◆DECA
WRITTEN EVENT SUBMISSION
COLORADO STUDENT INSTRUCTIONS

- **The submission window will open at 8:00am MST on January 7, 2026.**
- **Written Entries must be submitted by 4:30 pm MST on January 21, 2026.**

1 **Login**	The team captain should go to: **https://judgepro.registermychapter.com/org/scdc/conf/scdc/student#** • Click on "Written Project Upload" • Login using your participant ID and password: COdeca2026 • The team captain is the only participant who can upload projects.
2 **Verify & Entry**	Verify that the **Event** and **Team Member Names** are correct. If the information is not accurate, contact your chapter advisor before uploading the written entry. If you are part of a team, you will see your participants and team number.

3
 Make sure your files are named appropriately.
	Two separate files should be uploaded as **PDF files**. Files cannot exceed 50MB.
	 • **File 1 (SA):** The Written Statement of Assurances signed (typed signatures will not be accepted) by all team members and the DECA Chapter Advisor.
	 • **File 2 (WE):** The Written Entry, including the title page and executive summary.
	 • Please use the following format to name your files:
	    ○ Event Acronym_Chapter_Last Names of Participants In Alphabetical Order_File (Above).
	    ○ For Example:
	      ▪ For File 1: BMOR_Brighton_Smith_Thomas_Young_SA.pdf
	      ▪ For File 2: BMOR_Brighton_Smith_Thimas_Young_WE.pdf
	 • **If the written project was created using Canva, you must download as a .PDF file, 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 of 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 **"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 clock 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 questions, or need assistance, please contact your DECA Chapter Advisor.