

FORM D – Written Project Procedures

State CDC 2024

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 Tuesday, February 13th and 5:00pm on Thursday, February 15th)**

All projects will be reviewed and judged online prior to the conference. Presentations will take place in-person on-site at the State 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 can be changed up until the submission deadline.**
 - Any team member can submit the final project.
- Written projects must be:
 - In PDF format
 - No larger than 15MB
- 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 Thursday, February 15th. 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 “**Competitor Portal**” in your browser
 - myctso.com/ca/deca
- 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

- From the Home Page, you will see all written events you are registered for. When ready to submit, click on the “Submit Project” button.
- On the next page, enter the project name (this will be visible to judges)
- Click “Upload a file” or drag one into the upload area
- Click “Submit” and wait for the file to upload and be redirected back to the main page
- You can verify the project has been submitted by looking for a “Submitted” status next to the event

Changes

- Before the deadline, you can update the project name or file if you made a mistake. To start, click on “View Project”.
- If it’s before the deadline, you will have the option to make these changes. Otherwise, you will just see a “Download project” link to review the final submission.