



DECA[®]

ICDC WRITTEN ENTRY SUBMISSION

Business Services Operations Research **BOR**
Buying and Merchandising Operations Research **BMOR**
Finance Operations Research **FOR**
Hospitality and Tourism Operations Research **HTOR**
Sports and Entertainment Marketing Operations Research **SEOR**

Business Solutions Project **PMBS**
Career Development Project **PMCD**
Community Awareness Project **PMCA**
Community Giving Project **PMCG**
Financial Literacy Project **PMFL**
Sales Project **PMSP**

Innovation Plan **EIP**
Start-Up Business Plan **ESB**
Independent Business Plan **EIB**
International Business Plan **IBP**
Business Growth Plan **EBG**
Franchise Business Plan **EFB**

Integrated Marketing Campaign-Event **IMCE**
Integrated Marketing Campaign-Product **IMCP**
Integrated Marketing Campaign-Service **IMCS**
Stock Market Game **SMG**

WRITTEN ENTRY SUBMISSION

STUDENT INSTRUCTIONS

The submission window will open at 10:00 a.m. ET on **Monday, March 28**, and written entries must be submitted by 11:59 pm of your respective time zone on **Thursday, April 7, 2022**. Please allow ample time for your chapter advisor to login and verify your entry after you upload and submit it.

1 Log in.	<p>The team captain should go to: deca.org/writtenupload</p> <ul style="list-style-type: none"> ▪ Login using your username (DECA Member ID) and password: 2022ICDCProjects ▪ The team captain is the only participant who can upload projects.
2 Verify your information.	<p>Verify that the Event and Team Member Names are correct. If the information is not accurate, contact your chapter advisor before uploading your written entry. If you are part of a team, you will see your team participants and team number.</p>
3 Make sure your files are named appropriately.	<p>Two separate files should be uploaded as PDF files. Files cannot exceed 11.9 MB.</p> <ul style="list-style-type: none"> ▪ File 1 (SA): The Written Statement of Assurances signed by all team members and the DECA chapter advisor. ▪ File 2 (WE): The written entry, including the title page and executive summary. ▪ Please use the following format to name your files: <ul style="list-style-type: none"> ○ Event Acronym_Association Abbreviation_Last Names of Participants In Alphabetical Order_File (above) ○ For example: <ul style="list-style-type: none"> ▪ For File 1: BMOR_TX_Smith_Thomas_Young_SA.pdf ▪ For File 2: BMOR_TX_Smith_Thomas_Young_WE.pdf ▪ If the written project was created using Canva, you must download as “PDF Print (High Quality)”, size 8.5 x 11 inches.
4 Upload your files.	<ul style="list-style-type: none"> ▪ Click on the blue “Upload Files” button. ▪ Click on the blue “Click Here to Upload a New File” button. ▪ Select the appropriate file (PDF only) and click the “Open” button. Files cannot exceed 11.9 MB. ▪ To delete or change the file uploaded, click the “Delete” button to the right of the file name and repeat the upload process.
5 Submit your files.	<ul style="list-style-type: none"> ▪ Click the blue “Finished” button when finished. ▪ Confirm you have finished by clicking the blue “Confirm” button on the pop-up.
6 Log out.	<ul style="list-style-type: none"> ▪ You’ve successfully uploaded your written entry and can now click on “Log Out.” ▪ Notify your DECA advisor that it is uploaded and waiting their approval. ▪ Thank your DECA advisor for their support and guidance this year!

If you have any questions or require assistance during your written entry upload, contact your **chapter advisor**.

CHAPTER ADVISOR INSTRUCTIONS

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1 Log in.	The Chapter Advisor should go to: deca.org/advisorverify <ul style="list-style-type: none"> Use your membership credentials to login.
2 Verify your chapter's written entries.	<ul style="list-style-type: none"> Click the blue “Projects” button. Projects that need to be reviewed and approved will be highlighted in red. Click the blue “Approve” button to approve the project or click the red “Approve All Projects” button to approve all at once. The advisor must agree to the Statement of Approval of Student Submission(s) by checking the box next to I Agree and then click “Confirm.” Approved projects will be highlighted in green.
3 Log out.	<ul style="list-style-type: none"> You’ve successfully completed the verification and can now click on “Log Out.”

If you have any questions or require assistance during the written entry upload, contact christy@deca.org.