	
Password:	
Password:	
Login	
	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.

ODECA	WRITTEN EVENT SUBMISSION SITE
Welcome Lisa Cline Projects Logout	

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

VRITTEN EVENT SUBMISSION SITE										
Welcome Lisa Cline Projects Logout										
Submit New Project Project List										
Q Search Projects							Show All			
Event Title Of Project/Business Name	Students	Created On	Created By	Submitted On	Signed	Evaluation Complete				

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.

	WRITTEN EVENT SUBMISSION SITE
Welcome Lisa Cline Projects Logout	
Project	
Project Sumission Instructions	Back
Pease select an event to submit a new project for below. After selecting the event, enter the title of the project. Attach fies to the project by selecting them and dragging them over the button labeled "Click Here To Select Fies Or Drag Them Here To Uboad" or by clicking the button and selecting them in the dialog that appears. Select the students to be associated with the project and finally submit the project or save it for later by click the apropriate button below.	
Event:	Title Of Project/Business Name:
✓ Select Adversing Campaign Event - Marketing Representative Buying & Merchandising Operations Research - Business Operations Community Service Project - Chapter Events Creative Marketing Project - Chapter Events Entrepreneurship Promotion Project - Chapter Events Fashion Werchandising Promotion Pain - Marketing Representative Finance Operations Research - Business Operations Financial Literacy Promotion Project - Chapter Events International Business Pain - Entrepreneurship Learn & Earn Project - Chapter Events Public Relations Project - Chapter Events Sports & Enterpreneur Operations Research - Business Operations	Tite Of Project/Business Name

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

 Once the event type and project title have been selected, attach the individual/team's written event (project) document. (Only attach a <u>PDF</u> 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:	Title Of Project/Business Name:	
Community Service Project - Chapter Events	North Forsyth DECA Takes On Hunger	
Please Attach Project File/s (max 71.98828125MB)		
Instructions For File Uploads		
Pease 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	/	1
	/	
Select Student To Add		\$
First Name	Last Name	
Submit Project	s	we For Later

NOTE: If you accidently 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.

Event:	Title Of Project/Business N	Name:	
Community Service Project - Chapter Events	North Forsyth DECA Takes O	On Hunger	
Please Attach Project File/s (max 11.98828125M	IB)		
Instructions For File Uploads			
Pease do not upload files larger than the maximum allowed. Only PDF files will be ac	scepted		
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	
		7	
Submit Project		Save For Later	

- 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. 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).

ODECA	-	WRITTEN	Event subm	1ISSION	SITE				
Welcome Lisa Cline Projects	Logout								
Submit New Project Project List									
Q 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 Allson, Bobby Andrews	12/05/2017 10:51 AM	Lisa Cline		No	No	🖍 Edit Project	× Delete

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.

ODECA	-	WRITTEN EV	VENT SUBMISS	SION SIT	Ē				
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	Show All	Sign Projects
Chapter Events - Community Service Project	North Forsyth DECA Takes On Hunger	Kyle Alisan, Babby Andrews	12/05/2017 10:51 AM	Lisa Cline	12/05/2017 10:52 AM	No	INO	•	View Project

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.

ODEC	A	SIGN PROJECTS ×				
Welcome Lisa Cline Proje	ects Logout	Written Event Statement of Assurances and Academic Integrity				
Submit New Project Project List		Lunderstand the following requirements are set forth by DECA Inc. for all Competitive Event entries containing a written component. These requirements are additional to the general rules and regulations published by DECA Inc. By clicking "agree", I certify that all are true and accurate as they relate to this entry.				
Q Search Projects		 The contents of this entry are the results of my students' work, in the case of a team project, the work of current members of this DECA chapter. 		Show All Sign Projects		
		2. No part of this entry has previously been entered in competition.				
	Title Of	3. This entry has not been submitted in another DECA competitive event.	Evaluation			
Onapter Events - Community	Project/Bus	 Orealt for secondary research has been given to the original author through the project's bibliography, footnotics or endnotes. 	No	View Project		
Service Project	On Hunger	All activities or original research proceedures described in this entry are accurate depictions of my students' efforts of in the case of team projects, the efforts of the team.				
		 All activities choriginal research descripted in this entry took place between the 2017 GA DECA. State CDC and the 2018 GA DECA State CDC. 				
		I understand that DECA has the right to publish all or part of this entry. Should DECA elect to publish the entry. I will receive an honorarium from DECA.				
		I Agree 💟				
		Close				

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.

ODECA		WRITTEN EV	VENT SUBMISS	SION SIT	Έ			
Welcome Lisa Cline Projects	Logout							
Submit New Project Project List								
Q 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 Allison, Bobby Andrews	12/05/2017 10:51 AM	Lisa Cline	12/05/2017 11:33 AM	Yes	No	View Project

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 **<u>signed</u>** 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: <u>decamandeville@gmail.com</u>. Thank you for following these instructions. Good luck to your students!