

Competitive Event Procedures

Please be sure to carefully review this entire document. Failure to do so may lead to an ineligible submission.

All competition components must be submitted during the upload window (between 8:00 a.m. on Tuesday, January 12th and 5:00 p.m. on Thursday, January 14th). NO EXCEPTIONS.

Key Dates

- Series Role-Plays & Case Studies will be released at 8:00am on Tuesday, January 12th
- **Deadline to upload all presentations and manuals is Thursday, January 14th by 5:00pm.**
 - **NO EXCEPTIONS**
- Technical support is available January 12th -14th from 8:00am to 5:00pm

Online Competition Guidelines

- All competitors must be members of an official DECA chapter, meet all eligibility requirements for participation, and be submitted within DECA's Membership Portal.
- Competitive event selections and team pairings are now finalized based on Chapter registrations.
 - No additions, substitutions, or drops. In other words, the entry must match the registration.
 - No changes to events or teams can be made at this point.
- Competitors shall not meet in person to record their video submission. This is a 100% virtual event.
- Slides, illustrations, and graphics will be judged for clarity and content, not artistic value.
- Entries shall not include links to any external sources (e.g. links to videos, websites, articles, etc.). All content must be contained within the submission itself.
- Notecards are permissible, but scripted teleprompters, cue-cards, or other off-screen aids may not be used.
- **All competitors must appear on-camera for the duration of the recording.**
- Only the computer camera may be used. No other cameras may be used (e.g. DSLR, cellphone, camcorder, etc.)
- Do not provide your direct contact information (phone number, email, social media) at any time.
- **The recording shall be done in one-continuous-take**
 - The entry may not be an edited compilation of multiple takes
 - The focus is not on digital video production or editing, but rather strictly concept and content
- Only one submission can be done per presentation/manual and will be locked once submitted online.
 - For team events, only the Team Captain (selected by your Advisor) will be able to submit.
 - Team Captains cannot be changed to another team member
- **Please allow plenty of time for your upload to complete and submit your recording**
 - There will be no deadline extension due to slow, lost, or intermittent internet connections.
- See the next page for event-specific rules.
 - These are in addition to those outlined within the DECA Guide

Individual Series, Personal Finance, Principles, and Team Decision Making events

- Scenarios and Case Studies will be released at 8:00am on Tuesday, January 12th
- There is no written component to these events, and they consist solely of a pre-recorded presentation
- **Be mindful of your allowed presentation times.**
 - Individual, Principles, and Personal Finance = 10 minutes max
 - Team Decision Making = 15 minutes max
- **For these events, the only visual aids allowed will be those which can be created using the basic functions in either Microsoft Word or Google Docs which are restricted to typed text, basic shapes, and tables which can be shown on screen via the screen sharing feature in Zoom.**
 - Limited to the use of the color black only. No color.
 - Videos, graphs, images, imported items, templates, and designs are NOT allowed.
- **Failure to meet any of the items listed above may result in disqualification.**

Professional Selling events

- Scenarios and guidelines available through the current DECA Guide.
- There is no written component to these events, and they consist solely of a pre-recorded presentation
- Visuals are allowed per the DECA Guide, but they must be included in the presentation via screen share.
 - Separate uploads are not allowed
- You have a maximum of 15 minutes for your recorded presentation
- **Failure to meet any of the items listed above may result in disqualification.**

Business Operations, Project Management, Entrepreneurship, and Integrated Marketing events

- You have a maximum of 15 minutes for your recorded presentation
- **Your written project manual must be in a PDF format**
- The name of the file should be: <Event Acronym> - <School> - <Student Last Name(s)> - <Project Title>
 - Example: IMCP – Disney High – Martinez and Cheung – Adventure Deliveries
- Be mindful of your page limits and refer to the DECA Guide for specific outline
 - Business Operations and Project Management = 20 pages max
 - Integrated Marketing = 10 pages max
 - Entrepreneurship:
 - EFB, EIB, EBG, and IBP = 20 pages max
 - EIP and ESB = 10 pages max
- **The first page must be a signed [Statement Of Assurance](https://deca.org/wp-content/uploads/2020/06/HS_WrittenStatement.pdf) (deca.org/wp-content/uploads/2020/06/HS_WrittenStatement.pdf)**
 - This will not count towards your page allowance
 - Signatures must include Chapter Advisors and all members part of the project.
 - The completed form may be signed physically or through an online service of your choice.
 - One possible template option that can be digitally signed, is through [FormSwift](https://formswift.com/self-serve-recipient-builder?documentType=ct-v5JMS0oKm7SD43gToYRwxUkryVNzWKpt) (formswift.com/self-serve-recipient-builder?documentType=ct-v5JMS0oKm7SD43gToYRwxUkryVNzWKpt).
 - Once text fields are entered, the unique URL can be shared to all parties needing to sign
 - Save and merge the document as the first page of the project once all necessary signatures are complete
- **Failure to meet any of the items listed above may result in disqualification.**

Recording Instructions

All competitors will use Zoom to record their entry. As a reminder, this is not a live event, but Zoom provides the opportunity for teams of one to three to be in the same virtual room, screenshare, and record their entries. This guide contains detailed instructions that will walk you through each phase of the recording and submission process. Zoom is the only allowable tool for recording entries. Videos recorded outside of Zoom (e.g. using a video camera, cell phone camera, tablet camera, etc.) will not be accepted. This is to ensure a fair and equal playing field for all competitors.

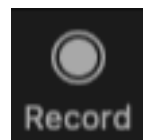
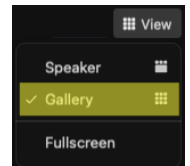
Account Creation

If you do not already have a Zoom account, below are instructions to sign-up for a free Zoom account:

- Only the team-member that will record and submit the entry needs to have a registered Zoom account
 - Additional team-members will only need to download the Zoom application
- Navigate to [Zoom Sign Up](https://zoom.us/join) (zoom.us/join)
- Enter your birthday
 - Must be at least 16 years-old to create an account. Work with your guardian, Advisor, or pair up with an individual who meets the age requirement if you do not meet Zoom's age requirement.
- Input your email
- Complete final steps and verify the email

Zoom Recording

- Launch the Zoom application on your computer and login to Zoom
 - Application can be [downloaded here](https://zoom.us/download) (zoom.us/download)
- The team-member that will record and submit the entry will start the session by clicking the orange “New Meeting” button.
- For team events (if you are competing as an individual skip to the next bullet point):
 - Click the icon in the top left corner of the Zoom window to get the Meeting Information and provide to the other team members.
 - Additional team members will then join the meeting using the meeting information.
 - Choose the “Gallery View” from the top-right which will allow the judges to see all teammates.
 - The Team Captain should be the one to initiate the recording so the video will save locally to their device for upload.
- **Don't forget to press the “Record” on the bottom option bar once you're ready to begin**
- You may share visuals with the “Screen Share” feature
 - Refer to the first page for event restrictions
- **All competitors must appear on-camera for the duration of the recording**
- Videos may not be longer than allotted time for your event. This will be closely enforced.
 - Refer to the first page for event time limits
- Video recording rendering will begin once you end the meeting.
- **No editing may be done to the recording. The entry must be recorded in one sitting.**
 - We recommend doing a few tests



Video Instructions


Google Drive will be the service used to upload and host your video recording. This will allow all participants to have the same upload capacity, share settings, and create a consistent experience for our judges.

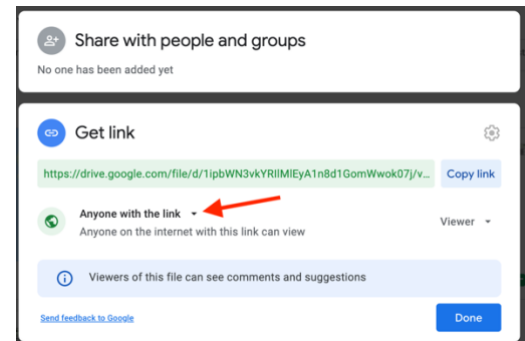
Account Creation

The team-member that will record and submit the entry will need a Google account; if they do not already have one, below are instructions to create a free account. The other teammates do not need a Google Account.

- Navigate to [Google Signup](https://accounts.google.com/signup?hl=en) (accounts.google.com/signup?hl=en)
- Complete fields as required
 - Must be at least 13 years-old to create an account. Please work with your guardian or Advisor if you do not meet Google's age requirement.
- You do not have to download the desktop
 - The necessary steps can be completed from the web version.

Video Upload

- Navigate to [Google Drive](https://drive.google.com/drive/my-drive) (drive.google.com/drive/my-drive)
- Tap on the "+ New" button in the top-left
- Select "File upload"
- Locate and choose your file recording
 - Videos may not be longer than your allotted event time. This will be closely enforced.
- Click the "Open" button to begin uploading
- **Apply the proper share and visibility**
 - Right-click on file once upload is complete and visible
 - Select the "Share" option
 - Click the settings gear  icon, uncheck both boxes click the back ← arrow
 - Under the "Get Link" option, click the "Change" link
 - **It is important that you change the access from "Restricted" to "Anyone with the link"**
 - You will see the person icon change to a green globe
 - Failure to do so will not allow the judge to view the video, disqualifying your entry
- Click the "Copy Link" to use for your submission
 - You will not be able to change your link once your entry is submitted
 - You can paste immediately to the submission form or paste elsewhere when ready
- Click the blue "Done" button to save the new visibility settings
- **Replacing the file after the submission is automatic means of disqualification**
- Please allow plenty of time for your upload to complete and submit your recording
 - There will be no deadline extension due to slow, loss, or intermittent internet
- We strongly recommend testing the link to ensure it is visible by anyone with the link before submitting. Try the link in a private window or another browser.
- **Do not delete or place the video in the trash until after February 1st. Failure to do so may result in your project not being evaluated and disqualified.**



Submission Instructions

- If your event is a team event, the Team Captain (designated by your Advisor) is the only one that can login, see the Scenario, and Upload Files.
- **No changes to events or teams can be made at this point.**

Logging In

- **Be sure to get your login credentials from your Advisor before beginning**
 - CADECA will not be able to provide your Participant ID
- Navigate to the **“Student Submission URL”** in your browser
 - NorCal CDC: judgespro.decaregistration.com/org/jpca-n/conf/jpca-n/student
 - SoCal CDC: judgespro.decaregistration.com/org/jpca-s/conf/jpca-s/student
 - SV CDC: judgespro.decaregistration.com/org/jpca-sv/conf/jpca-sv/student
- Type the appropriate Participant ID provided by your Advisor in the **“Username”** field
- Type the appropriate password provided by your Advisor
 - This is Chapter specific and CADECA will not be able to provide or reset
- Click on the **“Login”** button

Student Login

User Name (Participant ID)

Password

Login

Navigation

- You will be presented with three buttons for each registered event
 - Instructions - a basic overview of online rules
 - Scenario - event prompt for your event or guidelines
 - Upload - where you will submit your competition items



Begin your competition

- Start by reviewing the **“Instructions”** and then **“Scenario”**
- When you are ready to submit, you will proceed to the **“Upload Files”** button
- Refer to the pages below for your specific event category
- Please allow plenty of time for your upload to complete and submit your recording
- **Deadline to upload all competition items is Thursday, January 14th by 5:00pm. NO EXCEPTIONS.**
- Technical support is available January 12th -14th from 8:00am to 5:00pm

Individual events

- Scenarios and Case Studies will be released at 8:00am on Tuesday, January 12th
- There will be two separate Scenarios and entries to submit - one for Role-Play 1 and another for Role-Play 2
- You will be prompted to **“Add New URL”** which should be the Google Drive link of your video
- **Do not delete or place the video in the trash until after February 1st. Failure to do so may result in your project not being evaluated and disqualified.**

Submitting

- Type or paste in the appropriate **“URL”** in the **“Add New URL”** field
- Click on the **“Add”** button
 - You can remove the URL if a correction is needed BEFORE submitting by clicking the red **“X Delete”** button
 - Only one submission can be done and will be locked once submitted online
- Click on the **“Finished”** button

URLs


There are currently no urls


Add New URL

Add

Finished

Upload Screen

- Once you click on the **“Finished”** button, that specific event entry will be highlighted green
- To view your submission, click on the links under **“Projects”**
- If needed, you may click the  to print your project confirmation

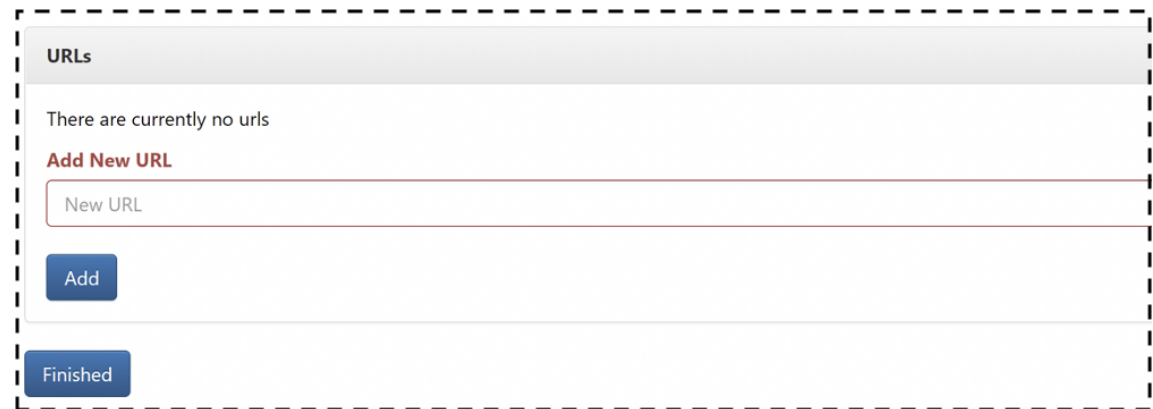
Event	Team #	Students	Title	Projects	Confirmation		
HS Architectural Design (HS) (ADHS)	ADHS~2052-1	Jeremy (2052024)		StudentProjectAttachmentSample.pdf https://tsaweb.org https://google.com		Scenario	Upload Files

Personal Finance, Principles, Professional Selling and Team Decision Making events

- Scenarios and Case Studies will be released at 8:00am on Tuesday, January 12th
- There will be one space for you to submit your pre-recorded presentation link
- You will be prompted to “**Add New URL**” which should be the Google Drive link of your video
- **Do not delete or place the video in the trash until after February 1st. Failure to do so may result in your project not being evaluated and disqualified.**


Submitting




- Type or paste in the appropriate “**URL**” in the “**Add New URL**” field
- Click on the “**Add**” button
 - You can remove the URL if a correction is needed BEFORE submitting by clicking the red “**X Delete**” button
 - Only one submission can be done and will be locked once submitted online
- Click on the “**Finished**” button



The screenshot shows a web interface for adding URLs. At the top, there is a header labeled "URLs". Below it, a message states "There are currently no urls". A red link labeled "Add New URL" is visible. Underneath is a text input field containing the placeholder text "New URL". To the right of the input field is a blue button labeled "Add". At the bottom of the interface is another blue button labeled "Finished". The entire interface is enclosed in a dashed black border.

Upload Screen

- Once you click on the “**Finished**” button, that specific event entry will be highlighted green
- To view your submission, click on the links under “**Projects**”
- If needed, you may click the  to print your project confirmation

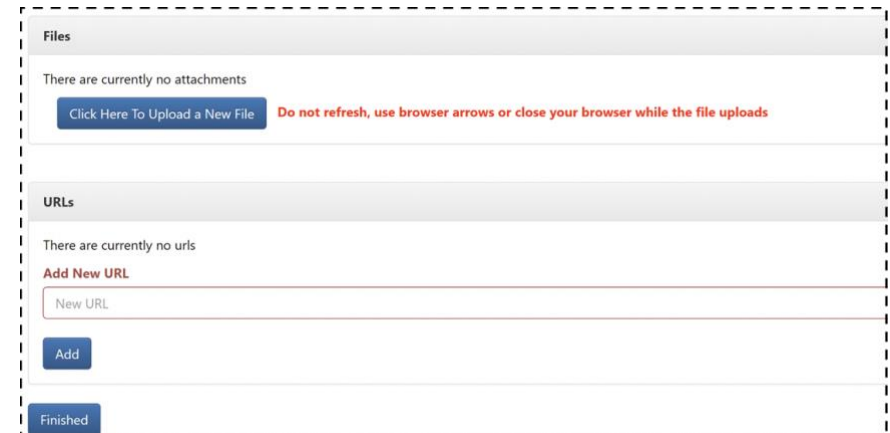
Event	Team #	Students	Title	Projects	Confirmation		
HS Architectural Design (HS) (ADHS)	ADHS~2052-1	Jeremy (2052024)		StudentProjectAttachmentSample.pdf https://tsaweb.org https://google.com		 Scenario	 Upload Files

Business Operations, Project Management, Entrepreneurship, and Integrated Marketing events


- There will be one space for you to submit your PDF file and another for your pre-recorded Google Drive presentation link
- **Do not delete or place the video in the trash until after February 1st. Failure to do so may result in your project not being evaluated and disqualified.**
- The written project should be a PDF with the name as: <Event Acronym> - <School> - <Student Last Name(s)> - <Project Title>
 - Example: IBP – Disney High – Thompson, Patel, and Jones – Frontier Investments
- **The first page must be a signed Statement Of Assurance** (deca.org/wp-content/uploads/2020/06/HS_WrittenStatement.pdf)
 - Signatures must include Chapter Advisors and all members part of the project.
 - The completed form may be signed physically or through an online service of your choice.
 - One possible template option that can be digitally signed, is through [FormSwift](https://formswift.com/self-serve-recipient-builder?documentType=ct-v5JMS0oKm7SD43gToYRwxUkryVNzWKpt) (formswift.com/self-serve-recipient-builder?documentType=ct-v5JMS0oKm7SD43gToYRwxUkryVNzWKpt).
 - Once text fields are entered, the unique URL can be shared to all parties needing to sign
 - Save and merge the document as the first page of the project once all necessary signatures are complete

Submitting

- Click on the “**Click Here to Upload A New File**” button
- Locate/Select the appropriate file on your local machine to upload
- **It is imperative you follow this naming convention for your PDF:**
<Event Acronym> - <School> - <Student Last Name(s)> - <Project Title>
 - Example: BOR – Disney High – Smith and Tram – Magic Realty
- Type or paste in the appropriate “**URL**” in the “**Add New URL**” field
- Click on the “**Add**” button
 - You can remove the URL if a correction is needed BEFORE submitting by clicking the red “**X Delete**” button
 - Only one submission can be done and will be locked once submitted online
- Click on the “**Finished**” button



Upload Screen

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Projects	Confirmation
StudentProjectAttachmentSample.pdf https://tsaweb.org https://google.com	