



PREPARED EVENTS INSTRUCTIONS

PREPARED EVENTS

The following events include a prepared 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 Literacy Project-PMFL
- Franchise Business Plan-EFB
- Hospitality and Tourism Operations Research-HTOR
- Independent Business Plan-EIB
- **Innovation Plan-EIP—SLIDE DECK as PDF**
- **Integrated Marketing Campaign-Event-IMCE—SLIDE DECK as PDF**
- **Integrated Marketing Campaign-Product-IMCP—SLIDE DECK as PDF**
- **Integrated Marketing Campaign-Service-IMCS—SLIDE DECK as PDF**
- International Business Plan-IBP
- Sales Project-PMSP
- Sports and Entertainment Marketing Operations Research-SEOR
- **Start-Up Business Plan-ESB—SLIDE DECK as PDF**

STUDENT INSTRUCTIONS

- The submission window will open at 5:00 am on January 26
- Prepared entries must be submitted by 5:00 pm on January 30
- Please allow ample time for your chapter advisor to log in 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). Your password is **LevelUp2026**
 - **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 inaccurate, contact your chapter advisor before uploading your prepared 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 Prepared Event Statement of Assurances and Academic Integrity signed (typed signatures will NOT be accepted) by all team members and your DECA chapter advisor.
 - **File 2 (PE):** The **prepared 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_PE.pdf
 - **If the written project was created using Canva (or similar program), you must download as PDF and ensure that it fits in the size requirements.**
- **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 is waiting for 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 26
- Prepared entries must be submitted by 5:00 pm on January 30
- **Log in**
 - The Chapter Advisor should go to:
<https://judgepro.decaregistration.com/org/jpnm-scdc/conf/scdc>
 - Use your membership credentials to login (Chapter ID and membership password).
- **Verify your chapter's registration & prepared entries**
 - Click the blue "**Projects**" button.
 - Prepared events 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 prepared entry upload, contact Debi at deca@nmctso.com.

QUALIFICATIONS

1. All participants and prepared events must be approved and authorized for entering their competition by their chapter advisor through the official NM DECA CDC registration site by January 30
2. All participants and prepared events must meet the specifications set forth in each event's guidelines
3. A prepared entry may not be entered in more than one NM DECA CDC competitive event during the given year
4. Once a prepared entry is entered in NM DECA CDC competition, the content material may not be entered into any competition again
5. All prepared entries must include a signed copy of DECA's [Prepared Event Statement of Assurances and Academic Integrity](#)