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NEED SUPPORT?
Contact Virginia DECA
Monday – Friday 7AM – 4PM
804-291-8497
Donna Dail – dail.vadeca@gmail.com
# TIMELINE OF EVENTS

<table>
<thead>
<tr>
<th>DATE</th>
<th>DESCRIPTION</th>
<th>ADDITIONAL DETAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 4</td>
<td>SLC Registration Opens</td>
<td><a href="https://www.decaregistration.com/va">https://www.decaregistration.com/va</a></td>
</tr>
<tr>
<td>Jan 4–8</td>
<td>State Officer Candidate Testing</td>
<td></td>
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<tr>
<td>Jan 8</td>
<td>SLC Mini Grants Dues – Individual Only</td>
<td><a href="#">Link to Application</a></td>
</tr>
<tr>
<td>Jan 8–14</td>
<td>State Officer Candidate Phone Interviews</td>
<td>Details will be sent to candidates</td>
</tr>
<tr>
<td>Jan 15</td>
<td>Outstanding Chapter Advisor Award Due</td>
<td><a href="#">Outstanding Advisor Application</a></td>
</tr>
<tr>
<td>Jan 15</td>
<td>Friend of DECA Award Due</td>
<td><a href="#">Friend of DECA Award Nomination</a></td>
</tr>
<tr>
<td>Jan 15</td>
<td>Annual Report Due – Submission Instructions</td>
<td><a href="#">Annual Report Submission Site</a></td>
</tr>
<tr>
<td>Jan 29</td>
<td>SLC Registration Closes</td>
<td></td>
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<tr>
<td>Feb 8</td>
<td>Written Events Due</td>
<td><a href="#">Advisor Submission Site</a></td>
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<tr>
<td></td>
<td></td>
<td>(Site will open Feb. 1)</td>
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<tr>
<td>Feb 12</td>
<td>SLC Payment Due</td>
<td>Check payable to: PVCC</td>
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<td>Mail to: PO Box 310, Quinton, VA 23141</td>
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<tr>
<td>Feb 12</td>
<td>Student &amp; Advisor Honor Code Statements Due</td>
<td><a href="#">Student Honor Code Link</a></td>
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<td>Advisor Form will be sent via DocuSign</td>
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<tr>
<td>Feb 16-17</td>
<td>SLC Testing Online</td>
<td><a href="#">Student Testing Link</a></td>
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<td><a href="#">Proctor Access Link</a></td>
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<td>Feb 15</td>
<td>Voting Delegate Information Due</td>
<td>Advisors send to: <a href="mailto:dail.vadeca@gmail.com">dail.vadeca@gmail.com</a></td>
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<tr>
<td>Feb 17</td>
<td>SLC Substitutions – Last Day</td>
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<tr>
<td>March 1</td>
<td>Written Event Presentation Video Submissions</td>
<td>Written Event Presentation Submission site opens</td>
</tr>
<tr>
<td>March 3</td>
<td>Competitive Events begin</td>
<td>Individual Series &amp; VA Only Events</td>
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<td></td>
<td></td>
<td>Written Event Presentations Closes</td>
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<tr>
<td>March 3</td>
<td>Live Leadership Session</td>
<td>6:00PM – 6:45PM</td>
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<tr>
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<td></td>
<td>Open to ALL conference participants</td>
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<tr>
<td>March 4</td>
<td>Officer Candidate Materials released to delegates</td>
<td>Delegates will receive links</td>
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<tr>
<td>March 4</td>
<td>Competitive Events</td>
<td>Principles &amp; Team Decision Making Events</td>
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<tr>
<td>March 5</td>
<td>Live Leadership Session</td>
<td>6:00PM – 6:45PM</td>
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<td></td>
<td>Open to ALL conference participants</td>
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<tr>
<td>March 5</td>
<td>Scholarship Interviews</td>
<td>Candidates will be sent links</td>
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<td>(12:00 – 5:00)</td>
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<tr>
<td>March 5</td>
<td>Competitive Events</td>
<td>Professional Selling Events</td>
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<tr>
<td>Date</td>
<td>Session</td>
<td>Time</td>
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<tr>
<td>March 5</td>
<td>Live Leadership Session</td>
<td>6:00PM – 6:45PM</td>
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<tr>
<td>March 5</td>
<td>Opening Session</td>
<td>7:00PM</td>
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<tr>
<td>March 6</td>
<td>Live Academy Session</td>
<td>9:00AM – 12:00PM</td>
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<tr>
<td>March 6</td>
<td>Candidate Speeches released to delegates &amp; Voting</td>
<td>Voting will take place 6:00PM – 8:00PM</td>
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<tr>
<td>March 7</td>
<td>Closing Session</td>
<td>1:00PM</td>
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<tr>
<td>March 11</td>
<td>Winners Announced</td>
<td>6:00PM</td>
</tr>
</tbody>
</table>

**What has been updated 1/20/21:**

- Timeline above with details of each session
- Move grand award announcement to March 11, 2021
- Competitive Event process page 7-9
  - Submission details for video uploads
  - Written event presentation submission change of date to 3/1 – 3/3
Conference Registration Updates

Conference Registration | Open Jan. 4 – 29, 2021

Detailed instructions for the registration site can be found on page 13 of this document.

Students $50.00

Advisors $20.00 – EVERY chapter with student(s) registered must have at least one advisor registered

The following is included with each registration:

- Conference T-shirt
- Conference Guide (abbreviated instructions for virtual platform and access)
- Student Experience Bag (fun conference goodies)
- Access to Leadership Sessions and Vendor Exhibits
- Full Access to conference platform

Documents Required During Registration:

- My Options Registration Card – this will be electronic form that is collected by DECA Inc, for all students. Students will complete this after registration is submitted. Advisor will receive instructions and links to forms
  All Students MUST sign the Honor Code by Feb. 12, 2021
- Advisors SLC Honor Statement via DocuSign. Once registration closes, advisors will be sent the form via DocuSign

Request for Accommodations: Advisors should complete the request at the link below for any students that have an IEP indicating a need for accommodations for testing or role play participation. Extended time will be 1 ½ time unless otherwise specified in the IEP.

Request for Accommodations

Payments: All Payments should be remitted to: Piedmont VA Community College

AND Mailed to: VA DECA, PO Box 310, Quinton, VA 23141
Payment is due by Feb. 12.

Refunds: A partial refund of $20.00 for student registration can be given if the request is received by Feb. 8. After Feb. 8, refunds will not be given.

For students who registered in a written event, and do not submit the project by the due date, their registration will be moved to Leadership Academy participation.
Substitutions: Substitutions can be made in Team Decision Making, SBE, and Leadership Academy until Feb. 17.

Teams & Written Events: New in the registration system is the designation of a team captain for all Team Decision Making, Written Events and SBE. The Team Captain will be the student who will be responsible for uploading of videos for competitive events. Be sure you designate the team captain as a student that has reliable internet.

Instructions for this designation are detailed in the registration instructions beginning on page 13 of this document.

Student Help Line: VA DECA will establish a student help phone line and email address for use during event upload days. These help lines will be managed by conference leadership to streamline the assistance with online and virtual events. Advisors will be sent these details prior to SLC.

Eligibility: Chapters may register students according to the scales below.

Individual Events, Principles Events (including Financial Literacy), VA Only Freshmen events – These events advance to SLC from DLC based on the district’s total membership
- Districts with 1 – 175 members: 1st place advances
- Districts with 176 – 300 members: 1st & 2nd place advances
- Districts with 301 – 425 members: 1st, 2nd, & 3rd place advances
- Districts with 426+ members: 1st, 2nd, 3rd, & 4th place advances

Team Decision Making Events – These events are based on each chapter’s total membership
- Chapters with 0 - 25 members: 2 teams total
- Chapters with 26 – 37 members: 3 teams total
- Chapters with 38 – 50 members: 4 teams total
- Chapters with 51 – 62 members: 5 teams total
- Chapters with 63 – 75 members: 6 teams total
- Chapters with 76 – 87 members: 7 teams total
- Chapters with 88 – 100 members: 8 teams total
- Chapters with 101 – 125 members: 9 teams total
- Chapters with 126 – 150 members: 10 teams total
- Chapters with 150+ members: 11 teams total

Written & Prepared Events – Every chapter is permitted two entries per category

SBE – Every chapter is permitted one entry in each category

Leadership Academy – Every chapter is permitted up to 10 students
Testing | February 16 & 17, 2021

ALL testing will occur on Tuesday February 16 and Wednesday February 17 between the hours of 7:00AM – 9:00PM.

Chapters will designate a 2-3-hour window that ALL their students will test. This time should be set based on student needs and when an advisor is available to help students. You may designate a testing window on one or both testing days as needed.

Advisors will report their testing hours in the Conference Registration.

Proctor site will be available to advisors beginning on February 11th to begin printing and/or distributing test tickets. You can also get tickets any day during the testing window. Test tickets will be the same regardless of the day you print them.

Detailed testing instructions begin on page 16 of this document.

**Testing Changes for 2020-21:**

- All testing will be done under the assumption that students are in virtual environments and are not proctored. Students can take the test either at school or at home
- Test is 100 questions and students have 80 minutes to complete the test
- Only one question will appear on the screen at a time
- All questions will be presented in a randomized order
- Calculators are available in the testing window OR student may use their own calculator

**Technology Information:**
Please confirm the following testing requirements prior to the day of administering exams:

- Internet Explorer 7 or higher or FireFox 3.0 or higher. Safari may work but tends to be problematic.
- We suggest using a Windows XP or higher operating system, but any OS with a supported browser should work as long as it supports current JavaScript.
- If you have a pop-up blocker, it must be turned off for this site.
- The most common problem is the site being blocked by filtering agents put in place by the IT department at the school or district level. Make sure you get with the proper technician to ensure that the site will be allowed through PRIOR TO THE TESTING DATES.

**Required Settings:**

- Your browser must have JavaScript enabled
- If you have a pop-up blocker, it must be disabled for this site
- Make sure that you get with the proper technicians to make sure that the site is not blocked by our school or district BEFORE testing begins.
Competitive Events – General Information

Dress Code:
All competitors should be professionally dressed. Shirt and tie are required, and jackets are recommended.

Judges:
All judging will take place online. Chapters are encouraged to assist in recruiting judges who are business professionals AND who are comfortable working in an electronic format to evaluate video submissions and complete online evaluation forms.

VA DECA will NOT be offering financial incentives this year for judge recruiting.

Please share the Judge Application link with any individuals you feel would make a good judge for both role play and written/prepared events.


Competitive Events – Role Play

All competitors must follow the video guidelines found on page 9

Role Plays (Individual) | Available according to the following schedule
Following the close of registration, advisors will be sent instructions for students to submit videos links for events.

- **INDIVIDUAL SERIES and VA ONLY EVENTS** WILL BE HELD ON MARCH 3, 4:00PM – 8:00PM
- **PRINCIPLES EVENTS** WILL BE HELD MARCH 4, 4:00PM – 8:00PM

Role Plays (Team) | Available according to the following schedule
Following the close of registration, advisors will be sent instructions for students to submit videos links for events.

- **TEAM DECISION MAKING EVENTS** WILL BE HELD ON MARCH 4, 4:00PM – 8:00PM
Competitive Events - Written and Prepared Events

Following the close of registration, advisors will be sent instructions for students to submit videos links for events.

- PREPARED (PSE, HTPS, FCE) EVENTS WILL BE HELD ON MARCH 5, 4:00PM – 6:00PM

ALL Written Events (both 10- and 20-page papers) will be submitted by the advisors online by 11:59pm on February 8, 2021. READ THE GUIDELINES BELOW!

- WRITTEN EVENTS presentation links WILL OPEN MARCH 1 AT 8:00AM AND WILL CLOSE MARCH 3 AT 8:00PM.

Written Projects:
- Written projects may only be submitted as a PDF document
- Papers CANNOT have any links to external content within the document
  - This is essentially adding content to the paper and makes it impossible to determine page count.
  - Any projects containing links to any external sources will be disqualified. This includes, but is not limited to websites, social media sites, documents, video, etc.
- Projects should NOT include any evaluation forms or a Statement of Assurances
  - You will sign the project electronically, and the evaluation form is built into the system
- Only one file is uploaded
  - If students created their project in multiple files (ex: cover page, table of contents, and body of the paper) then you can merge them all together
    - SmallPDF
    - PDFSimpli
    - Help from Adobe
- Projects can be no larger than 11.9 MB
  - If you have an issue with file size, try compressing the file
    - Help from Adobe
    - 5 Ways to reduce the size of a PDF
- Need help with page numbering?
  - Inserting page numbers beginning with Executive Summary

Penalty Points will be assessed prior to SLC from online submission.

Written Events will not be accepted after February 8th

Instructions for submitting written events can be found on page 17 of this document.
**Video Guidelines**

All competitive event video submissions will be submitted via unlisted YouTube or Vimeo links. These are the ONLY upload options.

**The video submission process will be as follows:**

- Student will access the role play prompt using DLG site
- Student will record video and post to unlisted YouTube or Vimeo
- Student will copy unlisted video URL into DLG site
- Advisor will log into DLG site and verify all video submissions

**Video Guidelines For ALL Events**

- All solutions must be recorded in one real time presentation
- No editing or visual effects/transitions may be included
- The student must always be visible on screen
- All presentations must be within the allowable by the event guidelines
- Only the student presenting and competing may be included in the presentation
- A student may **NOT** utilize a PowerPoint or slide deck or website during their presentation (for Individual Series, Principles, VA Only, Team Decision Making Events)
- Students may use handwritten/hand-drawn items such as flyers or anything that could be made using the items typically provided during preparation time: blank paper and black ink pen – BLACK sharpie is acceptable to help make it easier to be seen by the judge (pencil is difficult to see on camera)
- Students may **NOT** share their screen to show visuals, graphics, or other materials (for Individual Series, Principles, VA Only, and Team Decision Making Events)
- If showing visuals during presentations, students may mirror their image so the visual is readable by the judge
- Headphones or earbuds are permitted but **NOT** required. If concerned about sound quality, headphones/earbuds may help.

**Additional Guidelines for Team and Written Events**

- All guidelines above are required (except those designated for Individual Series, Principles, VA Only, and Team Decision Making Events)
- All Team Events and Written Events MUST be recorded using a virtual meeting platform (Zoom, Microsoft Teams, Google Meet, Go ToMeeting, etc.) that allows for recording all members of the team. This applies to students who are competing as an individual in a written event.
- **Students may **NOT** record in person together**
- All members of the team must **ALWAYS** be visible
- Written Event presentations and Prepared Events (PSE, HTPS, FCE) may utilize a PowerPoint or slide deck during the presentation. To achieve this, students may elect to share their screen during their presentation.
Officer Elections

All State Officer Applicants should reference the new Chapter Management Guide – Section H for updated application and campaign information.

Voting Delegates: VA DECA will request from advisors the names and email addresses of their voting delegates based on the allocation for this year. This information is due to Donna Dail, dail.vadeca@gmail.com by Feb. 15, 2021 at 5:00PM. Voting delegate emails must be an address that is able to accept email from outside your school division.

The voting delegates will each receive a secure, personalized link to cast their vote during the Business Session time frame on Saturday March 6, 2021 (see conference agenda).

Because of the nature of online voting, no substitutions of voting delegates may take place after Feb. 15. Delegates receive one vote. If you have more than one vote you need to designate a delegate for each vote your chapter has.

Chapter Voting Delegate Allocations:
- Chapter membership 1 – 99: 1 delegate
- Chapter membership 100 – 199: 2 delegates
- Chapter membership 200 +: 3 delegates

Scholarship Interviews

Scholarship interviews will be conducted on Friday afternoon March 5.

Students will be scheduled using a doodle form. Link to the form will be sent to scholarship finalists.

The interview will be conducted in a live Zoom session and will NOT be recorded.

Scholarship candidates will need access to internet, camera and microphone for interview session.

Annual Report

The submission of the Annual Report will be online. Reports are submitted online: https://www.decaregistration.com/va-16

Detailed submission instructions can be found in the Chapter Management Guide, Section D.

Awards for Annual Report will NOT be life-size be trophies. As a result of shipping awards to chapters, the large trophies will be replaced with an alternate award.
Academies

State Leadership Development Academy (SLDA)
SLDA participants will have the opportunity to participate in both Live sessions and all conference platform content. Leadership Academy sessions will begin on Wednesday evening and conclude Saturday afternoon.

Your SLDA participant(s) can also act as your voting delegate(s) for the election session.

All competitors are welcome and encouraged to join leadership sessions on Wednesday, Thursday, and Friday afternoon.

Saturday leadership session is limited to those participants registered for SLDA.

All times, locations and descriptions will be available prior to SLC for your planning purposes.

Each chapter can register up to 10 students for SLDA.

School Based Enterprise Academy
We will not have an academy this year for SBE.

We will have competitive event for both certified and exploring chapters. See event guidelines for both posted at vadeca.org.

Individual Mini Grants
Students may apply for individual mini grants to help with the cost of SLC registration. Link to application form: Mini Grant Application

This grant is for individual student needs. Chapter grants will not be given for 2020-21. All responses to questions should be based on the individual student need NOT information about the chapter.

40 grants will be awarded. The total amount of each grant will be equal to the cost of SLC Registration.
**ICDC Eligibility**

Competitors must make a minimum of competency level to move on to ICDC. 65% in each component of the event.

Top 9 per event advance in the following events:
- Principles events, Individual Series Events, Team Decision Making Events
Top 8 per event advance in the following events:
- Operations Research, Project Management Events, Entrepreneurship Events, Integrated Marketing Campaigns, Professional Selling Events

1st place in VA Only Events will be invited to attend Ignite academy at ICDC

**ICDC SPECIAL PERMISSION SLOTS** - THESE SLOTS WILL BE FILLED BASED ON PARTICIPATION AT SLC AND ADVISOR RECOMMENDATION.

Voting Delegate – these slots are filled by current and incoming state officer teams

Ignite — recommended for first and second year DECA members.
Elevate — recommended for upcoming chapter leaders and officers.
Aspire — limited to graduating seniors.

Each chapter can request up to five special permission slots for ICDC. Primary Advisor will be notified of slots awarded by VA DECA office. Once notified of slots, it is the advisor’s responsibility to notify the VA DECA Office of any un-used spots.

Special Permission Slots will be awarded based on the following order:

1. VA Only 1st place winners
2. Chapters who do not have competitors advancing from SLC to ICDC and/or have not earned Thrive slots (in other words - only ICDC participants would be special permission slots)
3. Chapters needing to fill 1 or 2 rooms (housing should be completed in registration to determine need in this category)
4. All other requests

Timeline of Slots Released:
- Applications taken 3/7 - 3/8
- 1st Round of Slots go to chapters 3/9 (based on above criteria)
- Chapter must confirm 1st round slots by 3/10
- 2nd Round of Slots go to chapters 3/11
- Chapter must confirm 2nd round slots by 3/12
CHAPTER ADVISOR STEP-BY-STEP INSTRUCTIONS FOR REGISTRATION SITE
https://www.decaregistration.com/VA/Main.asp

The registration window is Jan 4 – Jan 29, 2021.

1. Log In – Your log in is your Chapter ID# and password that you set. Donna can help you with password if you have forgotten it – email dail.vadeca@gmail.com. Each chapter has one log in.

2. Add Conference participants
   a. Notice the primary advisor has already been added.
   b. ADD Students and Advisors - Select student to add to your registration from the membership list (see figure). Be sure to select t-shirt size and participant type. VA DECA WILL DO ITS VERY BEST TO HONOR YOUR T-SHIRT SIZE REQUEST BUT CANNOT GUARANTEE EXACT SIZES

DO NOT change the Chapter Name!!! Please leave this as it is!!!!
This is your school name and should be exactly like it appears – do NOT alter this.

You will need to enter field for change your password and confirm your password.
You may use the same password as previously – that is up to you.

You will have to answer the two questions at the bottom:
1. What day will your chapter be testing (Feb. 16 or Feb. 17)?
2. What time will you be testing on the above day(s)?

Be sure to save at the bottom of the page when finished.
3. Adding Items to student registration
   a. Select Items for participants that wish to add the following items:
      i. Donation to VA DECA Foundation
      ii. Alumni Dues – this will be for 2021-22. This is a discounted rate of $10.00. It does NOT include a t-shirt this year. Alumni members will be added to your roster next year. THIS IS A BENEFIT YOU CAN OFFER YOUR SENIOR MEMBERS

4. After saving your selected students you will need to edit and select events for each participant.

   a. For all team events you must designate one member of the team as the Team Captain. This will be the person with access to uploading the presentation video.
5. Finish Registration

![Image of Finish Registration process]

You must check the box to agree to payment information. Then click Finish Registration.

Notes about Registration:

- You may make any changes you need to your registration up until it closes at 11:59PM on Jan. 29, 2021.
- Please be sure to review and confirm all students are in the correct events and that your teams are correctly identified.
- Once registration closes all payments are due. Only partial refunds are available at that time.
- Requests for partial refunds may be made to Donna Dail until Feb. 8. A partial refund for students is $20.00.
- After Feb. 8 all registration is final, and no refunds will be granted.
- Written event competitors that fail to submit the written paper, will be moved to a leadership academy slot.
CHAPTER ADVISOR STEP-BY-STEP INSTRUCTIONS FOR TESTING SITE

Proctor Site to obtain testing tickets: [https://answerwrite.com/Proctor/Login.aspx](https://answerwrite.com/Proctor/Login.aspx)

Proctor Site will be open beginning Feb. 12, 2021. Each chapter shares ONE proctor log in. The proctor name is the name of your school.

**Your User Name** is the same as you used for DLC testing with a 1 added in front.

For Example: If your DLC user name was: HighSchool your SLC testing user name will be: 1HighSchool

**Your password:** decastate

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You may select either PDF or CSV file for your test tickets.

- If you select PDF you can check the box for Page Break By Student to make distribution of tickets easier by email
- If you select CSV you can download the csv and use it to create a mail merge to distribute the tickets

Options for distributing your test tickets:

- Create your test tickets by PDF file – select page break by student and separate the document to email each student individually
- Download csv file from proctor site and send mail merge email to students For help creating mail merge using Outlook: [YouTube Video - How to create a mail merge email](https://www.youtube.com/watch?v=example)
- Download csv file from proctor site and create a document merge for each student that contains their login, password and URL of test site For help creating mail merge letter: [YouTube Video - How to create a mail merge letter](https://www.youtube.com/watch?v=example)

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DO NOT DISTRIBUTE ENTIRE DOCUMENT TO ALL STUDENTS – EACH STUDENT MUST ONLY RECEIVE THEIR INDIVIDUAL LOGIN AND PASSWORD!
Student Testing: [https://www.answerwrite.com/deca/va](https://www.answerwrite.com/deca/va)

Testing opens Feb. 16 and Feb. 17 - 7:00AM – 9:00PM ONLY.

You determine when students from your chapter will test.
- This should be a 2-3 hour time frame on either of the days (or both if you need that).
- Please be sure ALL students test during this window. They need to make plans and make arrangements now for the testing window you designate.
- Please be sure that there is an advisor available for students should they have testing issues.

Testing Notes:
1. If a student’s test submits, Donna must do the test reset. Email or call for assistance
2. If a student simply makes an error logging in or cannot get into the test, the advisor should be able to reset the password. **TRY THIS FIRST!** Instructions are below for a simple password reset.

How to Reset a Password for a Student (If the test has not been started):

Passwords are only good for one attempt by students. If they need a reset, follow the instructions below.
- While logged in the proctor site, locate the student that you want to reset the password for (use last name or ID#)
- Click the “PW” link located beside the Student Name
- Make note of the new password to send to student
- Click on the “Back to List” link
CHAPTER ADVISOR STEP-BY-STEP INSTRUCTIONS FOR WRITTEN EVENT SUBMISSION SITE

Have your students give you a PDF version of their paper that is no larger than 11.9 MB (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. You can also print the document and scan it as a PDF file.

1. Logon to: http://judgespro.registermychapter.com/org/jpva-scdc/conf/scdc and the following screen will show up.

3. Use your membership/registration login credentials. Once you have entered your User Name and password you will click the blue “login” button.

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. Select from the dropdown menu titled “Event” which event type the event is (Business Solutions Project, Business Operations Finance etc.).

Type the title of the project or business in the box marked “Title of Project/Business Name.”

**The Title MUST be the “event acronym – title of project or business name”**. The example shown is PMBS (the acronym for Business Solutions Project) then the project title. If this is over a company, like in the Entrepreneurship or Operations Research events, then the company name may be more appropriate.

PLEASE use this same title as the name of the saved document you will upload

ALL DOCS uploaded should be named the same as this Title of Project (see example below)

PMBS – Pink Out with VA DECA or SEOR – Richmond Flying Squirrels
6. Attach the corresponding project. (Please use a PDF file, without a Statement of Assurance, no larger than 11.9 MB). Upload project and click the blue "add attachment" button.

If you accidently attach the wrong project you can delete it by clicking on the red "Delete" button. If you submitted the project with the wrong attachment, you must notify Donna Dail at dail.vadeca@gmail.com.

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

At this time, you can either Submit the project or Save it for later. Once you submit a project, it can only be deleted by an admin – you will have to call Donna Dail do to this.
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).

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/white (depending on browser).

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 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. You will be automatically directed back to your main page.

Once all projects for your chapter have been “signed” they will appear in green or blue (depending on your browser) and the button that you clicked to sign the projects is no longer an option.

Confirm that the projects submitted are in the correct events, and that there are no duplicates impacting your numbers. At this point you are done!

What is next?

- No changes can be made after Feb. 8, 2021
- To make changes prior to the deadline you must email Donna Dail