DECA

ICDC PREPARED ENTRY SUBMISSION

Business Services Operations Research **BOR**
Buying and Merchandising Operations Research **BMOR**
Finance Operations Research **FOR**
Hospitality and Tourism Operations Research **HTOR**
Sports and Entertainment Marketing Operations Research **SEOR**

Business Solutions Project **PMBS**
Career Development Project **PMCD**
Community Awareness Project **PMCA**
Community Giving Project **PMCG**
Financial Literacy Project **PMFL**
Sales Project **PMSP**

Innovation Plan **EIP**
Start–Up Business Plan **ESB**
Independent Business Plan **EIB**
International Business Plan **IBP**
Business Growth Plan **EBG**
Franchise Business Plan **EFB**

Integrated Marketing Campaign-Event **IMCE**
Integrated Marketing Campaign-Product **IMCP**
Integrated Marketing Campaign-Service **IMCS**

Stock Market Game **SMG**

PREPARED ENTRY SUBMISSION
STUDENT INSTRUCTIONS

- The submission window will open at 10:00 a.m. ET on **Wednesday, March 25, 2026**.
- Prepared entries must be submitted by 11:59 pm of your respective time zone on **Wednesday, April 8, 2026.**
- Please allow ample time for your chapter advisor to login and verify your entry after you upload and submit it.

1 **Registration.**	**All prepared event participants (except IMCE, IMCP and IMCS) must** complete the student ICDC registration survey. ■ U.S. Association: **Click Here** and International Association: **Click Here** ■ Complete the ICDC registration survey before moving to the next step. Take a screen shot or photo to show your advisor.
2 **Log in.**	The **team captain** should go to: **deca.org/preparedupload** ■ Login using your username (DECA Member ID) and password: 2026ICDCProjects ■ **The team captain is the only participant who can upload projects.**
3 **Verify your entry.**	Verify that the **Event** and **Team Member Names** are correct. If the information is not accurate, contact your chapter advisor before uploading your prepared event entry. If you are part of a team, you will see your team participants and team number.

4
Make sure your files are named appropriately.
	Two separate files should be uploaded as **PDF files**. Files cannot exceed 50 MB.
	■ **File 1 (SA):** The **Statement of Assurances** signed (typed signatures will NOT be accepted) by all team members and the DECA chapter advisor.
	■ **File 2 (PE):** The **prepared event entry**, which would be either the prepared event entry: 20-page written entry (including title page and executive summary) or 20-slide pitch deck (converted to a PDF).
	■ Please use the following format to name your files:
	    ○ Event Acronym_Association Abbreviation_Last Names of Participants In Alphabetical Order_File (above)
	    ○ For example:
	        ■ For File 1: BMOR_TX_Smith_Thomas_Young_SA.pdf
	        ■ For File 2: BMOR_TX_Smith_Thomas_Young_PE.pdf
	■ **If the prepared project was created using Adobe Express or Canva, you must download it as a "PDF".**

5 **Upload your files.**	■ Click on the blue "**Upload Files**" button. ■ Click on the blue "**Click Here to Upload a New File**" button. ■ Select the file (PDF only) and click the "**Open**" button. Files cannot exceed 50 MB. ■ To delete or change the file uploaded, click the "**Delete**" button to the right of the file name and repeat the upload process.
6 **Submit your files.**	■ Click the blue "**Finished**" button when finished. ■ Confirm you have finished by clicking the blue "**Confirm**" button on the pop-up.

7 **Log out.**	■ You've successfully uploaded your prepared entry and can now click on "**Log Out**." ■ Notify your DECA advisor that it is uploaded and waiting their approval. ■ **Thank your DECA advisor** for their support and guidance this year!

If you have any questions or require assistance during your prepared entry upload, contact your **chapter advisor**.

CHAPTER ADVISOR INSTRUCTIONS

The submission window will open at 10:00 a.m. ET on **Wednesday, March 25, 2026**, and prepared entries must be submitted by 11:59 pm of your respective time zone on **Wednesday, April 8, 2026.**

1 **Log in.**	The Chapter Advisor should go to: **deca.org/advisorverify** ▪ Use your membership credentials to login.
2 **Verify your chapter's registration & prepared entries.**	▪ Verify all students have completed the student ICDC registration survey (this will replace the registration card previously completed onsite for prepared events). They were instructed to take a screen shot or photo of their survey. ▪ Click the blue "**Projects**" button. ▪ Projects that need to be reviewed and approved will be highlighted in red. ▪ Click the blue "**Approve**" button to approve the project or click the red "**Approve All Projects**" button to approve all at once. ▪ The advisor must agree to the Statement of Approval of Student Submission(s) by checking the box next to **I Agree** and then click "**Confirm**." ▪ Approved projects will be highlighted in green.
3 **Log out.**	▪ You've successfully completed the verification and can now click on "**Log Out**."

If you have any questions or require assistance during the prepared entry upload, contact debbie@deca.org.