



# WRITTEN EVENT SUBMISSION

## MONTANA STUDENT INSTRUCTIONS

- The submission window will open at 8:00am MST on **January 6, 2025**.
- Written Entries must be submitted by 11:59pm MST on **January 10, 2025**.
- Please allow ample time for your chapter advisor to login and verify your entry after you upload and submit.

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| <b>1</b><br><b>Login</b>   | The team captain should go to: <a href="http://www.mtdeca.org/scdc">www.mtdeca.org/scdc</a> <ul style="list-style-type: none"><li>• Click on “Written Project Upload”</li><li>• Login using your username (DECA Member ID) and password: 2025SCDCMontana</li><li>• The team captain is the only participant who can upload projects.</li></ul>  |
| <b>2</b><br><b>Verify &amp; Entry</b>                            | Verify that the <b>Event</b> and <b>Team Member Names</b> are correct. If the information is not accurate, contact your chapter advisor before uploading the written entry. If you are part of a team, you will see your participants and team number.  |
| <b>3</b><br><b>Make sure your files are named appropriately.</b> | <b>Two separate files</b> should be uploaded as <b>PDF files</b> . Files cannot exceed 30MB. <ul style="list-style-type: none"><li>• <b>File 1 (SA):</b> The <b>Written Statement of Assurances</b> signed (typed signatures will not be accepted) by all team members and the DECA Chapter Advisor.</li><li>• <b>File 2 (WE):</b> The <b>Written Entry</b>, including the title page and executive summary.</li><li>• Please use the following format to name your files:<ul style="list-style-type: none"><li>○ Event Acronym_Chapter_Last Names of Participants In Alphabetical Order_File (Above).</li><li>○ For Example:<ul style="list-style-type: none"><li>▪ For File 1: BMOR_Gallatin_Smith_Thomas_Young_SA.pdf</li><li>▪ For File 2: BMOR_Gallatin_Smith_Thimas_Young_WE.pdf</li></ul></li></ul></li><li>• <b>If the written project was created using Canva, you must download is as a .PDF fil, size 8.5 x 11 inches.</b></li></ul> |
| <b>4</b><br><b>Upload your files.</b>                            | <ul style="list-style-type: none"><li>• Click on the blue “<b>Upload Files</b>” button.</li><li>• Click on the blue “<b>Click Here to Upload a New File</b>” button.</li><li>• Select the file (PDF only) and click the “<b>Open</b>” button. Files cannot exceed 30 MB.</li><li>• To delete of change the file uploaded, click the “<b>Delete</b>” button to the right of the file name and repeat the upload process.</li></ul>   |
| <b>5</b><br><b>Submit your files.</b>                            | <ul style="list-style-type: none"><li>• Click the “<b>Finished</b>” button when finished.</li><li>• Confirm you have finished by clicking the blue “<b>Confirm</b>” button on the pop-up.</li></ul>   |
| <b>6</b><br><b>Log Out.</b>                                      | <ul style="list-style-type: none"><li>• You’ve successfully uploaded your written entry and can now clock on “<b>Log Out.</b>”</li><li>• Notify your DECA advisor that it is uploaded and waiting their approval.</li><li>• Thank your DECA advisor for their support and guidance this year!</li></ul>   |

If you have questions, or need assistance, please contact your DECA Chapter Advisor.



# CHAPTER ADVISOR INSTRUCTIONS

## MONTANA WRITTEN PROJECT UPLOADS

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|---|--|
| <b>1</b><br>Login   | The Chapter Advisor should go to: <a href="https://judgepro.registermychapter.com/org/jpmt-scdc/conf/jpmt-scdc">https://judgepro.registermychapter.com/org/jpmt-scdc/conf/jpmt-scdc</a> <ul style="list-style-type: none"><li>• Use your membership credentials to login.</li></ul>  |
| <b>2</b><br>Verify your chapter's registration and written entries. | <ul style="list-style-type: none"><li>• Click the blue <b>"Projects"</b> button.</li><li>• Projects that need to be reviewed and approved will be highlighted in red.</li><li>• Click the blue <b>"Approve"</b> button to approve the project or click the red <b>"Approve All Projects"</b> button to approve all at once.</li><li>• The advisor must agree to the Statement of Approval of Student Submission(s) by checking the box next to <b>I Agree</b> and then click <b>"Confirm."</b></li><li>• Approved projects will be highlighted in green.</li></ul> |
| <b>3</b><br>Log Out.  | <ul style="list-style-type: none"><li>• <b>You've successfully completed the verification and can now click on "Log Out."</b></li></ul>  |