

How to register your DECA Written



VCDECA

Step 1: Key reminders to note!

- **Submit between December 7st 8:00 am to December 9th 5:00 pm**
- Your event selection and team pairing are now finalized, **no changes** can be made now
- Only ONE submission will be submitted per team
 - The team captain will be the one to submit
 - You can find team captains [here](#):
- The written submitted must be:
 - In PDF format
 - No larger than 15MB



Step 2: Name your PDF File

<Event Acronym> - <School> - <Student Last Name(s)> - <Project Title>

- EXAMPLE:

IMCP - Valley Christian - Martinez and Cheung - Adventure Deliveries

Step 2: Check your page numbers!

- Make sure your page numbers meet the specific outline requirements
- 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**

Step 3: Add the 1st page, Statement of Assurance

Download this [file](#) and fill in all necessary information

- This must be the **first page** of written document (**before** your title page)
 - This **does not count** towards your total pages
 - Typed signatures will not be accepted

You must use the file above because it includes Mr. Shimada's signature, without it, your written will **not** be accepted



To the best of my knowledge, I verify that the above statements are true and that the student's (students') work does not constitute plagiarism.
Only physical signatures or digital signatures will be accepted. Typed names in a font will not be accepted as signatures.

Warren Shimada _____ Chapter Advisor's Name	<i>Warren Shimada</i> _____ Chapter Advisor's Signature
wshimada@vcs.net _____ Chapter Advisor's Email	

Submission Process

Step 1: Log in

- Find “Competition Portal” on the website below
 - judgespro.decaregistration.com/org/jpca-sv/conf/jpca-sv/student
- Review [this](#) document to check your Participant ID (the 7 numbers next to your name)
- Enter your Participant ID in the “Username” field
- Enter **DECAstudent2022** into password

Step 1: Log in (visuals)

- judgespro.decaregistration.com/org/jpca-sv/conf/jpca-sv/student

Student Login

User Name (Participant ID)

User Name 1234567

Password

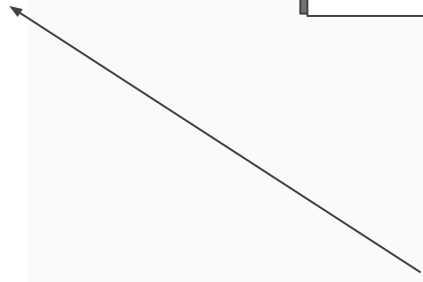
Password DECAstudent2022

Login

Team #1: 1234567 Joe Smith

Find yours on [this](#) file!

Your participant ID



Step 2: Submitting

- Proceed to the “Upload Files” button
 - It will be uploaded for “Written” under the “Scoring Category”
- Click on “Click Here to Upload A New File” button
- Make sure your PDF is named in this format!

<EVENT Acronym> - <School> - <Last name(s)> - <Project Title>

Step 2: Submitting (Continued)

- Click on the “Add” button and submit your PDF
 - You can remove your PDF for any correction BEFORE clicking the submit button
- Click on the “finished” button
- Your document is now **LOCKED in**

Congrats! You're all done!

Make sure to review for
mistakes!