

The Written Event Submission deadline has been extended to February 10, 2020 at 11:59 p.m.

Written Event Online Submission Instructions applies for the following projects (steps 1-12 below):

Business Growth Plan (EBG)	Hospitality and Tourism Operations Research (HTOR)
Business Services Operations Research (BOR)	Independent Business Plan (EIB)
Business Solutions Project (PMBS)	Innovation Plan (EIP)
Buying & Merch. Operations Research (BMOR)	Integrated Marketing Campaign Event (IMCE)
Career Development Project (PMCD)	Integrated Marketing Campaign Product (IMCP)
Community Awareness Project (PMCA)	Integrated Marketing Campaign Service (IMCS)
Community Giving Project (PMCG)	International Business Plan (IBP)
Finance Operations Research (FOR)	Sales Project (PMSP)
Financial Literacy Project (PMFL)	Sports & Ent. Marketing Operations Research (SEOR)
Franchise Business Plan (EFB)	Start-Up Business Plan (ESB)

The following projects **ALSO need hard copies delivered/mailed to Michigan DECA (see steps 13-14):**

Innovation Plan (EIP)
Integrated Marketing Campaign Event (IMCE)
Integrated Marketing Campaign Product (IMCP)
Integrated Marketing Campaign Service (IMCS)
Start-Up Business Plan (ESB)

Chapter Awards Program (CAP) – *no digital copy uploaded, only a hard copy needed*
Merit Award Program (MAP) – *no digital copy uploaded, only a hard copy needed*

- 1. Confirm that you have registered all your students in the State Conference Registration Portal first. Students may not be added to a written project if they are not registered for the conference.**
2. Navigate to the Written Event Submission Portal at <http://judges.decaregistration.com/org/deca-mi/conf/scdc>
3. Login using the same username and password that you use for the DECA Membership Portal.
4. Save the written projects as a PDF format:
 - **DO NOT print and scan the project to a PDF. It needs to be exported or saved as a PDF file.**
 - **A fully signed Statement of Assurances MUST be inserted as the FIRST PAGE of the file. We recommend scanning this page as an image and adding it to the written project.** Here's a link to a video tutorial how to add a page in Word without it changing page numbers: <https://www.youtube.com/watch?v=pfFD3jVqfvA> *If you are using Google Docs, you may need to convert it to Word first.*
 - Files cannot be larger than 11.9MB.
 - Keep in mind that what you name the file will be what the judge sees when they evaluate the project.
5. On the top menu, click on the blue "PROJECTS" button, then click on "SUBMIT NEW PROJECT".
6. Select from the competitive event from the dropdown menu titled "Event".
7. Type the event name in the box marked "DECA Event Name". Please do not add in your chapter or city name in the title.
8. Next, you will attach the corresponding project. (It must be a PDF file, with a fully signed Statement of Assurance, no larger than 11.9 MB). Click the blue "add attachment" button. *Note - dragging files to the window is very sensitive, you will have less issues by clicking the button to select the file to upload.*

9. You will select a student using the dropdown menu titled “Select Students to Add”. It will pull a list of students from the State Conference Registration Portal. For team members, repeat to add student(s) to the project.
10. At this time, you can either Submit the project or Save it for later. (*Saving it for later would be a good option to use if your student(s) still have final edits to make but you wanted to have a draft uploaded, just in case they don’t bring you a final version*).
11. Repeat steps 4-10 to upload additional projects.

12. Did you attach a fully signed Written Statement of Assurances in each project upload?

Are your chapter’s projects submitted in the correct events?

Are the correct students assigned to each event?

No duplicate project submissions?

- Projects “Saved For Later” will be highlighted pink because it hasn’t yet been submitted or signed. (*Notice that you can still delete and edit the project.*)
- Projects “Submitted” will be highlighted in yellow because it hasn’t yet been digitally signed by the Advisor, and no changes may be made.
- Projects digitally “Signed” by the Advisor will be highlighted in green, and no changes may be made.

13. Finalize the submitted projects by clicking the red “Sign Projects” button. (You can digitally sign all your submitted projects once you are done uploading them.) **Once you digitally sign your projects, you will not be allowed to make any changes.**

Once the Advisor digitally signs projects, no changes may be made. If you need Michigan DECA to delete the project in order to re-submit and re-sign a project, you will be invoiced \$25 per project. So be sure it is the final version, in the correct event, and with the correct students before submitting!

The following projects ALSO need hard copies delivered/mailed to Michigan DECA:

Innovation Plan (EIP)

Integrated Marketing Campaign Event (IMCE)

Integrated Marketing Campaign Product (IMCP)

Integrated Marketing Campaign Service (IMCS)

Start-Up Business Plan (ESB)

Chapter Awards Program (CAP) – *no digital copy uploaded, only a hard copy needed*

Merit Awards Program (MAP) – *no digital copy uploaded, only a hard copy needed*

14. Hard copies of all projects must be submitted in the specified DECA folio or binder, which is noted in the event’s guidelines. If it is not in the proper folio/binder, Michigan DECA will place it in a folio/ binder at a charge of five (5) times the current list price. Please note, that if the event is received in an improper folio/binder, that folio/binder will not be returned.

15. Hard copies of all entries must be at the Michigan DECA office by 4:30 p.m. on February 10, 2020.

You may drop off projects or ship projects, but please note:

- **All shipped packages should be sent to be received no later than Thursday, February 6, 2020.** Packages scheduled to be received after this date run the risk of not arriving on time, and not being able to be screened for competition.
- We highly recommend using UPS, as the drivers will deliver directly to our office, and you will get a tracking number.
- All USPS (postal service) packages take an extra day to be delivered to our office after delivery to the campus mailroom. Please plan for this delay. We have no USPS deliveries on Fridays. Any packages delivered to the EMU Campus mailroom on Friday or Saturday may reach our office before the deadline for screening.
- Ship the packages so that you can track them to confirm that they have been delivered to our office (not to campus).
- We do not have any deliveries on Saturday, even if you have paid extra for this service.
- Use this address: Michigan DECA/EMU, 208 King Hall, Ypsilanti, Michigan 48197

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Also of note - the following applies to ALL written projects:

- All content must be original work of the student(s) that signed the DECA Statement of Assurances and Academic Integrity form. No part of the written project can be previously entered into competition or submitted in another DECA competitive event. Any events that are found to be plagiarized or previously submitted into competition will be disqualified. Those students will be dropped from the conference, and are not eligible for a refund of the conference registration fee.
- Any project that receives 25 or more penalty points (Merit Award Program is 30 or more penalty points, Chapter Award Program is 40 or more penalty points) will not be eligible to compete or attend the State Conference. The registration fee will be refunded at the 50% refund rate.
- Michigan DECA staff will upload all entries to TurnItIn.com to be screened for plagiarism. The entries will be screened by Michigan DECA staff and consultants.
- Any project that receives penalty points at the State Conference must be corrected prior to being submitted at the International Conference. Projects competing at the International Conference will not be submitted online. They must be printed and placed in the proper folio as per the event's guidelines, and turned in during the competition's briefing period.