

## Delaware Competitive Events Pre-Submission Guidelines

1. Go to <http://www.bpa.org/submit>.
2. With the “Conference You Are Submitting For” drop-down box, choose “Delaware.”
3. Click “Choose National/State/Region.”
4. Type in your Member ID (in the form XX-XXXX-XXXX).
5. Choose your event/program from the “Event” drop down list. If your event doesn’t appear, it is not currently open for submissions.
6. Choose your division.
7. Click “Proceed to Event Submission.”
8. Type in your name/e-mail (for reference purposes).
9. Click “Browse…” to find the first file to upload on your hard drive.
10. To add more files, use the “Add” button.
11. Click “Submit.” You will see a progress bar tracking the progress of your file uploads. When it is done, you will see a confirmation screen, will get a confirmation number, and will get an e-mail confirming your submission.