How to Login to the Student Submission Project Site:
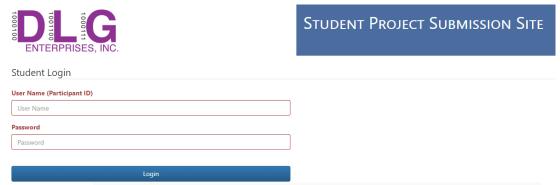
http://judgespro.decaregistration.com/org/jpnm-scdc/conf/scdc/student

DLG ENTERPRISES, INC.

STUDENT PROJECT SUBMISSION SITE

Student Login

User Name (Participant ID)

User Name

Password

Password

Login

1. Type http://judgespro.decaregistration.com/org/jpnm-scdc/conf/scdc/student in the Web Browser Address field located at the top of your Web Browser
2. Type the appropriate **"Participant ID"** in the **"Username"** field
3. Type the appropriate "**Password**" in the **"Password"** field
4. Click on the "**Login**" button

Note: If your event is a TEAM EVENT, the Team Captain is the only one that can logon for the TEAM
Note: The Student Submission URL, Participant ID and Password will be provided to you by your Chapter Advisor
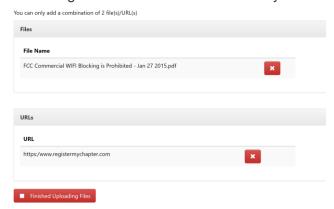
How To Add a File:

1. Click on the **"Click Here to Upload A New File"** button
2. Locate/Select the appropriate file on your machine to upload (**PDF files only**)
3. The file name should be the event acronym and the last names of the students
4. Repeat the above steps if you are allowed to upload more than one File
   Note: At the Top of the Screen, you will see the number of Files/URL(s) that can be submitted. This information is located just above the Files location on the screen

IMPORTANT: DO NOT CLICK ON THE FINISHED UPLOADING FILES UNTIL YOU ARE SURE THAT YOU YOUR HAVE EVERYTHING UPLOADED AND ENTERED CORRECTLY. YOU WILL NOT BE ABLE TO CHANGE ANYTHING AFTER YOU CLICK ON THE FINISHED UPLOADING FILES BUTTON

How To Remove a File BEFORE you Click on the Finished Uploading Files button:

1. Locate the **"File"** on the screen and click on the **"X"** located on the right-hand side of the **"File"** that you want to remove

You can only add a combination of 2 file(s)/URL(s)

Files

File Name

FCC Commercial WIFI Blocking is Prohibited - Jan 27 2015.pdf ✖

URLs

URL

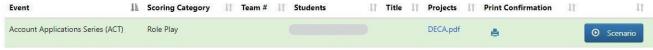https://www.registermychapter.com ✖

◼ Finished Uploading Files

How To Submit your File:

1. Click on the **"Finished Uploading Files"** button
2. A Pop Up Confirmation Box "**Are You Sure**" will appear
3. Click "**Confirm**" if you are finished
4. The following Screen will appear once you have submitted

Note: Notice that you will only be able to view your submissions by click on the links under the Projects column. At this point, you will not be able to modify your submission.

How To Review Submitted Project and Print Confirmation:

Event	Scoring Category	Team #	Students	Title	Projects	Print Confirmation	
Account Applications Series (ACT)	Role Play				DECA.pdf	🖨	⊙ Scenario

Click on the uploaded **"Projects"** link to review the project

1. To print a confirmation, Click on the **"Print Confirmation"** icon

How to Log Out:

1. Click on the **"Log Out"** button