Oregon DECA
State Career Development Conference
Written Projects – Advisor Instructions

Please note the following updates to our Written Project process for the State Career Development Conference:
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.

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 Oregon DECA Management Team and will only be done in black and white. Requests for printing in color will not be accommodated.

Online Written Project Submission Instructions

Student logins have been enabled to allow registrants the ability to submit their PDF entries online. The below are only for those Advisors that wish to review which students have submitted projects or wish to upload on their behalf.

Before you begin, it is best to have all projects already in PDF format (no larger than 10MB) **with the completed Statement of Assurance as the first page**. The file should open so that the Statement of Assurance is the first page. You will digitally acknowledge the Statement of Assurance when the project is submitted online but will still need to have the document (with all required signatures) included as the first page of the submission.

https://judgepro.decaregistration.com/org/jpor-scdc/conf/DECAORSCDC
Written Events must be uploaded by 5:00pm on January 31, 2025.

Go to the online project submission site located at the link above. You will use the same credentials as your DECA Inc. Membership Portal login. The top blue bar is where you will begin by clicking "Projects".
This will take you to your Chapter's Overview Page for all your students' projects. Carefully follow each of these steps:

1. Start the upload process by clicking the "Submit New Project" button.
2. Click on the "Event:" dropdown option, choose the appropriate event for the first project upload.
3. You will enter the name of the project under the "Title Of Project/Business Name:"
    a. **It is imperative you follow this naming convention for each Written Event:**
        <Event Acronym> - <School> - <Student Last Name(s)> – <Project Title>
    b. Example: IBP – Oregon HS – Thompson, Patel, and Jones – Pedal Power
4. Select the corresponding file and click the "Add Attachment"
    a. Only files in PDF format under 10MB will be accepted
5. The upload will show under "File Name" and you will be able to click the link to view it.
    a. It is alright if the name listed here does not match what was entered in the "Title Of Project/Business Name:"
    b. **Be sure to include the completed Statement of Assurance as the first page of the file.**
    c. Here you can remove your selection if the wrong file was chosen/uploaded. Simply click on the "Delete" button. This will only work if you have not already submitted.

6. Use the "Select Student to Add" dropdown to begin choosing the corresponding students.
   a. Repeat as need for additional teammates on the project.
   b. Only registered members from the DECA Inc. Membership Portal will populate. If a student is not showing up, verify that your roster has been successfully submitted.
7. At this point, you have the option to "Submit Project" or "Save For Later".
   a. Only click "Submit Project" if you are certain *this* Written Event is complete. Once submitted, only an Oregon DECA Staff Member will be able edit or delete an entry (If this is needed, email registration@oregondeca.org with the request. Note that this will be processed in a timely manner but may not be immediate). Once you submit, you will be redirected to your Chapter's Overview Page. This specific project will be highlighted in yellow indicating it is ready to be digitally signed.
   b. The option of "Save For Later" is the best route if you feel the project is not final. By clicking this, you will return to your Chapter's Overview Page. This specific project will be highlighted red indicating it is not complete.
8. Repeat Steps 1 through 7 for each additional project.
9. On your Chapter's Overview Page be sure to verify the following before you move to the next step:
   a. Title of Project/Business Name are in the structure of-
      <Event Acronym> - <School> - <Student Last Name(s)> – <Project Title>
   b. Each project line is highlighted yellow, (anything in red still needs to be addressed).
10. If all projects are uploaded and highlighted yellow, you may now click on the red "Sign Projects" button towards the top right.
    a. You have the option of signing all projects together or signing them individually.
11. A popup will appear with an online Statement of Assurance. Please review in its entirety before clicking "I Agree" as you are agreeing to the statements in the State of Assurance.
12. The final step is to click the blue "Confirm" button, which will direct you back to your Chapter's Overview Page.
    a. Projects that have been digitally signed for, will now be highlighted green.
    b. After all projects have been properly signed for, the red "Sign Projects" will disappear.

Congratulations! You have successfully completed your chapter's Written Events. Projects will now be view only. Any alterations must be made by an Oregon DECA Staff Member at this point. You will need to email registration@oregondeca.org detailing any changes or issues. You will need to return to this site to retrieve evaluations, after the conclusion of State CDC.