Pre-submission Admin Detailed Instructions

# Getting Started

How to log into the system as an administrator:

1. Go to BPA.org and log in using your Membership Registration System username and password in the top right.
2. Go to <http://www.bpa.org/presubmitadmin> or click the “Pre-submit Admin” link that is in the top right after you log in. (If this link is not there, you have not been set up as an administrator correctly. E-mail me at jstieg@bpa.org to get this resolved.)
3. After going to the Pre-submit Admin page, there should be a sentence that says “[insert your region/state here] Event Links.” Ensure this is your state/region. If not, your username has not been set up correctly.

# Adding Events

You MUST add all pre-submissions events to your conference in the system yourself. They are not added automatically.

1. From the main Pre-submit Admin page (you can always get here by clicking “Pre-submit Admin” in the top right corner of the page while logged in), click the link that says “Click here to add an event.”
2. On the new page, choose the event you’d like to add from the drop down menu.
3. Choose which divisions are involved in the event via the checkboxes.
4. If you’d like to open the event for submission immediately (see below), check the “Open for submissions” checkbox.
5. Click “add event” to finish adding the event.
6. The event will now show up on the main Pre-submit Admin page.

# Opening and Closing Events for Submission

You have control over each event’s submission time window. While the event is “open,” students can choose the event when submitting and can upload documents for it. While it is closed, students will not see that event in the dropdown list when they go to submit documents and will not be able to submit documents.

From the main Pre-submit Admin page, you can see whether each event is open for submission in the event table. If it says “Currently Closed” it’s closed, and if it says “Currently Open for Submissions” it is open. You can click the link under that text to change an event from closed to open or vice versa.

There are no automatic functions for opening and closing events. You must open the events for members to be able to submit documents, and you MUST close the event yourself when your deadline comes.

It is especially important to close your events after your deadline so that students cannot accidentally submit to your conference when they are trying to submit to a state/national conference.

# Instructions to send your members for submission

1. Log into BPA.org from any page, using the username/password login in the top right corner of the page.
2. Go to <http://www.bpa.org/submit>
3. Choose the conference you are submitting for (put your state/region here) with the dropdown menu.
4. When the page reloads, choose the event you are submitting for with the dropdown menu.
5. Choose your division via the drop down menu.
6. Enter your email (for submission confirmation).
7. Use the “browse” button to find your first file to upload.
8. If you have more files to upload, use the “add” button and then the new “browse” button that appears.
9. Click “submit.” Do NOT click twice. If you are uploading large files, it will take a few minutes.
10. You will get a confirmation screen and a confirmation e-mail.

# Adding and managing judge accounts

You must create a user account for each judge that will be judging the pre-submission documents. Here’s how.

1. From the main Pre-submission Admin page, click the “Add, edit or manage or delete judges for your conference “ link.
2. Click the “Create a new judge user account” link.
3. Enter a username (whatever you want, letters and numbers only, no spaces). *Note that the system will automatically add “judge\_” to the beginning of any username you create.*
4. E-mail is not required.
5. Make up a password for the judge and enter that.
6. Click “save new user.”
7. Click “click here to return to user links.”
8. Click the “edit” link for the newly created judge.
9. To add an event for the judge, click the event from the left column and then click “add event.”
10. DON’T FORGET to click “save user info.”

# Instructions to send your judges

Send each judge their username and password. (You can find these from the main judges links page. Note that every judge account will have “judge\_” at the beginning of it.) Also send them these instructions.

1. Go to <http://www.bpa.org/judge>
2. Log into the site in the top right corner of the page.
3. A list of links, one for each event you are assigned to judge, will appear. Click an event to start judging entries.
4. Click the “download the Guidelines for this event” link that appears to review the guidelines for the event before evaluating entries.
5. For each entry in the list, use the document links to review their submitted documents.
6. For each entry in the list, use the “begin rating” link to evaluate the entry. When you finish, click “Save Evaluation.”
7. Once you have finished all judging all entries and events assigned to you, let your conference administrator know.

# Other Notes

Be aware that you can edit or delete entries, view scores, etc., in the system.