

Business Professionals of America Submitting Document Guidelines

Attachment B-2



COMPETITIVE EVENT AND BPA CARES SUBMISSION SYSTEM

For use with pre-submission materials for BPA conferences who opt into the system (including NLC) and for individual BPA Cares awards.

NEW: If you are having problems, [visit our Frequently Asked Questions page](#). If those answers do not help, you can e-mail for help at presubmit@bpa.org. Please allow up to 24 hours for a response.

Important Note: Due to server limits, we have had to cap file size limits to 100 megabytes. If a video or other file is too large for this limit, upload it to a video streaming site such as [SchoolTube](#), [YouTube](#) or [Vimeo](#) and then instead of submitting a video on this site, submit a text file with the URL where the video can be downloaded or viewed by the judge.

In order to submit documents, you must first log into BPA.org at the top right of this page.

For competitive events, you must log in using the student member's ID (in the form XX-XXXX-XXXX) and password. For team events, use the advisor's ID and password who is on the team.

If you are submitting for a non-student award (such as Advisor of the Year or Hall of Fame) and you are not a student, you must still log in using your advisor's ID and password if you do not have a username.

[Click here for help logging in.](#)

- ❖ Go to <http://www.bpa.org/submit>.
- ❖ 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
- ❖ *Log into submission system

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When submitting documents with the following username/member ID: **20-0021-0001**.

Due to server limits, we have had to cap file size limits to 100 megabytes. If a video or other file is too large for this limit, upload it to a site such as [Dropbox](#) or [Vimeo](#) and then instead of submitting a video on this site, submit a text file with the URL where the video can be downloaded or viewed by the judge.

- ❖ With the "Conference You Are Submitting For" drop-down box, choose "Delaware."

STEP 1: CHOOSE THE CONFERENCE YOU ARE SUBMITTING FOR.

[CLICK HERE IF YOU ARE SUBMITTING FOR AN NLC CONTEST OR A NATIONAL AWARD.](#)

OTHERWISE, CHOOSE YOUR STATE OR REGIONAL CONFERENCE BELOW.

Use the drop-down menu below to choose the conference you are submitting for. If you are submitting to compete at a regional conference, choose that region, such as "Ohio Region 2." If you are submitting to compete at your state conference, choose your state, such as "Ohio."

Choose the CONFERENCE you are submitting documents for... ▾

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NEW: If you are having problems, [visit our Frequently Asked Questions page](#). If those answers do not help, you can e-mail for help at presubmit@bpa.org. Please allow up to 24 hours for a response.

You are submitting documents with the following username/member ID: **20-0021-0001**. The documents submitted will count only for the **Texas 1-1 conference**.

Important Note: Due to server limits, we have had to cap file size limits to 100 megabytes. If a video or other file is too large for this limit, upload or [MediaFire](#). OR upload it to a video streaming site such as [SchoolTube](#), [YouTube](#) or [Vimeo](#), and then instead of submitting a video on this site, where the video can be downloaded or viewed by the judge.

❖ Choose your event/program from the “Event” drop down list. If your event doesn’t appear, it is not currently open for submissions.

STEP 2: CHOOSE THE EVENT YOU ARE SUBMITTING FOR.

Choose the event or award you are submitting documents for below.

If the event or award you are submitting for is not present, it is not currently open for submission, either because it is too early or the deadline has passed.

Choose the event or award you are submitting documents for...
 Choose the event or award you are submitting documents for...
 Administrative Support Research Project - Individual
 Advanced Interview Skills
 Digital Media Production
 Economic Research Project - Individual
 Economic Research Project - Team
 Entrepreneurship
 Graphic Design Promotion
 Global Marketing Team
 Interview Skills
 Mobile Applications
 Prepared Speech
 Video Production Team
 Web Site Design Team

- ❖ Choose your division.
- ❖ Type in your Member Name
- ❖ Type in your Member ID (in the form XX-XXXX-XXXX).
- ❖ Type in your e-mail (for reference purposes).
- ❖ Click “Browse...” to find the first file to upload on your hard drive.
- ❖ To add more files, use the “Add” button.
- ❖ 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.

STEP 3: UPLOAD NECESSARY DOCUMENTS FOR THIS EVENT.

Attach a document below via the “browse” button. Use the “add” button if you need to upload more than one document. Click “Upload Documents” when ALL documents you are submitting have been entered.

Your Division (Middle Level, Secondary or Post-secondary):

Your Name:

E-mail (where you will get your upload confirmation):

Double-check that you've chosen the correct files before submitting. Nothing is saved until you click submit. You will get a confirmation e-mail, code and page after submitting. **Large files will take several minutes. Only click submit once.**

[Click here to start over.](#)