

FORM D – Written Project Procedures

NorCal CDC 2023

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

**All written projects must be submitted during the upload window
(between 8:00am on Wednesday, December 7th and 5:00pm on Friday, December 9th)**

All projects will be reviewed and judged online prior to the conference. Presentations will take place in-person on-site at the District Career Development Conference. The judge who hears the presentation on-site at the conference may not be the same judge who reviewed the project online prior to the conference. Competitors are welcome to bring a copy of their project with them to use during their presentation as a visual but is not required.

In some limited circumstances a project may need to be printed and judged on-site at the conference. On-site printing will be done by the California DECA Management Team and will only be done in black and white. Requests for printing in color will not be accommodated.

The following projects will have separate score sheets for the online written entry judging and the on-site presentation judging which will then be combined through our usual scoring procedures: EIP, ESB, IMCE, IMCP, and IMCS to facilitate the online submission and judging process.

Key Reminders

- Competitive event selections and team pairings are now finalized based on Chapter registrations
 - No changes to events, teams, or captains can be made at this point
- **Only one submission can be done per written manual and will be locked once submitted online**
 - For teams, only the Team Captain (selected by your Advisor) will be able to submit
 - Team Captains cannot be changed to another team member
- Written projects must be:
 - In PDF format
 - No larger than 15MB
 - 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
 - If you're needing assistance with event names or acronyms, refer to: deca.org/compete
- Be mindful of your page limits and refer to the DECA Guide for a 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](#)**
 - 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.
 - Typed signatures will not be accepted.
- Technical support is available from 8:00am to 5:00pm and be sent through your Advisor.
- Please allow plenty of time for your upload to complete and submit.
- There will be no deadline extension due to slow, lost, or intermittent internet connections.
- **Deadline to upload all written manuals is 5:00pm on Friday, December 9th. NO EXCEPTIONS.**

Submission Instructions




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 “**Competition Portal**” in your browser
 - judgespro.decaregistration.com/org/jpca-n/conf/jpca-n/student
- Enter your 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

Submitting

- When you are ready to submit, you will proceed to the “**Upload Files**” button to your respective event
 - **The document will be uploaded for “Written” under the “Scoring Category”**
 - Click on the “**Click Here to Upload A New File**” button
 - It is imperative you follow this naming convention for your PDF:
<Event Acronym> - <School> - <Student Last Name(s)> - <Project Title>
 - Locate/Select the appropriate file on your local machine to upload
- Click on the “**Add**” button
 - You can remove the PDF 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

- Once you click on the “**Finished**” button, you will notice a “” printer icon under the “Confirmation” column
 - **If you do not see this “” icon, your entry has not successfully been submitted**
- To view your submission, click on the links under “**Projects**”
- If needed, you may click the “” to print your project submission confirmation
- The entry will only turn green once your Advisor has reviewed and approved your submission