

Advisor Competition Guide

Each Advisor should carefully review this document as it includes important updates and reminders regarding Advisor roles with our virtual State Career Development Conference.

IMPORTANT REMINDERS

- A key step in the Advisor approval process is confirming that your students' upload links work and are setup correctly. Please do the following:
 - When you approve your students' submissions be sure to click on each link to ensure it loads properly and has the proper share settings. If you are taken to a screen that requests permission the student has not set it up correctly (detailed instructions for students are provided in Form D). If the share settings are not properly set and the judge cannot view the submission a "no score" will be received.
 - Competitors in the Individual Series Events will have two role plays: double check to be sure the right video is uploaded. If the videos are swapped (e.g. RP1 uploaded for RP2 or vice versa) the judge will not be able to judge the entry and a "no score" will be received.
 - Note an important change from the District Conference: the deadline for students to upload their presentations and written entries is 5:00 p.m. on Thursday, February 25th. The deadline for advisors to review/approve those uploads is 7:00 p.m. on Thursday, February 25th. You can now approve uploads on the go (you don't have to do them all at once which is different from Districts) and you will have the ability to reach out to a student to have them correct their file if needed until 7:00 p.m. (again, this is different from Districts).
- Please remind your student that they will have the best user experience using the Google Chrome browser with a computer (Either Mac or PC). Other browsers and phones/tablets do not work as well.
- Please remind your students that videos may ONLY be uploaded via Google Drive (detailed instructions for students are provided in Form D). Students may not use YouTube to upload their submissions.

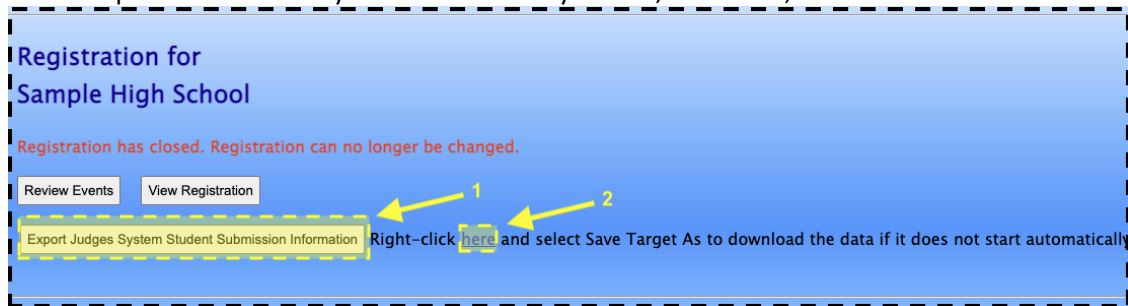
Key Items

- No event changes can be accommodated after the February 16th registration deadline.
- The testing window will be open from 8:00am to 6:00pm on Tuesday, February 23rd
 - All tests must be **completed** on this date and within this window.
- Series Role-Plays & Case Studies will be released at 8:00am on Tuesday, February 23rd in the online Submission Portal (detailed instructions for students are provided in Form D).
- Deadline to upload all presentations and manuals is Thursday, February 25th by 5:00pm
- **Advisors must sign-off on all submissions (presentations & written entries) by 7:00 p.m. on Thursday, February 25th.**
 - Each Advisor will need to log into the Chapter Portal and proactively approve each of their students' competitive event submissions.
 - Any submissions not approved by the local Chapter Advisor in the online competition system will not be submitted to judges and will therefore be disqualified.
 - Advisors should verify that each of their students' uploads can be viewed properly and follow-up with any students who need to re-upload or correct their submission. Any corrections must be submitted by 7:00 p.m. on February 25th.

Participant ID's

Participant ID's (PID) will be used as the unique competitor identifier, as it has been at previous Career Development Conferences. Please be sure to provide your competitors their PID so they may access the Testing Portal and Submission Portal. The easiest way to locate these is through the links and instructions below:

- Log back into the [Registration Portal \(decaregistration.com/ca\)](https://decaregistration.com/ca)
- Click the gray "Export Judges System Student Submission Information" button
- Click the "here" link once it appears
- Save the PID Spreadsheet file to your device for easy access, reference, and distribution



- The spreadsheet will include your students, PID, event(s), teams, Team Captains, student submission link, and your chosen password.

Online Testing pointers

- Students will need their PID to access their Testing Portal (See Page 1 for instructions on accessing your PID's)
- **The password for all competitors is: cadecaSCDC!21**
- Complete instructions for students can be found on [Form E](#)
- Testing will be available from 8:00am to 6:00pm on Tuesday, February 23rd
- All exams must be taken on this date and during this window and must be **completed** by 6:00pm
 - Any student who begins an exam after 5:00pm will not have the full 60 minutes to take the exam
 - An exam can only be taken once
 - There will be no make-up window; ensure students plan accordingly and allow sufficient time to start
- **All tests must be taken on this day and during this window. NO EXCEPTIONS.**

Online Competition Submission (Presentations and Written Entry) pointers

- Students will need their PID to access the Submission Portal
- **The password was created by you during registration and can be found on your Chapter's PID Spreadsheet. Note that this password is different from the Online Testing Password. It is the password you selected during registration.**
- Complete instructions for students can be found on [Form D](#)
- Series Role-Plays & Case Studies will be released at 8:00am on Tuesday, February 23rd
- **Deadline to upload all presentations and manuals is Thursday, February 25th by 5:00pm. NO EXCEPTIONS.**
- Only the Team Captains that you have selected will be able to submit for a team.
 - If you are unsure as to who your Team Captains are follow the instructions on Page 1 to export a document which includes the Team Captains.
- Technical support is available February 23rd to 25th from 8:00am to 5:00pm

Chapter Approval

All submitted presentation and projects must be signed-off by the Chapter Advisor.

- Access the [Chapter Portal](#)
- This will be the same login credentials as the Registration Portal.
 - **NO students should be given access to the Registration Portal or Advisor Portal.**
- Click the blue “Projects” button from the menu bar
- You will be presented with your entire Chapter’s eligible submissions
 - Entries in yellow indicate an outstanding status
 - Entries in green have already been approved by you
- Students that have submitted will be indicated with a link under “Projects”

Event	Scoring Category	Team #	Students	Title	Projects
Accounting Applications Series (ACT)	Role Play		Donald Duck (1040002)		https://drive.google.com/file/d/1ipbWN3vkYRIIMIEyA1n8d1GomWwok07j/view?usp=sharing
Accounting Applications Series (ACT)	Role Play		Mickey Mouse (1040004)		

- **Click through ALL links to check submissions**
 - Verify that all videos are playable
 - Written projects must load and have a signed Statement of Assurance
 - **If you cannot see or access the file, neither will the judge**
 - **Items that judges are unable to view or load will be marked as a “No Show” and receive a zero score**
- It is best to verify before the 5:00pm deadline on Thursday, February 25th
 - This will allow changes to items that may be incorrectly uploaded to wrong event or corrupt files
 - Links and files will be locked and unable to be changed, edited, or updated after this deadline
- Advisors may submit on behalf of a competitor if they are experiencing issues
 - Simply click the blue “Upload Files” button

Event	Scoring Category	Team #	Students	Title	Projects
Accounting Applications Series (ACT)	Role Play		Mickey Mouse (1040004)		Upload Files

- Once all items have been verified, click the red “Sign” button towards the top-left
- Read through the Competitive Statement of Assurance
- Check the “I Agree” box
- Click the blue “Confirm” button

SIGN PROJECTS ✕

COMPETITIVE STATEMENT OF ASSURANCE

I understand the following requirements are set forth by DECA Inc. for all Competitive Event. These requirements are additional to the general rules and regulations published by DECA Inc.

By agreeing to this statement, I certify that all are true and accurate as they relate to this my Chapter's entries.

1. The contents of these entries are the results of work from current members of this DECA chapter.
2. No part of these entries have previously been entered in competition.
3. These entries have not been submitted in another DECA competitive event.
4. I have verified all submissions to ensure all videos and documents load.
5. I have verified all submissions are attached to the correct entries and events.

To the best of my knowledge, I verify that the above statements are true and that the student's

I Agree

Close

Confirm

- Only projects that are highlighted green are approved and will be sent to judges for evaluation
 - If any entries remain yellow, it is still missing the video link or PDF document

Event	Scoring Category	Team #	Students	Title	Projects
Accounting Applications Series (ACT)	Role Play		Donald Duck (1040002)		https://drive.google.com/file/d/1lpbWN3vkYRIIMIEyA1n8d1GomWwok07/view?usp=sharing Scenario viewing/file upload is closed

- **Advisors must sign-off on all projects by 7:00pm of Thursday, February 25th**
 - This is to check that the proper share & visibility settings are selected for all videos
 - Links and files cannot be changed, edited, or updated after the deadline
 - Submissions not approved (any in yellow) by this deadline will not be passed onto judges and disqualified
 - Submissions that do not load or play will be marked as “No Show” by judges