

## Colorado FBLA Student Project Pre-Judge Submission Instructions

### THESE INSTRUCTIONS APPLY ONLY TO PRE-JUDGE COMPONENTS FOR:

American Enterprise Project · Business Ethics · Business Financial Plan · Business Plan · Community Service Project · Computer Applications · Database Design & Applications · Digital Animation · Digital Video Production · Future Business Educator · Future Business Leader · Job Interview · Local Chapter Annual Business Report · Partnership with Business Report · Spreadsheet Applications · Word Processing

1. Navigate to <https://judgespro.registernmychapter.com/org/jpco-fbla/conf/jpco-fbla/student>
2. Type your "Participant ID" in the "User Name (Participant ID)" Field (Your adviser has this number next to the student name on the State Leadership Conference registration invoice.)
3. Password: ColoradoFBLA23
4. Click on the "Login" button



### STUDENT PROJECT SUBMISSION SITE

#### Student Login

##### User Name (Participant ID)

##### Password

5. Make sure your name is at the top of the screen, and that the correct event(s) are the ones you are registered for
6. If all information is correct and you are ready to proceed, click on the "Upload Files" button. **If this is a TEAM EVENT and you are NOT the Team Captain, you will NOT have an "Upload Files" button. Only the "Team Captain" has the ability to upload files.**

#### Upload Files Button

1. Click on the "Click Here To Upload a New File" button
2. Select the appropriate file and click on the "Open" button (Note: Max file size is 30MB)
3. When you upload your file, there will be a statement showing your file size
4. To "Delete" a file you have uploaded, click on the "Delete" button to the right of the file name
5. Click the "Back" button when finished

#### To Add a New URL

1. Type the appropriate "URL" in the "Add New URL" text field
2. Click on the "Add" button
3. To "Delete" a URL you have added, click on the "Delete" button to the right of the URL address
4. Click the "Back" button when finished