



New Mexico Association Online State Competition Preparation Guide

2020-2021

Business Professionals of America Online State Competition Preparation Guide

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• Includes instructions on how to access open and objective tests	
• Includes instructions on how to upload files and presentations for pre-submitted events	

**** Technical support ****

If you need assistance during this entire conference season with any of the competitive events websites, please email christine.phipps@enmu.edu and a New Mexico BPA Tech Team member will be able to assist you.

Introduction

This *Online State Competition Preparation Guide* is designed to assist local chapter advisors in preparing their students to participate in the Business Professionals of America State competitions. All State competitions will be administered online and there is a great deal of information to be aware of as you prepare your students to participate. Please read through this entire document frequently.

It is important to remember that there will be updates to this document as we go through our State competition preparation phase. Ongoing questions from chapter advisors may generate updated on topics we had not thought of in advance. We have made every effort to anticipate the various issues and questions that may arise; however, we may not have thought of everything. Through the spirit of collaboration and sharing, we strive to ensure you have the necessary information in order to help your students have a positive competitive event experience.

All instructions for our State competitions are written with a general assumption that students will be completing in their events in their own homes without access to school buildings or classroom workspace. If your students are able to safely gather in school to complete the events, you may provide your students with any necessary instructions at the time they are in school to compete in their events.

State Competition Registration List

Please access the conference registration system to obtain a list of State competitors for your chapter. Remember, the following:

- You must have your **new** Chapter ID number in order to login. Chapter ID numbers begin with 38. Chapter ID numbers changed at the beginning of this school year. You may obtain your chapter ID number by logging in to the membership registration system at <https://register.bpa.org>.
- You must use the password for the primary advisor listed in the membership registration system listed above.

The website address for State conference registration

<https://www.registermychapter.com/bpa/NM-V>

Participant ID # and Member ID

The new National BPA Membership Registration System at <https://register.bpa.org> was launched this year. The traditional 10-digit membership ID # was replaced with an 8-digit number that every member will continue to have throughout their entire span of BPA membership. You may always obtain a list of your student members by logging in to the membership registration system and clicking the “Students” tab. Alternatively, you may also obtain their membership ID # by following the instructions below.

In addition to their membership ID #, students must have their participant ID #. The participant ID # will be their username to access all online competitive event websites for State competition (both Judge Pro and AnswerWrite).

In order to obtain your students' participant ID # and membership ID #, you may log in to the conference registration website for your region and click the "View Registration" button



The participant/registration list will identify your students, their participant ID #, membership ID #, and the contests in which they were registered to compete. The first number is the participant ID number and the number in parenthesis is the membership ID number.

INDIVIDUALS	
Name	Event(s) / Items / APG / Jobs
<div style="border: 1px solid black; padding: 2px; display: inline-block;">Participant ID #</div> → 0010020 (00029982) Bell, Tinker (Student Regional Conference Registration) <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-left: 20px;">Membership ID #</div> →	210-S : Advanced Word Processing 160-S : Economic Research Team (Team #1, Team Captain) 290-S : Admin Support Concepts-Open Event
0010021 (00029980) Duck, Daisy (Student Regional Conference Registration)	155-S : Economic Research Individual 160-S : Economic Research Team (Team #1)
0010022 (00029979) Duck, Donald (Student Regional Conference Registration)	200-S : Fundamental Word Processing 145-S : Banking & Finance

Please ensure your students have their participant ID # to login to the various websites they will need to access their competitions/tests.

Student Username and Password

All students will use their participant ID # as their username to access all platforms for their registered competitions and open events. See the [Participant ID# and Member ID#](#) section for more details.

The password for all students for all platforms is **NMVbpa2020**. This password is case sensitive.

Username: [student's participant ID #]

Password (case-sensitive): NMVbpa2020

State Competition Event Schedule

January 18-27, 2021: All competitive events open for students to access on their own within the time schedules provided below.

Refer to the [Pre-submitted Contestant Materials to Be Submitted](#) section for a list of events that apply to the **January 27, 2021 by 8:00 pm** deadline in terms of what needs to be submitted.

Objective only events and Open Events will be accessible **January 18-27, 2021** from 7:00 AM-7:00 PM daily.

It is important to remember that any event that requires access to an objective question in AnswerWrite, access to that site will end at 7:00 PM daily during the week of competition.

Technology Issues

Unless impossible to do so, chapters must begin testing their students on the first day within the given window of testing dates. This will help minimize challenges of having to extend any testing dates for any particular chapter. Bearing in mind the complexity of conducting this year's online competitions, advisors simply must not wait until the last day to begin testing their students.

Advisors are encouraged to have students complete their objective/application and judged events early within the testing date time frame. 100% objective events are best saved for completion after the student has completed their objective/application and judged events.

If a school experiences technology issues on any day of competition, they must notify the State advisor to provide documentation of the technology issue.

Judged Events

Materials for events that have projects to be completed must be submitted on or before either one of the two deadline dates indicated in to the [Pre-submitted Contestant Materials to Be Submitted](#) section.

Presentations for individual and team judged events must be pre-recorded by the contestants. The presentation must be uploaded to a file sharing website for the judges to access. The pre-recorded presentations must be uploaded by 8:00 PM on January 27, 2021.

Judged events will be pre-recorded by the student(s) for all judged events with the exception of the Advanced Interview Skills and Interview Skills. These two events will take place via live video conference communication between the student and judge. This will take place during pre-scheduled time slots. They will be scheduled on one day since they will be live. Advisors are advised that they should coordinate preparation of digital portfolios for their students for Advanced Interview Skills. Contestants in Advanced Interview Skills will be responsible for naturally integrating their portfolio into the interview just as they have done in the past during in-person judging.

Extemporaneous Speech, Human Resource Management, and Parliamentary Procedure Team will be designed in a way where the preparation time and presentation will be combined in one total testing time. The contestants in these events will be responsible for recording their

preparation time and their presentation in one continuous recording. Anyone exceeding the time restriction will be disqualified. The possible speech topics for **Extemporaneous Speech** will be provided to the student when they login to the event. For **Human Resource Management**, the student will be provided the scenario when they log in to the event.

All pre-recorded presentations must include audio and video. Video must include the student(s) being visible on the screen at all times. If applicable for the event, screen sharing videos may be included as well. Students must be visible on the screen at all times for any event that using screen sharing for PowerPoint, video demonstrations, website demonstrations, etc. (Example: A student cannot verbally give their presentation as a voice-over with only a PowerPoint presentation being shared on the screen.) Judges questions will not be a component for judged events at the State level.

Specification points will not be awarded when contestants/team members are all not visible during the presentation.

See the [Tips for Recording Presentations](#) section for more details.

See the [Appendix “How to Work the Online Testing Systems for State Competition”](#) for details on how to access judged events.

In addition, review the [Events within Judge Pro](#) section as well.

Application Events

Assignments for events that have an application portion will be uploaded to the adopted State competition platform. Application portions may include but are not limited to Word, Excel, journals, reconciliation, programming events, etc.

See the section entitled [How to Save Files in ZIP Format](#) for more details.

Students will use the Judge Pro website to access their objective/application, application, or judged events.

See the [Appendix “How to Work the Online Testing Systems for State Competition”](#) for details on how to access application events. In addition, review the [Events within Judge Pro](#) section as well.

Open Events

All students are automatically registered for all Open Events. They may compete in as many open events as they wish. They may access these tests during the time period listed in the [State Competition Event Schedule](#) section.

See the [Appendix “How to Work the Online Testing Systems for State Competition”](#) for details on how to access application events. In addition, review the [Events with AnswerWrite](#) section as well.

Software

Chapters must review the software listed on page 34 of the *WSAP Guidelines*. Students must use software that is designated for the event or a similar version of comparable software. Therefore, Microsoft Office or Google Workspace software may be used where appropriate.

All Business Professionals of America events have traditionally been administered using Microsoft Office applications. Specifically, this is the last year Microsoft Office 2016 is scheduled to be used for national competition; it will change to Office 2019 next school year. Therefore, all assignments in the Business Administration events are written based on using Microsoft Office 2016.

Students may use Microsoft Office 365 online or Google Workspace (formerly known as G Suite) applications. However, keep in mind that those applications have some limitations such as inability to sort, center vertically, changing tab settings, difficulty measuring a 2" signature line, inability to do formulas in tables, etc. Neither of these alternative software platforms have a database component that could be used for the Database Applications event.

Since students may use any software that is applicable for their event, they will be instructed to save their work as in PDF in order to maintain the appearance of their work. Some events will instruct students to upload their actual raw file such the Excel files for the spreadsheet events.

Any event that have spreadsheet files such as **Fundamental Spreadsheet Applications** and **Advanced Spreadsheet Applications** (possibly **Integrated Office Applications**, **Administrative Support Team**, etc.) will require spreadsheet documents to be submitted in Excel format. Students may use Excel, Google Sheets, or Numbers (MAC); however, the final version of their work must be submitted in Excel format.

How to Save Files in ZIP Format

Some events such as the events will require students to have their work into one ZIP file and then upload the ZIP file for their event submission. If you or your students are unfamiliar with how to create a ZIP file, you may share the YouTube instruction videos indicated below.

Zippping files will apply in the Business Administration events where contestants have to create multiple documents in Microsoft Office applications. This will also apply in the programming, database, spreadsheet, and desktop publishing events.

When students are required to save multiple files for their event within one ZIP file, they will be instructed to do so in the event instructions. All students should be familiar with how to do this in advance so they aren't caught off guard during their event.

How to ZIP a File in Windows 10: <https://www.youtube.com/watch?v=hvllEkxJPrU>

How to Zip and Unzip Files on Your MAC: <https://www.youtube.com/watch?v=l6RcvkjQi3M>

File Types Available for Upload

The following file types are available for upload in Judge Pro: .zip, .pdf, .txt, .xlsx, .xls, .docx, .doc, .mdb, .accdb, .ppt, .pptx

Tips for Recording Presentations

It is up to the participant to decide how they want to record their presentation. They must use the record feature in PowerPoint and enable their web camera during the recording. Alternatively, they may use Microsoft Teams, Google Meet, Zoom, FreeConferenceCall.com, or any other presentation/web recording platform.

When students are recording their oral presentations for judged events, they must be visual during the entire presentation. They cannot conduct their presentation as a voice-over presentation. The students' web camera must be turned on with a full view of their face and at minimum head/shoulder at all times. Furthermore, if they are sharing a PowerPoint or any other form of screen sharing, the web camera must be turned on at all times.

For team presentations, all team members must be visible on web camera as well. If the screen toggles between whoever is the primary speaker from one time to another, that is acceptable. However, all team members must have an active role whereby they are visible at one point or another during the presentation.

Furthermore, if a team is gathered in one location for their recording, they must give their presentation in a way whereby each team member is on camera at one point or another.

IMPORTANT TIP: If a contestant records their presentation using Zoom, make sure they select the "Record to computer" option. If you use the "Record to Cloud" feature, the recorded view will not record gallery view as you would expect.

Dress Code

Students must follow the dress code for all judged events that require a pre-recorded or live presentation. The New Mexico BPA dress code is located online at <http://nmctso.com/wp-content/uploads/2015/10/BPA-Professional-Dress1.pdf>

Event Results

Grading and evaluation will begin for any given event as soon as all competitors' entries have been submitted for that event. Results for all events must be finalized and verified before any results are published. For the Middle Level and Secondary Divisions, winners shall be recognized at the based on the minimum competency requirements set by the NM Board of Directors. (State Conference Policy) For judged events, all finalists shall be recognized at SLC. For open events, the top ten (10) scores will be recognized. All competition results will be announced during the Awards Session on February 17, 2020.

Number of Events per Participant

Middle Level students may participate in a total of two (2) events, only one of which may be a team event. Additionally, a student may compete in an unlimited number of Open Events or Virtual Events within the time constraints of the conference program.

Secondary students may participate in a total of two (2) events, only one of which may be a team event. Additionally, a student may compete in an unlimited number of Open Events or Virtual Events within the time constraints of the conference program.

Number of Events Per Chapter

Listed below are the allocations per event per chapter:

- Individual Events – 3 per chapter
- Team Events – 1 per chapter
- Individual Judged Events – 2 per chapter
- **Some exceptions may apply, please contact your state advisor if you have a question.**

Team Events/Chapter Events

Team events are registered under the chapter name. In addition, each team members and the person (s) responsible for chapter entries must be indicated in event registration. (Remember that each student member is limited to only one team event.)

Secondary Events within Judge Pro

The following events are administered through the Judge Pro website.

Administrative Support Research Project (S)	Fundamental Word Processing
Administrative Support Team	Fundamentals of Web Design
Advanced Desktop Publishing	Global Marketing Team
Advanced Interview Skills	Graphic Design Promotion
Advanced Office Systems & Procedures *	Health Administration Procedures* (new name for Medical Office Procedures)
Advanced Spreadsheet Applications	Health Leadership/Special Topics
Advanced Word Processing	Human Resource Management
Basic Office Systems & Procedures *	Integrated Office Applications
Broadcast News Production Team	Intermediate Word Processing
C# Programming	Interview Skills
C++ Programming	Java Programming
Computer Animation Team	Legal Office Procedures *
Computer Modeling	Network Design Team
Database Applications	Parliamentary Procedure Team
Digital Media Production	Podcast Production Team
Economic Research Individual	Prepared Speech
Economic Research Team	Presentation Management Individual
Entrepreneurship	Presentation Management Team
Ethics & Professionalism	Python Programming
Extemporaneous Speech	Small Business Management Team
Financial Analyst Team	Video Production Team
Fundamental Desktop Publishing	Website Design Team
Fundamental Spreadsheet Applications	

*** Indicates events that the contestant will open inside Judge Pro, but will also use AnswerWrite for the objective questions portion of the event.**

Middle Level Events within Judge Pro

The following events are administered through the Judge Pro website.

Administrative Support Team	Website Design Team
Keyboarding Production	Entrepreneurship Exploration
Spreadsheet Applications	Extemporaneous Speech
Digital Game Design	Prepared Speech
Graphic Design Promotion	Presentation Management Team
Introduction to Video Production Team	Human Resource Exploration - Pilot

Administrative Support Team contestants may want to make the necessary arrangements to work collaboratively using web meeting technology so they can see and hear each other at the same time.

The links for each specific region are provided below. Please make sure you use the link that is designated for your region.

Refer to the [Student Username and Password](#) section for log in credentials for your students.

<http://judgespro.registermychapter.com/org/jpnm-state/conf/jpnm-state/student>

Secondary Events within AnswerWrite

The following events are administered through the AnswerWrite website.

Administrative Support Concepts	Information Technology Concepts
Advanced Accounting	Linux Operating System Fundamentals
Banking and Finance	Management, Marketing, and Human
Business Law & Ethics	Resources Concepts
Business Meeting Management Concepts	Medical Terminology Concepts
Computer Network Technology	Network Administration Using Cisco
Computer Programming Concepts	Parliamentary Procedure Concepts
Computer Security	Payroll Accounting
Digital Communication & Design Concepts	Personal Financial Management
Digital Marketing Concepts	PC Servicing & Troubleshooting
Financial Math & Analysis Concepts	Server Administration Using Microsoft
Fundamental Accounting	SQL Database Fundamentals
Health Insurance & Medical Billing-Pilot	
ICD-10-CM Medical Diagnostic Coding	

Middle Level Events within AnswerWrite

Business Communications Skills Concepts	Computer Literacy Concepts
Business Fundamentals Concepts	Digital Citizenship
Business Math Concepts	Financial Literacy

AnswerWrite Link: <https://www.answerwrite.com/bpa/nm-v>

Refer to the [Student Username and Password](#) section for log in credentials for your students.

Pre-submitted Contestant Materials to Be Submitted

Please review this document very carefully. **Lack of submission of any items listed below will result in automatic disqualification/removal from the applicable competition.** In addition, any of the following will result in automatic disqualification:

- Submitting materials online after January 27, 2021 as required below
- Submitting presentation materials online after January 27, 2021 as required below
- Unsigned Release Forms or documentation as required for an event

NOTE: We will not use BPA Scheduler this year for pre-submitted file uploading. Chapter advisors will receive instructions regarding file uploading procedures in January. The official name of the website that will be used is called **Judge Pro**. Pay close attention to the link provided to you. See the Judge Pro Events section for details.

UPDATE: The following is a list of recent changes to this portion of this document:

- **Prepared Speech** was updated to provide a policy on the use of props during the presentation.
- Added precise information that must be included when the URL to the presentation is provided. It is important to note that the advisor's name and email address are being requested in case there are technical issues accessing the website.

TEAM EVENT PRE-SUBMISSIONS: Materials for team events are uploaded under the team captain's log in only.

Event & <i>Naming Conventions for file uploading</i>	Upload on or before 8:00 PM on January 27, 2021
Administrative Support Research Project <i>ASRP-MemberID#</i>	<p>As one PDF, these files in the following order:</p> <ol style="list-style-type: none"> 1. A document with the following information: <ul style="list-style-type: none"> • Student's member ID# • Student's participant ID# • A clickable URL to his/her presentation based upon the time limits published in the <i>WSAP Guidelines</i> • Any applicable password or permission credentials to access the URL • Advisor's name • Advisor's email address 2. Research Paper 3. Works Cited <p>The presentation URL must also be entered into the URL field located on the submission website.</p>

<p style="text-align: center;">Event & Naming Conventions for file uploading</p>	<p style="text-align: center;">Upload on or before 8:00 PM on January 27, 2021</p>
<p>Advanced Interview Skills <i>AIS-MemberID#</i></p>	<p>As one PDF, these files in the following order:</p> <ul style="list-style-type: none"> • Cover letter with or without signature • Résumé <p>(DO NOT upload portfolio)</p> <p>An interview appointment will be scheduled for the student to conduct his/her interview on a date to be determined after registration closes.</p>
<p>Broadcast News Production Team <i>BNPT-MemberID#</i></p> <p>Use the Member ID# for the team captain</p>	<p>As one PDF, these files in the following order:</p> <ol style="list-style-type: none"> 1. A document with the following information: <ul style="list-style-type: none"> • the chapter # • the team captain’s member ID# • the team captain’s participant ID# • a clickable URL and applicable passwords to the final project (final news production, promo/tease, and script, see <i>WSAP Guidelines</i>) • a clickable URL and applicable passwords to the team presentation based upon the time limits published in the <i>WSAP Guidelines</i> • advisor’s name • advisor’s email address 2. Release Forms with signatures 3. Works Cited <p>The project and presentation URLs must also be entered into the URL fields located on the submission website.</p>
<p>Computer Animation Team <i>CAT-MemberID#</i></p> <p>Use the Member ID# for the team captain</p>	<p>As one PDF, these files in the following order:</p> <ol style="list-style-type: none"> 1. A document with the following information: <ul style="list-style-type: none"> • the chapter # • the team captain’s member ID# • the team captain’s participant ID# • a clickable URL and applicable passwords to the final project (storyboard and video, see <i>WSAP Guidelines</i>) • a clickable URL and applicable passwords to the team presentation based upon the time limits published in the <i>WSAP Guidelines</i> • advisor’s name • advisor’s email address 2. Release Forms with signatures 3. Works Cited <p>The project and presentation URLs must also be entered into the URL fields located on the submission website.</p>

Event & Naming Conventions for file uploading	Upload on or before 8:00 PM on January 27, 2021
Computer Modeling CM-MemberID#	<p>As one PDF, these files in the following order:</p> <ol style="list-style-type: none"> 1. A document with the following information: <ul style="list-style-type: none"> • Student's member ID# • Student's participant ID# • A clickable URL to his/her presentation based upon the time limits published in the <i>WSAP Guidelines</i> • Any applicable password or permission credentials to access the URL • Advisor's name • Advisor's email address 2. Final Project Files 3. Works Cited <p>The presentation URL must also be entered into the URL field located on the submission website.</p>
Digital Media Production DMP-MemberID#	<p>As one PDF, these files in the following order:</p> <ol style="list-style-type: none"> 1. A document with the following information: <ul style="list-style-type: none"> • the student's member ID# • the student's participant ID# • a clickable URL and applicable passwords to the final project (see <i>WSAP Guidelines</i>) • a clickable URL and applicable passwords to his/her presentation based upon the time limits published in the <i>WSAP Guidelines</i> • advisor's name • advisor's email address 2. Release Forms with signatures 3. Works Cited <p>The project and presentation URLs must also be entered into the URL fields located on the submission website.</p>

Event & <i>Naming Conventions for file uploading</i>	Upload on or before 8:00 PM on January 27, 2021
Economic Research Individual <i>ERI-MemberID#</i>	<p>As one PDF, these files in the following order:</p> <ol style="list-style-type: none"> 1. A document with the following information: <ul style="list-style-type: none"> • Student's member ID# • Student's participant ID# • A clickable URL to his/her presentation based upon the time limits published in the <i>WSAP Guidelines</i> • Any applicable password or permission credentials to access the URL • Advisor's name • Advisor's email address 2. Research Paper 3. Works Cited <p>The presentation URL must also be entered into the URL field located on the submission website.</p>
Economic Research Team <i>ERT-MemberID#</i> Use the MemberID# for the team captain	<p>As one PDF, these files in the following order:</p> <ol style="list-style-type: none"> 1. A document with the following information: <ul style="list-style-type: none"> • Chapter ID# • Team captain's member ID# • Team captain's participant ID# • A clickable URL to the team presentation based upon the time limits published in the <i>WSAP Guidelines</i> • Any applicable password or permission credentials to access the URL • Advisor's name • Advisor's email address 2. Research Paper 3. Works Cited <p>The presentation URL must also be entered into the URL field located on the submission website.</p>

Event & Naming Conventions for file uploading	Upload on or before 8:00 PM on January 27, 2021
Entrepreneurship <i>ENT-MemberID#</i>	<p>As one PDF, these files in the following order:</p> <p>(DO NOT upload supporting documentation)</p> <ol style="list-style-type: none"> 1. A document with the following information: <ul style="list-style-type: none"> • Student's member ID# • Student's participant ID# • A clickable URL to the his/her presentation based upon the time limits published in the <i>WSAP Guidelines</i> • Any applicable password or permission credentials to access the URL • Advisor's name • Advisor's email address 2. Completed business plan only 3. Works Cited <p>The presentation URL must also be entered into the URL field located on the submission website.</p>
Extemporaneous Speech <i>ES-MemberID#</i>	<p>A document with the following information:</p> <ul style="list-style-type: none"> • Student's member ID# • Student's participant ID# • A clickable URL to the his/her presentation based upon the time limits published in the <i>WSAP Guidelines</i> • Any applicable password or permission credentials to access the URL • Advisor's name • Advisor's email address <p>The presentation URL must also be entered into the URL field located on the submission website.</p>

<p style="text-align: center;">Event & Naming Conventions for file uploading</p>	<p style="text-align: center;">Upload on or before 8:00 PM on January 27, 2021</p>
<p>Financial Analyst Team <i>FAT-MemberID#</i></p> <p>Use the Member ID# for the team captain</p>	<p>A document with the following information:</p> <ul style="list-style-type: none"> • Chapter ID# • Team captain’s member ID# • Team captain’s participant ID# • A clickable URL to the team presentation based upon the time limits published in the <i>WSAP Guidelines</i> • Any applicable password or permission credentials to access the URL • Advisor’s name • Advisor’s email address <p>The presentation URL must also be entered into the URL field located on the submission website.</p> <p>NOTE: No supporting documentation, reports, charts, graphs, etc. are submitted during the pre-submission requirement.</p>
<p>Global Marketing Team <i>GMT-MemberID#</i></p> <p>Use the Member ID# for the team captain</p>	<p>As one PDF, these files in the following order:</p> <p>(DO NOT upload supporting documentation)</p> <ol style="list-style-type: none"> 1. A document with the following information: <ul style="list-style-type: none"> • Chapter ID# • Team captain’s member ID# • Team captain’s participant ID# • A clickable URL to the team presentation based upon the time limits published in the <i>WSAP Guidelines</i> • Any applicable password or permission credentials to access the URL • Advisor’s name • Advisor’s email address 2. Completed marketing plan only 3. Works Cited <p>The presentation URL must also be entered into the URL field located on the submission website.</p>

Event & <i>Naming Conventions for file uploading</i>	Upload on or before 8:00 PM on January 27, 2021
Graphic Design Promotion <i>GDP-MemberID#</i>	<p>As one PDF, these files in the following order:</p> <ol style="list-style-type: none"> 1. A document with the following information: <ul style="list-style-type: none"> • Student's member ID# • Student's participant ID# • A clickable URL to his/her presentation based upon the time limits published in the <i>WSAP Guidelines</i> • Any applicable password or permission credentials to access the URL • Advisor's name • Advisor's email address 2. One (1) copy of the 8½"x11" original flyer 3. One (1) copy of the 4"x4" logo 4. One (1) copy of the 2"x2" pin-sized logo 5. Release Forms with signatures 6. Works Cited <p>The presentation URL must also be entered into the URL field located on the submission website.</p>
Human Resource Management <i>HRM-MemberID#</i>	<p>A document with the following information:</p> <ul style="list-style-type: none"> • Student's member ID# • Student's participant ID# • A clickable URL to his/her presentation based upon the time limits published in the <i>WSAP Guidelines</i> • Any applicable password or permission credentials to access the URL • Advisor's name • Advisor's email address <p>The presentation URL must also be entered into the URL field located on the submission website.</p>
Interview Skills <i>IS-MemberID#</i>	<p>As one PDF, these files in the following order:</p> <ul style="list-style-type: none"> • Cover letter with or without signature • Résumé <p>An interview appointment will be scheduled for the student to conduct his/her interview after registration is completed.</p>

<p align="center">Event & Naming Conventions for file uploading</p>	<p align="center">Upload on or before 8:00 PM on January 27, 2021</p>
<p>Network Design Team <i>NDT-MemberID#</i></p> <p>Use the Member ID# for the team captain</p>	<p>As one PDF, these files in the following order:</p> <ol style="list-style-type: none"> 1. A document with the following information: <ul style="list-style-type: none"> • Chapter ID# • Team captain’s member ID# • Team captain’s participant ID# • A clickable URL to the team presentation based upon the time limits published in the <i>WSAP Guidelines</i> • Any applicable password or permission credentials to access the URL • Advisor’s name • Advisor’s email address 2. Written proposal 3. Works Cited <p>The presentation URL must also be entered into the URL field located on the submission website.</p>
<p>Parliamentary Procedure Team <i>PPT-MemberID#</i></p> <p>Use the Member ID# for the team captain</p>	<p>A document with the following information:</p> <ul style="list-style-type: none"> • Chapter ID# • Team captain’s member ID# • Team captain’s participant ID# • A clickable URL to the team presentation based upon the time limits published in the <i>WSAP Guidelines</i> • Any applicable password or permission credentials to access the URL • Advisor’s name • Advisor’s email address <p>The presentation URL must also be entered into the URL field located on the submission website.</p>

<p style="text-align: center;">Event & <i>Naming Conventions for file uploading</i></p>	<p style="text-align: center;">Upload on or before 8:00 PM on January 27, 2021</p>
<p>Podcast Production Team</p> <p>PODT-MemberID#</p> <p>Use the Member ID# for the team captain</p>	<p>As one PDF, these files in the following order:</p> <ol style="list-style-type: none"> 4. A document with the following information: <ul style="list-style-type: none"> • Chapter ID# • Team captain’s member ID# • Team captain’s participant ID# • A clickable URL to the team Podcast audio (Sound Cloud account) presentation based upon the time limits published in the <i>WSAP Guidelines</i> • Any applicable password or permission credentials to access the URL • Advisor’s name • Advisor’s email address 5. Final Project Files 6. Works Cited 7. Signed Release Forms <p>The presentation URL must also be entered into the URL field located on the submission website.</p>
<p>Prepared Speech</p> <p>PS-MemberID#</p>	<p>A document with the following information:</p> <ul style="list-style-type: none"> • Student’s member ID# • Student’s participant ID# • A clickable URL to his/her presentation based upon the time limits published in the <i>WSAP Guidelines</i> • Any applicable password or permission credentials to access the URL • Advisor’s name • Advisor’s email address <p>The presentation URL must also be entered into the URL field located on the submission website.</p> <p>NOTE: Props that are allowed cannot be digital presentation tools such as a student doing a screen share of a PowerPoint or any other electronic file. Traditional props are still allowed and may be displayed on camera during the presentation.</p>

<p style="text-align: center;">Event & Naming Conventions for file uploading</p>	<p style="text-align: center;">Upload on or before 8:00 PM on January 27, 2021</p>
<p>Presentational Management Individual PMI-MemberID#</p>	<p>As one PDF, these files in the following order:</p> <ol style="list-style-type: none"> 1. A document with the following information: <ul style="list-style-type: none"> • the student’s member ID# • the student’s participant ID# • a clickable URL to his/her presentation based upon the time limits published in the <i>WSAP Guidelines</i> • any applicable password or permission credentials to access the URL • advisor’s name • advisor’s email address 2. Release Forms with signatures 3. Works Cited <p>The presentation URL must also be entered into the URL field located on the submission website.</p>
<p>Presentation Management Team PPT-MemberID#</p> <p>Use the Member ID# for the team captain</p>	<p>As one PDF, these files in the following order:</p> <ol style="list-style-type: none"> 1. A document with the following information: <ul style="list-style-type: none"> • the chapter # • the team captain’s member ID# • the team captain’s participant ID# • a clickable URL to his/her presentation based upon the time limits published in the <i>WSAP Guidelines</i> • any applicable password or permission credentials to access the URL • advisor’s name • advisor’s email address 2. Release Forms with signatures 3. Works Cited <p>The presentation URL must also be entered into the URL field located on the submission website.</p>

<p style="text-align: center;">Event &</p> <p style="text-align: center;"><i>Naming Conventions for file uploading</i></p>	<p style="text-align: center;">Upload on or before 8:00 PM on January 27, 2021</p>
<p>Small Business Management Team <i>SBMT-MemberID#</i></p> <p>Use the Member ID# for the team captain</p>	<p>A document with the following information:</p> <ul style="list-style-type: none"> • Chapter ID# • Team captain’s member ID# • Team captain’s participant ID# • A clickable URL to the team presentation based upon the time limits published in the <i>WSAP Guidelines</i> • Any applicable password or permission credentials to access the URL • Advisor’s name • Advisor’s email address <p>The presentation URL must also be entered into the URL field located on the submission website.</p>
<p>Video Production Team <i>VPT-MemberID#</i></p> <p>Use the Member ID# for the team captain</p>	<p>As one PDF, these files in the following order:</p> <ol style="list-style-type: none"> 1. A document with the following information: <ul style="list-style-type: none"> • the chapter # • the team captain’s member ID# • the team captain’s participant ID# • a clickable URL and applicable passwords to the final project (storyboard and video, see <i>WSAP Guidelines</i>) • a clickable URL and applicable passwords to the team presentation based upon the time limits published in the <i>WSAP Guidelines</i> • advisor’s name • advisor’s email address 2. Release Forms with signatures 3. Works Cited <p>The project and presentation URLs must also be entered into the URL fields located on the submission website.</p>

<p style="text-align: center;">Event & Naming Conventions for file uploading</p>	<p style="text-align: center;">Upload on or before 8:00 PM on January 27, 2021</p>
<p>Website Design Team WDT-MemberID#</p> <p>Use the Member ID# for the team captain</p>	<p>As one PDF, these files in the following order:</p> <ol style="list-style-type: none"> 1. A document with the following information: <ul style="list-style-type: none"> • the chapter # • the team captain's member ID# • the team captain's participant ID# • a clickable URL and applicable passwords to the final project (see <i>WSAP Guidelines</i>) • a clickable URL and applicable passwords to the team presentation based upon the time limits published in the <i>WSAP Guidelines</i> • advisor's name • advisor's email address 2. Release Forms with signatures 3. Works Cited <p>The project and presentation URLs must also be entered into the URL fields located on the submission website.</p>

<p style="text-align: center;">Event & Naming Conventions for file uploading</p>	<p style="text-align: center;">Upload on or before 8:00 PM on January 27, 2021</p>
MIDDLE LEVEL EVENTS	
<p>Digital Game Design Team MLDGDT-MembersID#</p> <p>Use the Member ID# for the team captain</p>	<p>As one PDF, these files in the following order:</p> <ol style="list-style-type: none"> 1. A document with the following information: <ul style="list-style-type: none"> • the chapter # • the team captain's member ID# • the team captain's participant ID# • a clickable URL and applicable passwords to the final project (see <i>WSAP Guidelines</i>) • a clickable URL and applicable passwords to the team presentation based upon the time limits published in the <i>WSAP Guidelines</i> plus answers to the questions provided in the online instructions. • advisor's name • advisor's email address 2. Release Forms with signatures 3. Works Cited <p>The project and presentation URLs must also be entered into the URL fields located on the submission website.</p>
<p>Graphic Design Promotion MLGDP-MemberID#</p>	<p>As one PDF, these files in the following order:</p> <ol style="list-style-type: none"> 1. A document with the following information: <ul style="list-style-type: none"> • Student's member ID# • Student's participant ID# • A clickable URL to his/her presentation based upon the time limits published in the <i>WSAP Guidelines</i>, plus answer to the questions provided in the online instructions. • Any applicable password or permission credentials to access the URL • Advisor's name • Advisor's email address 2. One (1) copy of the 8½"x11" original flyer 3. One (1) copy of the 4"x4" logo 4. Release Forms with signatures 5. Works Cited <p>The presentation URL must also be entered into the URL field located on the submission website.</p>

<p style="text-align: center;">Event & Naming Conventions for file uploading</p>	<p style="text-align: center;">Upload on or before 8:00 PM on January 27, 2021</p>
<p>Introduction to Video Production Team MLIVPT-MemberID#</p> <p>Use the Member ID# for the team captain</p>	<p>As one PDF, these files in the following order:</p> <ol style="list-style-type: none"> 1. A document with the following information: <ul style="list-style-type: none"> • the chapter # • the team captain’s member ID# • the team captain’s participant ID# • a clickable URL and applicable passwords to the final project (storyboard, script and video, see <i>WSAP Guidelines</i>) • a clickable URL and applicable passwords to the team presentation based upon the time limits published in the <i>WSAP Guidelines</i> • advisor’s name • advisor’s email address 2. Release Forms with signatures 3. Works Cited <p>The project and presentation URLs must also be entered into the URL fields located on the submission website.</p>
<p>Website Design Team MLWDT-MemberID#</p> <p>Use the Member ID# for the team captain</p>	<p>As one PDF, these files in the following order:</p> <ol style="list-style-type: none"> 1. A document with the following information: <ul style="list-style-type: none"> • the chapter # • the team captain’s member ID# • the team captain’s participant ID# • a clickable URL and applicable passwords to the final project (see <i>WSAP Guidelines</i>) • a clickable URL and applicable passwords to the team presentation based upon the time limits published in the <i>WSAP Guidelines</i> • advisor’s name • advisor’s email address 4. Release Forms with signatures 5. Works Cited <p>The project and presentation URLs must also be entered into the URL fields located on the submission website.</p>

<p style="text-align: center;">Event & Naming Conventions for file uploading</p>	<p style="text-align: center;">Upload on or before 8:00 PM on January 27, 2021</p>
<p>Entrepreneurship Exploration MLEE-MemberID#</p>	<p>As one PDF, these files in the following order:</p> <ol style="list-style-type: none"> 1. A document with the following information: <ul style="list-style-type: none"> • the chapter # • the team captain's member ID# • the team captain's participant ID# • a clickable URL and applicable passwords to the team presentation based upon the time limits published in the <i>WSAP Guidelines</i>, plus answers to questions provided in the online instructions. • advisor's name • advisor's email address 2. Research Paper 3. Works Cited <p>The project and presentation URLs must also be entered into the URL fields located on the submission website.</p>
<p>Extemporaneous Speech MLES-MemberID#</p>	<p>A document with the following information:</p> <ul style="list-style-type: none"> • Student's member ID# • Student's participant ID# • A clickable URL to the his/her presentation based upon the time limits published in the <i>WSAP Guidelines</i> • Any applicable password or permission credentials to access the URL • Advisor's name • Advisor's email address <p>The presentation URL must also be entered into the URL field located on the submission website.</p>

Event & <i>Naming Conventions for file uploading</i>	Upload on or before 8:00 PM on January 27, 2021
Prepared Speech MLPS-MemberID#	<p>A document with the following information:</p> <ol style="list-style-type: none"> 1. Student's member ID# 2. Student's participant ID# 3. A clickable URL to his/her presentation based upon the time limits published in the <i>WSAP Guidelines</i> 4. Any applicable password or permission credentials to access the URL 5. Advisor's name 6. Advisor's email address <p>The presentation URL must also be entered into the URL field located on the submission website.</p> <p>NOTE: Props that are allowed cannot be digital presentation tools such as a student doing a screen share of a PowerPoint or any other electronic file. Traditional props are still allowed and may be displayed on camera during the presentation.</p>
Presentation Management Team MLPMT-MemberID# <i>Use the Member ID# for the team captain</i>	<p>As one PDF, these files in the following order:</p> <ol style="list-style-type: none"> 1. A document with the following information: <ul style="list-style-type: none"> • the chapter # • the team captain's member ID# • the team captain's participant ID# • a clickable URL to his/her presentation based upon the time limits published in the <i>WSAP Guidelines</i> • any applicable password or permission credentials to access the URL • advisor's name • advisor's email address 2. Release Forms with signatures 3. Works Cited <p>The presentation URL must also be entered into the URL field located on the submission website.</p>
Human Resource Exploration-Pilot MLHRE-MemberID#	<p>As one PDF, these files in the following order:</p> <ul style="list-style-type: none"> • Job Listing • Personal Statement <p>An interview appointment will be scheduled for the student to conduct his/her interview on a date to be determined after registration closes.</p>

Appendix

How to Work the Online Testing Systems for State Competition

- Includes instructions on how to access open and objective tests
- Includes instructions on how to upload files and presentations for pre-submitted events