

# FORM D – Prepared Project Procedures

## NorCal CDC 2026

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

**All Prepared Event entries must be submitted during the upload window  
(between 8:00am on Wednesday, December 10<sup>th</sup> and 5:00pm on Friday, December 12<sup>th</sup>)**

Beginning in the 2025–2026 school year, the DECA events that we previously referred to as “Written Events” are now categorized as “Prepared Events”. These events include both traditional written entry events and the newly introduced pitch deck events.

### Submission Requirements

- All Prepared Events (both written entries and pitch decks) must be uploaded online by the submission deadline. There are no exceptions. If a written entry or pitch deck is not uploaded by the deadline outlined in this document, the competitors will be dropped from the event.
- All written entries AND pitch decks will be reviewed for penalty points to ensure compliance with event guidelines.

### Judging & Scoring

- Written Entry Events (20-page entries)
  - Events: Business Operations Research (BOR, BMOR, FOR, HTOR, SEOR) and Entrepreneurship Events (EIB, IBP, EBG, EFB).
  - Written entries will be reviewed for penalty points and judged online using the official written entry rubric.
  - On-site, competitors will also present to judges, and those presentations will be scored separately.
  - In most cases the judge who judges the written entry online prior to the conference WILL NOT be the same judge that judges the event on site at the conference. Competitors are welcome to bring a copy of their project with them to use during their presentation as a visual but it 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.
  - Scores will combine the online written entry score with the on-site presentation score and factor in any penalty points.
- Pitch Deck Events (20-slide pitch decks)
  - Events: Entrepreneurship Events (EIP, ESB) and Integrated Marketing Campaign Events (IMCE, IMCP, IMCS).
  - Pitch decks will be reviewed online for penalty points only; they will not be scored separately.
  - Judges assigned to each event will have access to the pitch deck to review prior to the student presentations.
  - The same judge who reviews the pitch deck in advance will hear the competitor’s presentation on-site.
  - Only one score sheet will be used: the on-site presentation rubric. There is no separate rubric or score assigned for the online review of the pitch deck.
  - Scores will be based on the on-site presentation score and factor in any penalty points.

## Key Reminders

No event changes (events, teams, or captains) are allowed after the conference registration deadline.

Only one submission per Prepared Event is permitted. Submissions can be replaced or updated until the submission deadline. Any team member may upload the entry.

## Submission Requirements

- All Prepared Event submissions must be uploaded in PDF format and be no larger than 15MB.
- Be mindful of page limits. Refer to the official DECA Guide for complete details:
- Business Operations Research (BOR, BMOR, FOR, HTOR, SEOR): 20 pages maximum
- Entrepreneurship Written Entries (EFB, EIB, EBG, IBP): 20 pages maximum
- Entrepreneurship Pitch Decks (EIP, ESB): 20-slide deck maximum
- Integrated Marketing Campaigns (IMCE, IMCP, IMCS): 20-slide deck maximum

## Prepared Event Statement of Assurances and Academic Integrity

- Be sure you are using the current “Prepared Event Statement of Assurances and Academic Integrity” form which is available at DECA.org or via [THIS LINK](#)
- The first page of every submission must be a signed Prepared Event Statement of Assurances and Academic Integrity form (not counted toward the page/slide limit).
- Signatures must include the Chapter Advisor and all event participants.
- The form may be signed physically or electronically (via an online service), but typed signatures are not accepted.

## Technical Notes

- Technical support is available from 8:00 a.m. to 5:00 p.m. during the upload window and requests must be submitted through your Chapter Advisor.
- Allow sufficient time for uploading and final submission.
- No deadline extensions will be granted due to slow, lost, or intermittent internet connections. Plan ahead.

## Submission Deadline

- All Prepared Event submissions must be uploaded by 5:00 p.m. on Friday, December 12<sup>th</sup>.
- Late submissions will not be accepted. 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
  - [myctso.com/ca/deca](http://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 home 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.