

## Colorado FBLA Student Pre-Judge Submission 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, but **ONLY** pre-judge competitions will have file uploading options. 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 "Participant ID" in the "User Name (Participant ID)" Field (Your adviser has this number next to the student name on the DLC registration invoice.)
3. Password: CoFBLADLC23
4. Click on the "Login" button



STUDENT PROJECT SUBMISSION SITE

Student Login

User Name (Participant ID)

Password

Login

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" or "Scenario" 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