

## COMPETITIVE EVENTS

The following competitive events contain a written component that must be uploaded:

- Business Growth Plan-EBG
- Business Services Operations Research-BOR
- Business Solutions Project-PMBS
- Buying and Merchandising Operations Research-BMOR
- Career Development Project-PMCD
- Community Awareness Project-PMCA
- Community Giving Project-PMCG
- Finance Operations Research-FOR
- Financial Consulting-FCE—special requirement for NM DECA
- Financial Literacy Project-PMFL
- Franchise Business Plan-EFB
- Hospitality and Tourism Operations Research-HTOR
- Hospitality and Tourism Professional Selling-HTPS—special requirement for NM DECA
- Independent Business Plan-EIB
- Innovation Plan-EIP
- Integrated Marketing Campaign-Event-IMCE
- Integrated Marketing Campaign-Product-IMCP
- Integrated Marketing Campaign-Service-IMCS
- International Business Plan-IBP
- Professional Selling-PSE—special requirement for NM DECA
- Sales Project-PMSP
- Sports and Entertainment Marketing Operations Research-SEOR
- Start-Up Business Plan-ESB

## STUDENT INSTRUCTIONS

- The submission window will open at 5:00 am on January 29
- Written entries must be submitted by 5:00 pm on February 2
- Please allow ample time for your chapter advisor to login and verify your entry after you upload and submit it.

### Steps to Submit:

- **Log in**
  - The **team captain** should go to:  
<https://judgepro.decaregistration.com/org/jpnm-scdc/conf/scdc/student>
  - Login using your username and password (your chapter advisor has this information)
  - **The team captain is the only participant who can upload projects.**
- **Verify your entry**
  - Verify that the **Event** and **Team Member Names** are correct. If the information is not accurate, contact your chapter advisor before uploading

your written entry. If you are part of a team, you will see your team participants and team number.

- **Make sure your files are named appropriately**
  - **Two separate files** should be uploaded as **PDF files**. Files cannot exceed 11.9 MB.
  - **File 1 (SA):** The **Written Statement of Assurances** signed (typed signatures will NOT be accepted) by all team members and your DECA chapter advisor.
  - **File 2 (WE):** The **written entry**, including the title page, table of contents and executive summary.
  - Please use the following format to name your files:
  - Event Acronym\_Association\_Abbreviation\_Last Names\_File  
Names of participants in alphabetical order
  - For example:
  - For File 1: BMOR\_NM\_Smith\_Thomas\_Young\_SA.pdf
  - For File 2: BMOR\_NM\_Smith\_Thomas\_Young\_WE.pdf
  - **If the written project was created using Canva, you must download as “PDF Standard”, size 8.5 x 11 inches.**
- **Upload your files**
  - Click on the blue **“Upload Files”** button.
  - Click on the blue **“Click Here to Upload a New File”** button.
  - Select the file (PDF only) and click the **“Open”** button. Files cannot exceed 11.9 MB.
  - To delete or change the file uploaded, click the **“Delete”** button to the right of the file name and repeat the upload process.
- **Submit your files**
  - Click the blue **“Finished”** button when finished.
  - Confirm you have finished by clicking the blue **“Confirm”** button on the pop-up.
- **Log out**
  - You have successfully uploaded your written entry and can now click on **“Log Out.”**
  - Notify your DECA advisor that it is uploaded and waiting their approval.
  - **Thank your DECA advisor** for their support and guidance this year!
  - If you have any questions or require assistance during your written entry upload, contact your **chapter advisor**.

## ADVISOR INSTRUCTIONS

- The submission window will open at 5:00 am on January 29
- Written entries must be submitted by 5:00 pm on February 2
- **Log in**
  - The Chapter Advisor should go to:  
<https://judgepro.decaregistration.com/org/jpnm-scdc/conf/scdc>
  - Use your membership credentials to login.
- **Verify your chapter’s registration & written entries**
  - Click the blue **“Projects”** button.
  - Projects that need to be reviewed and approved will be highlighted in red.

- Click the blue “**Approve**” button to approve the project or click the red “**Approve All Projects**” button to approve all at once.
- The advisor must agree to the Statement of Approval of Student Submission(s) by checking the box next to **I Agree** and then click “**Confirm.**”
- Approved projects will be highlighted in green.
- **Log out**
  - You’ve successfully completed the verification and can now click on “**Log Out.**”
  - If you have any questions or require assistance during the written entry upload, contact Debi at [deca@nmctso.com](mailto:deca@nmctso.com).

## QUALIFICATIONS

1. All participants and written events must be approved and authorized for entering their competition by their chapter advisor through the official NM DECA SCDC registration site by January 26
2. All participants and written events must meet the specifications set forth in each project guidelines
3. A written entry may not be entered in more than one NM DECA CDC competitive event during the given year
4. Once a written entry is entered in NM DECA SCDC competition, the content material may not be entered into competition again
5. All written entries must include a signed copy of DECA’s Written Event Statement of Assurances and Academic Integrity