



WRITTEN EVENT SUBMISSION

MONTANA STUDENT INSTRUCTIONS

- The submission window will open at 8:00am MST on **January 5, 2026**
- Written Entries must be submitted by 11:59pm MST on **January 9, 2026**
- Please allow ample time for your chapter advisor to login and verify your entry after you upload and submit.

1 Login

The team captain should go to: www.mtdeca.org/scdc

- Click on “Written Project Upload”
- Login using your username (DECA Member ID) and password: **TakeFlight2026**
- The team captain is the only participant who can upload projects.

2 Verify & Entry

Verify that the **Event** and **Team Member Names** 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.

3 Make sure your files are named appropriately.

Two separate files should be uploaded as **PDF files**. Files cannot exceed 30MB.

- **File 1 (SA):** The **Written Statement of Assurances** signed (typed signatures will not be accepted) by all team members and the DECA Chapter Advisor.
- **File 2 (WE):** The **Written Entry**, including the title page and executive summary.
- Please use the following format to name your files:
 - Event Acronym_Chapter_Last Names of Participants In Alphabetical Order_File (Above).
 - For Example:
 - For File 1:
BMOR_Gallatin_Smith_Thomas_Young_SA.pdf
 - For File 2:
BMOR_Gallatin_Smith_Thimas_Young_WE.pdf
- **If the written project was created using Canva, you must download is as a .PDF fil, size 8.5 x 11 inches.**

4 Upload your files.

- Click on the blue “**Upload Files**” button.
- Click on the blue “**Click Here to Upload a New File**” button.
- Select the file (PDF only) and click the “**Open**” button. Files cannot exceed 30 MB.

5
Submit your files.

- To delete or change the file uploaded, click the “**Delete**” button to the right of the file name and repeat the upload process.

6
Log Out.

- Click the “**Finished**” button when finished.
- Confirm you have finished by clicking the blue “**Confirm**” button on the pop-up.

- You’ve successfully uploaded your written entry and can now click on “**Log Out.**”
- Notify your DECA advisor that it is uploaded and waiting their approval.
- Thank your DECA advisor for their support and guidance this year!

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



CHAPTER ADVISOR INSTRUCTIONS

MONTANA WRITTEN PROJECT UPLOADS

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