

State Leadership Conference Pre-Judged Contest Submissions

Deadline: March 2, 2012

1. All pre-judged events must be submitted electronically.
2. The sites below contain instructions for uploading files for specific events.
3. Contestants must be registered and have their membership ID in order to upload files.
4. Upload only the files listed below. Other required materials will be submitted at SLC.
5. Fill-in forms that need to be uploaded with the contest materials are available on Ohio BPA www.ohiopa.org and National BPA www.bpa.org sites. Handwritten Entry Forms are not acceptable.
6. Step-by-step instructions for uploading entries are on the second page of this document.

Student's BPA membership number **must be used as the Contestant Number.**

Administrative Support Research Project—Individual (31)	www.bpa.org/contests/adminsupport <ul style="list-style-type: none"> • Research paper • Individual Entry Form
Interview Skills (64) Advanced Interview Skills (65)	Interview: www.bpa.org/contests/intskills Advanced: www.bpa.org/contests/admintskills <ul style="list-style-type: none"> • Application form • Cover letter • Resume
Economic Research Project—Individual (10) Economic Research Project—Team (11)	Individual: www.bpa.org/contests/econresind Team: www.bpa.org/contests/econresteam <ul style="list-style-type: none"> • Research Paper • Individual or Team Entry Form
Entrepreneurship (61)	www.bpa.org/contests/entrepreneurship <ul style="list-style-type: none"> • Business Plan • Individual Entry Form
Global Marketing Team (60)	www.bpa.org/contests/globalmarketing <ul style="list-style-type: none"> • Marketing Plan • Team Entry Form
Graphic Design Promotion (63)	www.bpa.org/contests/gdp <ul style="list-style-type: none"> • Flyer, logo, and Individual Entry Form
Web Application Team (54)	www.bpa.org/contests/webapp <ul style="list-style-type: none"> • Team Entry Form • Written description of application (pdf file) • Source code (as zipped root folder) • Release Form(s) for any person(s) in production
Web Site Design Team (55)	www.bpa.org/contests/webdesign <ul style="list-style-type: none"> • Documentation Form • Website URL • Release Form(s) for any person(s) in production

Instructions for Uploading files for Prejudging

1. Go to <http://www.bpa.org/submit> or <http://www.bpa.org/contests> --they go to the same place. Either one works.
2. From the **Conference You Are Submitting For** drop-down box, choose **Ohio**. Do not select your region event though it might be listed. You are submitting for Ohio SLC, not for your region.

BPA Online Submission For WSAP and BPA Cares

To submit documents in advance for a WSAP competition, choose your region below. If you choose the region, not the state. For the National Leadership Conference, choose "National Leadership Conference".

Not all States/Regions use this system to submit documents. Use this system only for either here by your Regional/State conference administrator.

IMPORTANT: When choosing region/state/national below, choose the region/state conference you are submitting for. For a state contest, choose the state. For a national contest, choose the national conference.

Conference You Are Submitting For:

Click *Choose National/State/Region*.

4. Key your complete Member ID in the following format (XX-XXXX-XXXX).
5. Choose **Secondary** as your division.

BPA Online Submission For WSAP and BPA Cares

Conference You Are Submitting For:

Member ID (For team events, use the member ID of any one member of your team): 06-0644-0010
(If you are submitting a Hall of Fame nomination, a reference for a scholarship, or other nomination-related award, use the member ID of the nominee.)

Event:

Division:

Middle Level

Secondary (High School)

Associate

Post-secondary

6. From the **Event** drop down list, choose your event.

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File Submission

Information Membership Compete NLC Service Resources The Wire

BPA Online Submission For WSAP and BPA Cares

Conference You Are Submitting For: Ohio

Member ID (For team events, use the member ID of any one member of your team):

(If you are submitting a Hall of Fame nomination, a reference for a scholarship, or other nomination-related award, simply enter your name above.)

Event: Administrative Support Research Project - Individual

Division: Administrative Support Research Project - Individual

Advanced Interview Skills

Economic Research Project - Individual

Economic Research Project - Team

Entrepreneurship Exploration Award

Graphic Design Promotion (S/PS)

Interview Skills

Proceed to Event Submission

7. Click *Proceed to Event Submission*.

8. Type in your **name** and **e-mail**. Your name and e-mail are for references purposes only. The technical judge will see only your membership number. .

BUSINESS OF AMERICA File Submission

Information Membership Compete NLC Service

BPA Online Submission For WSAP and BPA Cares

Currently submitting documents with the following information:

Conference You Are Submitting For: Ohio

Member ID (For team events, use the member ID of any one member of your team): 06-0644-0010

(If you are submitting a Hall of Fame nomination, a reference for a scholarship, or other nomination-related award, simply enter your name above.)

Event: Administrative Support Research Project - Individual

Division: Secondary

Your Name(s):

If this is for a team and there is more than 1 team from your district, please list all team members.

Your E-mail Address: Used to send an e-mail confirming your submission.

Files to Submit

Browse... Remove

Add

Use the browse button to find the file you need. If you have multiple files to upload, use the "add" button to add each file.

Submit

9. Click **Browse...** to locate the first file to upload from your hard computer.
1. use the **Add** button to upload the next file, etc. . Be sure to upload the required documentation listed on the previous page as well as your contest file.
 2. Click **Submit**. A progress bar will display the progress of your file uploads. When the upload is complete, a confirmation screen will appear. You may want to print that screen showing your confirmation number. You will also receive an e-mail confirming your submission.

Note: Maximum file size is 30MB.

Contact Joe Ellis at jellis@bpa.org/614-895-7277 x304 if you need help.