COLLEGIATE DECA

PREPARED BUSINESS PRESENTATION EVENTS

PREPARED BUSINESS PRESENTATION EVENT SUBMISSION
STUDENT INSTRUCTIONS

- The submission window will open at 10:00 a.m. ET on **Friday, March 13, 2026.**
- Written entries must be submitted by 11:59 pm of your respective time zone on **Monday, March 23, 2026.**

1 **Log in.**	The **team captain** should go to: **deca.org/preparedeventupload** - Login using your username (DECA Member ID) and password: 2026ICDCProjects - **The team captain is the only participant who can upload projects.**
2 **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 written entry. If you are part of a team, you will see your team participants and team number.

3 **Make sure your files are named appropriately.**	**Two separate files** should be uploaded as **PDF files**. Files cannot exceed **50 MB**. Files can be compressed to accommodate size requirements.
	- **File 1 (SA):** The **Written Statement of Assurances** signed (typed signatures will NOT be accepted) by all team members.
	- **File 2 (WE):** The **written entry**, including the title page and executive summary.
	- 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: BR_TX_Smith_Thomas_Young_SA.pdf
	        ▪ For File 2: BR_TX_Smith_Thomas_Young_WE.pdf
	- **If the written project was created using Adobe Express or Canva, you must download as "PDF Standard", size 8.5 x 11 inches.**

4 **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.
5 **Submit your files.**	- Click the blue "**Finished**" button when finished. - Confirm you have finished by clicking the blue "**Confirm**" button on the pop-up.
6 **Log out.**	- You've successfully uploaded your written entry and can now click on "**Log Out**."

If there are technical issues, contact Ed Trang at, ed@deca.org.

If you have any questions or require assistance during the written entry upload, contact Debbie Taylor at debbie@deca.org.

OPTIONAL CHAPTER ADVISOR REVIEW

Chapter advisors are not required to login to approve the submission as it is the sole responsibility of the member(s). However, if chapter advisors wish to monitor the submissions of their chapter's entries, chapter advisors are able to do so using the instructions below.

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1 **Log in.**	Chapter Advisors have the option to review their chapters uploaded projects. ▪ Go to: **deca.org/advisorview** ▪ Use your membership credentials to login.
2 **Review your chapter's written entries.**	▪ Click the blue "**Projects**" button. ▪ Projects that have been uploaded can be reviewed.
3 **Log out.**	▪ You've successfully completed the review and can now click on "**Log Out**."

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