



2022 SCDC WRITTEN EVENT SUBMISSION INSTRUCTIONS

The Written Event upload portal will be open February 1-10, 2022.

Written Event Online Submission Instructions in this packet apply for the following:

Business Growth Plan (EBG)	Independent Business Plan (EIB)
Business Services Operations Research (BOR)	Innovation Plan (EIP)
Business Solutions Project (PMBS)	Integrated Marketing Campaign Event (IMCE)
Buying & Merch. Operations Research (BMOR)	Integrated Marketing Campaign Product (IMCP)
Career Development Project (PMCD)	Integrated Marketing Campaign Service (IMCS)
Community Awareness Project (PMCA)	International Business Plan (IBP)
Community Giving Project (PMCG)	Merit Awards Program (MAP) - Gold level projects only
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)
Hospitality and Tourism Operations Research (HTOR)	

In addition to the Written Event Online Submission Instructions, the following events **ALSO require hard copies delivered/mailed to the Michigan DECA office:**

Innovation Plan (EIP)
Integrated Marketing Campaign Event (IMCE)
Integrated Marketing Campaign Product (IMCP)
Integrated Marketing Campaign Service (IMCS)
Merit Award Program (MAP) - Gold level projects only
Start-Up Business Plan (ESB)
Chapter Awards Program (CAP) – no digital copy uploaded, only a hard copy needed

Entries must be received by the Michigan DECA office by 4:00 p.m. on February 10, 2022.

- **We strongly recommend that all shipped packages should be sent in enough time to be received no later than February 9, 2022.** 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 strongly recommend using UPS, as the drivers will deliver directly to our office, and they seem to have less delays than the postal service lately.
- All USPS (postal service) packages take an extra day to be delivered to our office after they are delivered to the EMU campus mailroom. Please plan for this delay.
- Ship the packages with a tracking number to confirm that they have been delivered to our office.
- Use this address for shipping projects: Michigan DECA/EMU, 208 King Hall, Ypsilanti, Michigan 48197

The following applies to ALL written projects:

- **The DECA Written Event Statement of Assurances and Academic Integrity form, certifying the originality of the work must be signed by the advisor and each student listed on the event before the event is submitted. The Statement of Assurances and Academic Integrity form must be the first page of each entry.** Only those students who signed the Statement of Assurances and Academic Integrity form and have been included on the chapter's registration will be allowed to compete in the event. 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.
- Advisors are responsible to ensure that the written projects are submitted under the correct event and that team members paired correctly. If Michigan DECA discovers that an event has been submitted incorrectly (for example, a BOR project submitted as BMOR), a \$25 fee per project will be assessed.
- We strongly recommend that these projects have a minimum number of pages of at least half of the maximum pages allowed.
- Entries must be in the following order: completed and signed DECA Statement of Assurances and Academic Integrity form, Cover Page, then the actual event following the guidelines set by DECA. (Do not include any evaluation forms.)
- If the written project was created using Canva, you must download as "PDF Print (High Quality)". Downloading it in any other format could result in penalties if TurnItIn cannot 'read' the project's text during the plagiarism review.
- Michigan DECA staff will upload all entries to TurnItIn.com to be screened for plagiarism. The entries will be screened by Michigan DECA staff. Evidence of plagiarism or cheating shall result in the student (and partner, if applicable) being disqualified from competition.
- A team of volunteer advisors will review the projects online to assess penalty points prior to the conference.
- No refunds will be given for disqualified dropped students. 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.
- For the events with only the online submission, Michigan DECA will send the entries to judges that have volunteered to evaluate written events online prior to the State Conference. Other judges will be evaluating the presentation at the State Conference. Michigan DECA staff will print the executive summary for each judge hearing the presentation at the State Conference. The two scores will be added together to determine the State Champion for each section.
- For the Innovation Plan, the three Integrated Marketing Campaign events, Start Up Business Plan, Merit Award Program, and Chapter Awards Program, judges will be recruited to evaluate both the presentation and written entry at the State Conference.

1. Save the written projects as a PDF format:

- **DO NOT print and scan the project to a PDF. It needs to be exported, printed, 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 the 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 written project online prior to the conference.
- If the written project was created using Canva, you must download as "PDF Print (High Quality)". Downloading it in any other format could result in penalties if TurnItIn cannot 'read' the words for the plagiarism review.

2. All students must be first registered in the State Conference Registration Portal, since the portals are linked.

3. For Written Event Submissions, chapter advisors will navigate to the JudgePro Project Submission Portal at <http://judgespro.decaregistration.com/org/jpmi-scdc/conf/scdc> Login using the same Advisor username and password that you use for the DECA Membership Portal.
4. On the top menu, click on the blue PROJECTS button.
5. You will see all of your registered students, sorted by event. **Most** written event students will be listed twice; but notice that the scoring category is different - once as oral (for the presentation) and once as written, since each portion will be judged separately.
 - **You cannot make any changes to the student's events or teams in the Project Submission Portal.** If you see any errors in events or teammates, you will need to correct those errors and re-submit your registration in the Conference Registration Portal at <https://www.decaregistration.com/mi>
 - If you recently submitted your registration and do not see your students in the Project Submission Portal, send an email to Ann at aday7@emich.edu so she can load the students to the Project Submission Portal.
6. **Click on the UPLOAD FILES button on the written scoring category row.** *If you accidentally choose the oral row, you will see an error that uploads are not allowed - click on the BACK button, and choose the scoring category row that says **written**.*
7. Click on the blue button named CLICK HERE TO UPLOAD A NEW FILE. **It must be a PDF file, with a fully signed Statement of Assurance, no larger than 11.9 MB.** (Note: you do not need to change the Event Entry in the Title column.)
8. Repeat to upload additional projects.

FINAL CHECK:

- **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?**

If you need to change a written project once uploaded, you can log back in and upload a new file as many times as you need until the Project Submission Portal closes at 11:59 p.m. on February 10, 2022.

Please contact Ann aday7@emich.edu if you have any questions on submitting your registration.