



Written Project Submission Guidelines

Please use the following instructions when submitting your written projects, which are due January 25 by 5:00 p.m. **(Don't wait until the last minute – submit early!)**

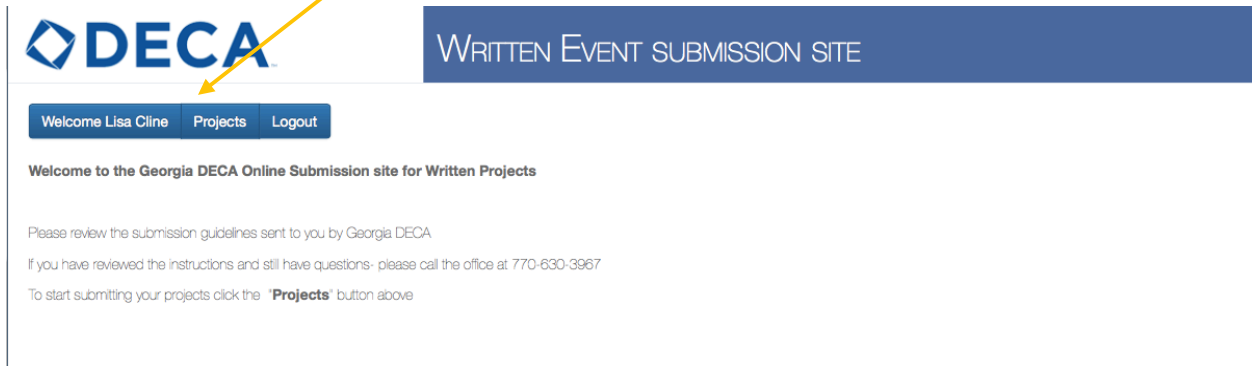
TIP!

Have your students give you (via email, on a jump drive etc.) a **PDF** version of their paper that is no larger than 4MB (**and without a statement of assurances**). PDF format is the only acceptable format to submit projects. If they gave it to you in a Word doc – just click “file” “save as” and select “PDF” as the format you would like to save it in.

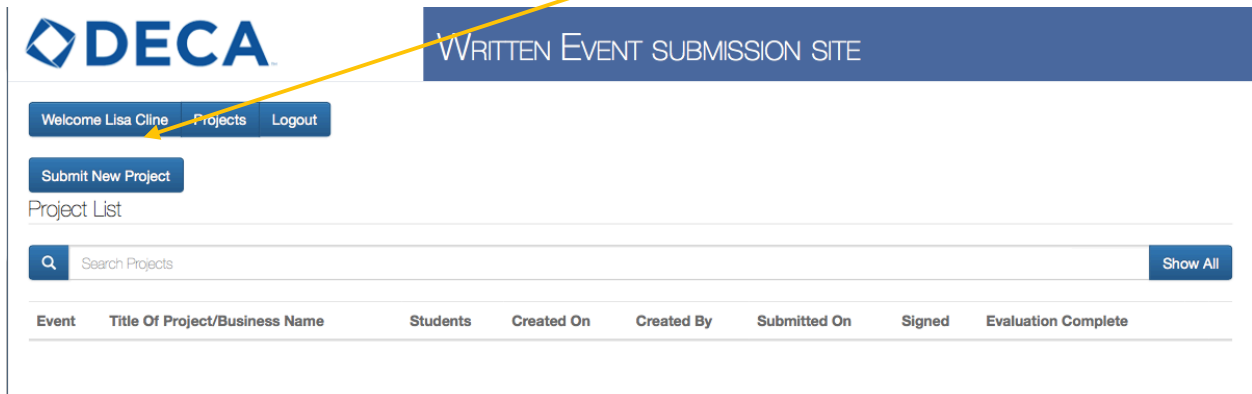
1. Logon to: <http://judges.decaregistration.com/org/deca-ga/conf/scdc> and the following screen will show up.
2. Use your membership/registration login credentials. Once you have entered your User Name and password you will click the blue “login” button

A screenshot of the DECA login page. The page has a blue header with the DECA logo on the left and the text "WRITTEN EVENT SUBMISSION SITE" on the right. Below the header, the word "Login" is displayed. There are two input fields: "User Name:" and "Password:". The "User Name:" field is a simple text box. The "Password:" field is a text box with a small eye icon to its right. Below these fields is a blue button labeled "Login". Two yellow arrows point from the text in step 2 of the instructions to the "User Name:" and "Password:" fields. At the bottom of the page, there is a small footer that reads "DECA Online Judge Registration".

3. Now that 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 project you will click on the blue “Submit New Project” button.



5. The first thing you will do when submitting a new project is select from a dropdown menu titled “Event” which event type the event is (Creative Marketing, Business Operations Finance etc.). You will then type the title of the project or business in the box marked “Title of Project/Business Name.”

The screenshot shows the DECA logo and the title "WRITTEN EVENT SUBMISSION SITE". A navigation bar includes "Welcome Lisa Cline", "Projects", and "Logout". Below this is a "Project" section with "Project Submission Instructions" and a "Back" button. The "Event" dropdown menu is open, listing various event types such as "Advertising Campaign Event - Marketing Representative" and "Buying & Merchandising Operations Research - Business Operations". The "Title Of Project/Business Name:" field is empty, with a placeholder "Title Of Project/Business Name".

6. Once the event type and project title have been selected, you will attach the corresponding project. (Please use a PDF file, **without** a Statement of Assurance, no larger than 4MB). Upload project and click the blue “add attachment” button. ****TIP Use the same title for the saved document and the Title of the project****

This screenshot shows the "Event:" dropdown set to "Community Service Project - Chapter Events" and the "Title Of Project/Business Name:" field containing "North Forsyth DECA Takes On Hunger". Below is a section for attaching project files, with a note: "PLEASE ATTACH PROJECT FILE/S (MAX 11.98828125MB)" and "Instructions For File Uploads". A file named "North Forsyth DECA Takes on Hunger.pdf" is listed with a "Delete" button. The "SELECT STUDENT TO ADD" section includes a dropdown menu and fields for "First Name" and "Last Name". At the bottom are "Submit Project" and "Save For Later" buttons.

If you accidentally attach the wrong project you can delete it (as long as you haven't submitted it) by clicking on the red “Delete” button.

7. Once the project has been attached (you will know it has been attached if you have an option to delete it). You will select students using the dropdown menu titled “Select Students to Add”. It will pull a list of students from your registered DECA Inc. members.

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**

At this time you can either Submit the project or Save it for later. (Saving it for later would be a good option to use if your students had final edits to make but you wanted to have a draft uploaded in case they didn't bring you a final version). Once you submit a project, it can only be deleted by an admin – you will have to call the Georgia DECA office to have someone with administrative privileges do it for you and then start from the beginning.

8. Once you press “Save For Later” on the previous screen it will automatically direct you back to the home screen. (The project below is highlighted red because it hasn't been submitted).

DECA WRITTEN EVENT SUBMISSION SITE

Welcome Lisa Cline Projects Logout

Submit New Project

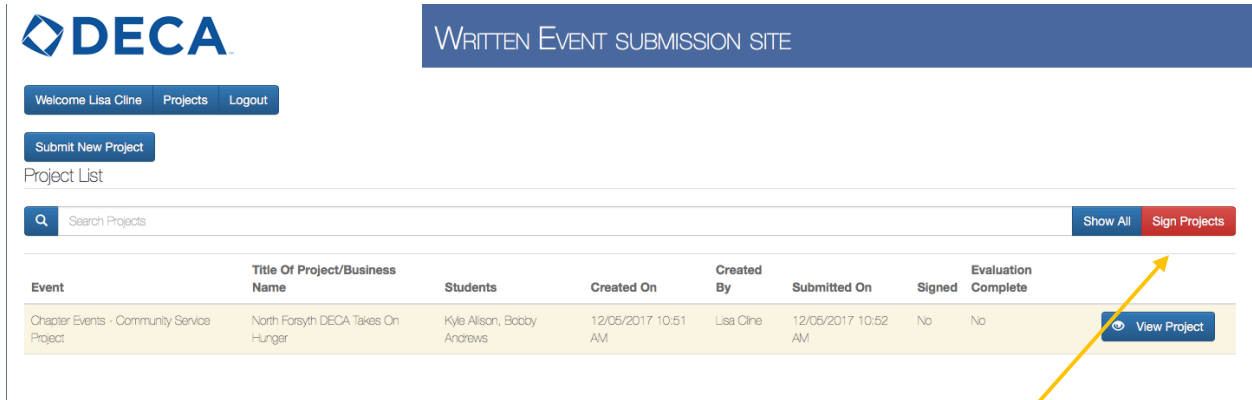
Project List

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		No	No

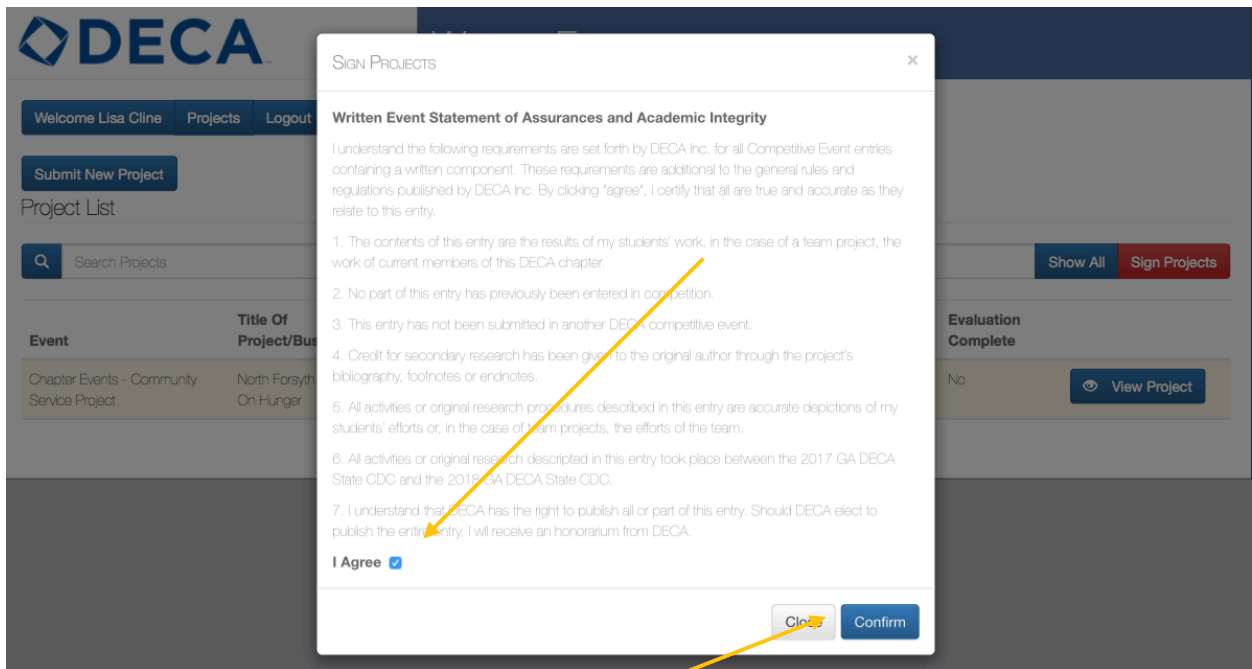
Edit Project Delete

If you select “Submit Project” (on the previous screen) the main page will look like the screen below, where the project is highlighted in yellow.



At this time you can either submit a new project (follow steps 4-8) or 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 will check the “I Agree” button after reading the terms.



Once you have clicked the blue “Confirm” button you will be automatically directed back to your main page.

Once all the projects you have submitted have been “signed” they will appear in green (rather than the original yellow or red) and the button that you clicked to sign them is no longer an option.



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	View Project

Congratulations, you are done.

If you only had one project to submit and you followed all the directions listed above, your site will look like the image above. If you had more projects they would all be listed in order of submission.

Once a project is submitted and signed you may view it, but changes will have to be made by someone in the Georgia DECA office with administrative privileges.

Next steps:

No changes can be made after January 25th.

You will need to bring 1 copy of the written manual to State CDC. Students will turn their manuals into their judges. You do not have to have a DECA folio but it is preferred (all written events going to ICDC will require a DECA folio).

On February 18th all your written evaluations will be made available to you using this site. You will be able to download all the evaluations individually or view it as one Excel sheet.

Thank you for reading these instructions.

If you have any questions about submitting projects, please call or Email GA DECA- 770-630-3967 or georgiadeca@gmail.com