

## Colorado FBLA Adviser Pre-Judge Approval Instructions

These instructions apply to **only** pre-judge competitions:

Business Ethics \* Business Financial Plan \* Business Plan \* Computer Applications \* Database Design & Applications \* Digital Animation \* Digital Video Production \* Future Business Leader \* Job Interview \* Spreadsheet Applications \* Word Processing

When logging in, other competitions may be seen. No action needs to be taken for competitions without pre-judge items.

1. Navigate to the URL under your district at [www.coloradofbla.org/dlc](http://www.coloradofbla.org/dlc)
2. Type your "User Name" (Chapter ID/User Name that is used to log into the Conference Registration site – most often your "old" chapter ID number)
3. Type the appropriate Password in the "Password" field (Note: the password is service)
4. Click on the "Login" button.



### Project List



5. To view uploaded projects, click on the links located under "Projects"
6. Once the projects have been reviewed, the "Statement of Assurance" must be submitted.
7. To sign/submit the "Statement of Assurance", click on the "Sign Projects" button.
8. If you agree with the text in the statement, select the "I Agree" checkbox and click on the "Confirm" button by the deadline listed in the Call to Conference.

SIGN PROJECTS ×

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This is a Statement Of Assurance from the Chapter Adviser.

I Agree

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Close Confirm

**Important:** All projects that have a file and/or video URL will be signed and submitted for scoring. Once the projects are "signed", the student project cannot be edited. Contact your district Board member to have the student project released.