

# Judge Pro Student Manual

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## Judge Pro Student Instructions

### How to Login

1. Type or Copy/Paste the appropriate **"Student Submission URL"** in the Web Browser Address field located at the top of your Web Browser
2. Type the appropriate **"Participant ID"** in the **"Username"** field
3. Type the appropriate **"Password"** in the **"Password"** field
4. Click on the **"Login"** button

#### Student Login

**User Name (Participant ID)**

**Password**

**Note: If your event is a TEAM EVENT, the Team Captain is the only one that can logon for the TEAM, see the Scenario and Upload Files**

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## Evaluation Submission Screen

### PROJECTS FOR BEN BROWN

[Logout](#)

| Event                    | Team # | Students            | Title | Projects                       | Confirmation  |
|--------------------------|--------|---------------------|-------|--------------------------------|---|
| A Generic Event 1 (CIR1) |        | Ben Brown (1001001) |       | <a href="#">? Instructions</a> | <a href="#">🕒 Scenario</a> <a href="#">📁 Upload Files</a> |
| A Generic Event 2 (CIR2) |        | Ben Brown (1001001) |       |                                | <a href="#">📁 Upload Files</a>                            |
| A Generic Event 3 (CIR3) |        | Ben Brown (1001001) |       | <a href="#">🕒 Scenario</a>     | <a href="#">📁 Upload Files</a>                            |
| A Generic Event 4 (CIR4) |        | Ben Brown (1001001) |       |                                | Scenario viewing/file upload is closed                    |

Note: Depending on the event, the buttons in the screenshot provided may not all be visible to you

- **Instructions Button** -Specific instructions for this event. The message will be provided in a pop up box
- **Scenario Button** – Click on this button when you are ready to read the scenario provided for this event
- **Upload Files Button** – If there is a PDF or URL to be uploaded for this event, click on “**Upload Files**” and follow the instructions provided

**Note:** Files are limited to 30MB per submission

- **Scenario Viewing/File Upload is Closed** statement– this means that the event is not open. If you have not logged in early and the event should be open, please contact your chapter advisor for assistance

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### How to Submit a Project that has a Scenario/Case Study/Job

1. Click on the “**Scenario**” button to begin

Back

**NOTE:** Do not refresh your screen or press your back button, otherwise it will automatically submit.

Start Scenario

00:00

Finished Reading Scenario

2. Click on the “**Start Scenario**” button and read the Scenario displayed on the screen
3. If the Scenario has a time limit, the timer will begin the countdown
4. Click on the “**Finished Reading Scenario**” button once you have completed reading the Scenario and the Project upload screen will appear

**NOTE:** If you do NOT Click the “**Finished Reading Scenario**” button and let the timer run out to 0:00, you will be re-directed to the home page. Then you will have to Click on the “**Upload Files**” button to go to the Project Upload screen. If there is a timer on the Project upload screen, you will need to submit your Files/URL’s prior to the timer running out

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## Student Project Upload Screen

Note: Based on the Project Setup settings, there could be Files, URLs upload options or both. If the Upload process has a time limit it will be displayed in the upper right hand corner. If the timer runs out, the ability to submit your project/presentation will disappear from the Screen

### PROJECT FILES/URLS FOR HS ARCHITECTURAL DESIGN (HS)

Jeremy (2052024)

You can only add a combination of 3 file(s)/URL(s)

The screenshot shows the 'PROJECT FILES/URLS FOR HS ARCHITECTURAL DESIGN (HS)' interface. It includes a 'Files' section with a message 'There are currently no attachments' and a button 'Click Here To Upload A New File' highlighted with a red box. Below this is a 'URLs' section with a text input field 'Add New URL' and an 'Add' button highlighted with a red box. At the bottom, there is a 'Finished' button also highlighted with a red box. A red warning message states: 'Do not refresh, use browser arrows or close your browser while the file uploads'.

### How To Add a File

1. Click on the **“Click Here to Upload A New File”** button
2. Locate/Select the appropriate file on your local machine to upload
3. Repeat the above steps if you are allowed to upload more than one File

### How To Add a URL

1. Type in the appropriate **“URL”** in the **“Add New URL”** field
2. Click on the **“Add”** button
3. Repeat the above steps if you are allowed to add more than one URL
4. Click on the **“Finished”** button

**IMPORTANT: IF THE EVENT IS SETUP WITH AS A TIMED EVENT, DO NOT CLICK ON THE FINISHED BUTTON UNTIL YOU HAVE EVERYTHING UPLOADED AND ENTERED CORRECTLY. YOU WILL NOT BE ABLE TO CHANGE ANYTHING AFTER YOU CLICK ON THE FINISHED UPLOADING FILES BUTTON**




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## How To Remove a File and/or URL

Note: If the Administrator has the Upload file setting to **“Lock File Submit After Submit”**, the option to remove a file or URL may not be available


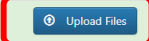
1. Locate the **“File”** and/or **“URL”** on the screen and click on the **“Delete”** button

## How to View your Uploaded Project and Print Project Confirmation Submission

| Event                               | Team #      | Students         | Title | Projects   | Confirmation  |   |   |
|-------------------------------------|-------------|------------------|-------|--|---|---|---|
| HS Architectural Design (HS) (ADHS) | ADHS~2052-1 | Jeremy (2052024) |       | StudentProjectAttachmentSample.pdf<br><a href="https://tsaweb.org">https://tsaweb.org</a><br><a href="https://google.com">https://google.com</a> |  |  |  |

1. To View your Project, Click on the **“Project”** link(s)
2. To Print your Project Confirmation, Click on the **“Print”** icon

## How to Submit a Project that Does Not Have a Scenario

| Event                               | Team #      | Students         | Title | Projects   | Confirmation  |   |  |
|-------------------------------------|-------------|------------------|-------|--|---|---|--|
| HS Architectural Design (HS) (ADHS) | ADHS~2052-1 | Jeremy (2052024) |       | StudentProjectAttachmentSample.pdf<br><a href="https://tsaweb.org">https://tsaweb.org</a><br><a href="https://google.com">https://google.com</a> |  |  |  |

## How to Upload a File

1. Click on the **“Upload Files”** button
2. Click on the **“Click Here to Upload A New File”** button
3. Locate/Select the appropriate file on your local machine to upload
4. Repeat the above steps if you are allowed to upload more than one File
5. Click on the **“Finished”** button

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## How to add a URL

1. Click on the **“Upload Files”** button
2. Type in the appropriate **“URL”** in the **“Add New URL”** field
3. Click on the **“Add”** button
4. Repeat the above steps if you are allowed to add more than one URL
5. Click on the **“Finished”** button

## How to Log Out

1. Click on the **“Log Out”** button

## Student FAQ