

## Delaware Competitive Events Pre-Submission Guidelines

1. Go to <http://www.bpa.org/submit>.
2. Students must log into system (upper right hand corner of the screen)
  - UN/ID: Contestant ID (example: 20-0125-0001)
  - Password: Set by Local Advisor
3. With the “Conference You Are Submitting For” drop-down box, choose “Delaware.”
4. Choose your event/program from the “Event” drop down list. If your event doesn’t appear, it is not currently open for submissions.
5. Choose your division.
6. Type in your Member Name
7. Type in your Member ID (in the form XX-XXXX-XXXX).
8. Type in your 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.