



## Oklahoma BPA Pre-Submit Instructions

The online pre-submit system will open on **Monday, January 5<sup>th</sup> at 8:00 a.m.** and close on **Tuesday, January 27<sup>th</sup> 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 Research Individual	(515) Interview Skills
(160) Economic Research Team	(520) Advanced Interview Skills
(260) Administrative Support Research Project	(545) Prepared Speech ( <b>SLC ONLY</b> )
(325) Network Design Team	(555) Presentation Individual ( <b>SLC ONLY</b> )
(410) Graphic Design Promotion	(560) Presentation Team ( <b>SLC ONLY</b> )
(420) Digital Media Production	(615) Health Research Presentation ( <b>SLC ONLY</b> )
(425) Computer Modeling	(940) Digital Game Design Team
(430) Video Production Team	(945) Graphic Design Promotion
(435) Website Design Team	(950) Video Production Team
(440) 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 – ( <b>ML State Competition ONLY</b> )
(460) Visual Design Team	(985) Presentation Team – ( <b>ML State Competition ONLY</b> )
(500) Global Marketing Team	(990) Human Resource Exploration
(505) Entrepreneurship	

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

1. Download the “**Oklahoma WSAP Supplement**”
  - [https://www.bpaok.org/files/ugd/1e4568\\_55ec322610bf4ac1b30a0916dbf548c9.pdf](https://www.bpaok.org/files/ugd/1e4568_55ec322610bf4ac1b30a0916dbf548c9.pdf)
2. Review the “**Oklahoma BPA Pre-Submission Guidelines**” located on **pages 17-18**
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 11** 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 11), 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:** BPASlc26

#### 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 11** 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 11), 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 27 @ 5:00 pm.**