Early Submissions Guidelines

Competitive Events that Require Early Submissions

BPA IL follows the same Guidelines as the National Organization

**Refer to WSAP Pages 28 & 29 (Secondary)**

**Refer to WSAP ML Page 12 (Middle Level)**

**for Correct Saved File Name, Format, and What Files to Submit**

Economic Research Individual (155)

Economic Research Team (160)

Administrative Support Research Project—Individual (260)

Network Design Team (325)

Graphic Design Promotion (410)

Digital Media Production (420)

Computer Modeling (425)

Video Production Team (430)

Website Design Team (435)

Computer Animation Team (440)

Broadcast News Production Team (445)

Global Marketing Team (500)

Entrepreneurship (505)

Interview Skills (515)

Advanced Interview Skills (520)

Digital Game Design Team (940 - ML)

Graphic Design Promotion (945 - ML)

Introduction to Video Production Team (950 - ML)

Website Design Team (955 - ML)

Entrepreneurship Exploration (970 - ML)

Contests are submitted through www.bpa.org/submit (the same place as for the NLC submission). Follow the instructions below to submit the materials. Deadline for submission is **Tuesday, January 28 at 10:59 PM**. Documents should be submitted in PDF (except as otherwise specified). If advisors have any trouble with submission, contact David Saunders (bpa-illinois@sbcglobal.net).

Be very careful to accurately submit documents. Competitive events staff cannot be responsible for misdirected/incomplete documents. Contestants will receive an automated response confirmation at the time of submission. Individual confirmation of receipt cannot be provided.

Be sure to check WSAP guidelines to know what to bring at time of judging (SLC). Submitted materials will not be available to competitors at SLC. **Students must bring required materials.**

Instructions to submit contests for early judging:

1. Log into BPA.org from any page, using the username/password login in the top right corner of the page.
2. Go to <http://www.bpa.org/submit>
3. Choose the conference you are submitting for (Illinois) with the dropdown menu.
4. When the page reloads, choose the event you are submitting for with the dropdown menu.
5. Choose your division via the drop-down menu.
6. Enter your email (for submission confirmation).
7. Use the “browse” button to find your first file to upload.
8. If you have more files to upload, use the “add” button and then the new “browse” button that appears.
9. Click “submit”. Do NOT click twice. If you are uploading large files, it will take a few minutes.
10. You will get a confirmation screen and a confirmation email.