



Oklahoma BPA Pre-Submit Instructions

The online pre-submit system will open on **Monday, December 14th, 2026, at 8:00 a.m.** and close on **Friday, January 8, 2027, at 5:00 p.m.** We encourage members not to wait until the last minute to upload as the deadline will not be extended. It is vital that we allow our pre-submit judges sufficient time to evaluate each submission thoroughly based on the rubric for each competition.

Which events have a pre-submit component?

(155) Economic Trends Research Individual	(505) Sports Media Marketing Team (Pilot)
(160) Economic Trends Research Team	(510) Industry Pitch Team
(230) Administrative Trends Research Individual	(615) Health Trends Research Presentation
(240) Entrepreneurship	(725) Interview Skills
(325) Network Design Team	(730) Advanced Interview Skills
(365) Website Design & Development Team	(755) Prepared Speech
(410) Graphic Design Promotion	(760) Presentation Individual
(420) Digital Media Production	(940) Digital Game Design Team
(425) 3D Computer Modeling	(945) Graphic Design Promotion
(430) Video Production Team	(950) Video Production Team
(440) 3D Computer Animation Team	(955) Website Design Team
(445) Broadcast News Production Team	(960) Visual Design Team
(450) Podcast Production Team	(970) Entrepreneurship Exploration
(455) User Experience Design Team	(980) Prepared Speech
(460) Visual Design Team	(985) Presentation Team
(500) Global Marketing Strategy Team	(990) Human Resource Exploration

How do I know what to upload for the pre-submit portion?

1. Download the “**Oklahoma WSAP Supplement**”
 - a. <https://www.bpaok.org/chapter-resources>
2. Review the “**Oklahoma BPA Pre-Submission Guidelines**” located on **pages 15-16**
3. Pay close attention to column headings “**What to Submit**” and “**Saved File Naming Conventions**” prior to uploading your pre-submit entries to ensure you have followed all required guidelines

How do we access the pre-submit system and upload files?

Files may be pre-submitted by either a **registered chapter advisor** or the **student member**.

Advisor Submission Upload Site:

Link: <https://judgepro.registermychapter.com/org/jpok-slc/conf/jpok-slc>

Username/Password: Same credentials used for the National BPA membership registration system

After logging In:

1. Click the “**Projects**” tab at the top left of the page
2. Locate the **student** and **event** for which you are uploading files
3. Click “**Upload Files**”
4. Click “**Choose File**”
5. Select **PDF** file from your computer
6. Click “**Submit**”

For events requiring a URL:

1. Follow the “**Cloud Storage/File Sharing Guidelines**” on **page 8** of the Oklahoma WSAP Supplement.
2. Copy/paste or type the **URL address** in the submission bar
3. If your URL requires a password (see **Vimeo Guidelines** on page 8), enter the password in the **Comments box** below the URL submission bar
4. Test accessibility by pasting the URL into a **new** browser window to ensure it opens correctly
5. Click “**Add**”
6. Once all required PDF file(s) and/or URLs are submitted, click “**Finished**”

Student Submission Upload Site:

Link: <https://judgepro.registermychapter.com/org/jpok-slc/conf/jpok-slc/student>

Username: Participant ID from SLC invoice

Password: Same as logging into the National Membership System (set by local chapter)

After logging In:

1. Click “**Upload Files**”
2. Click “**Choose File**”
3. Select the **PDF** file from your computer
4. Click “**Submit**”

For events requiring a URL:

1. Follow the “**Cloud Storage/File Sharing Guidelines**” on **page 8** of the Oklahoma WSAP Supplement.
2. Copy/paste or type the **URL address** in the submission bar
3. If your URL requires a password (see **Vimeo Guidelines** on page 8), enter the password in the **Comments box** below the URL submission bar
4. Test accessibility by pasting the URL into a **new** browser window to ensure it opens correctly
5. Click “**Add**”
6. Once all required PDF file(s) and/or URLs are submitted, click “**Finished**”

NOTE: If errors are discovered, delete and re-upload/submit before January 8 @ 5:00 pm.