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## Competitive Event Procedures

Please be sure to carefully review this entire document. Failure to do so may lead to an ineligible submission.

### IMPORTANT REMINDERS

- We strongly recommend that competitors use the Google Chrome browser and use a computer (Either Mac or PC) for the best experience.
- Make sure the judge can view your submission. **Each competitor is responsible for ensuring the share settings in Google Drive are properly set.** Detailed instructions are provided in this document. If the share settings are not properly set and the judge cannot view the submission a “no score” will be received.
- Competitors in the Individual Series Events will have two role plays: double check to be sure the right video is uploaded. If the videos are swapped (e.g., RP1 uploaded for RP2 or vice versa) the judge will not be able to judge the entry.

### Key Dates

Individual Series Role-Plays will be released at 8:00am PST for Role Play 1 and  
12 pm PST for Role Play 2 on Tuesday, February 16<sup>th</sup>

Principles and Personal Finance Role Plays (one each) will be released at 10:00am PST February 16<sup>th</sup>

Team Decision Making Case Studies will be released at 12 pm PST on Monday February 15<sup>th</sup>

- **Deadline to upload all presentations are as follows**
- **Written Project - Presentations:** February 1<sup>st</sup> Presentations uploaded by 5 pm PST
- **Team Decision Making events:** February 15<sup>th</sup> uploaded between 12 pm and 2 pm PST
- **Professional Selling and Consulting Events:** February 15<sup>th</sup> presentation uploaded by 5 pm PST
- **Individual Event Role Play 1,** February 16<sup>th</sup> uploaded between 8 am and 10 am PST
- **Individual Event Role Play 2:** February 16<sup>th</sup> uploaded between 12 pm and 2 pm PST
- **Principles and Personal Finance Role Play:** February 16<sup>th</sup> uploaded between 10 am and 12 pm PST

#### **NO EXCEPTIONS**

*Technical support is available February 1<sup>st</sup>, and 15<sup>th</sup>-16<sup>th</sup> from 8:00am to 5:00pm PST.*

### Online Competition Guidelines

- All competitors must be members of an official DECA chapter, meet all eligibility requirements for participation, be submitted within DECA’s Membership Portal, and registered for this conference & events
- Competitive event selections and team pairings are now finalized based on Chapter registrations
  - No additions, substitutions, or drops. In other words, the entry must match the registration
  - No changes to events or teams can be made at this point
- Competitors shall not meet in person to record their video submission. This is a 100% virtual event.
- Slides, illustrations, and graphics will be judged for clarity and content, not artistic value
- Entries shall not include links to any external sources (links to videos, websites, articles, etc.). All content must be contained within the submission itself.

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- For Team Events: If not actively screensharing, all competitors on the team should be on the screen (e.g. don't have one person presenting and the other team member(s) not visible)
- Only the computer camera may be used. No other cameras may be used (DSLR, cellphone, camcorder, etc.)
- Do not provide your direct contact information (phone number, email, social media) at any time
- A still or static virtual background may be used if preferred, but is not required
- **The recording shall be done in one-continuous-take**
  - The entry may not be an edited compilation of multiple take
    - This includes pausing and resuming the recording during a single session
  - The focus is not on digital video production or editing, but rather strictly concept and content
- Only one submission can be done per presentation/manual and will be locked once submitted online
  - For team events, only the Team Captain (selected by your Advisor) will be able to submit
  - Team Captains cannot be changed to another team member
- **Please allow plenty of time for your upload to complete and submit your recording**
  - There will be no deadline extension due to slow, lost, or intermittent internet connections
- See the next page for event-specific rules
  - These are in addition to those outlined within the DECA Guide

### Individual Series, Personal Finance, Principles, and Team Decision Making events

- **Refer to Key Dates above for release time and deadlines for each event category.**
- There is no written component to these events, and they consist solely of a pre-recorded presentation
- **Be mindful of your allowed presentation times**
  - Individual, Principles, and Personal Finance = 10 minutes max
  - Team Decision Making = 15 minutes max
- **For these events, the only visual aids allowed will be those which can be created using the basic functions in either Microsoft Word or Google Docs which are restricted to typed text, basic shapes, and tables which can be shown on-screen via the screen sharing feature in Zoom.**
  - Limited to the use of the color black only. No color.
  - Videos, graphs, images, imported items, templates, and designs are NOT allowed

### Professional Selling events

- Scenarios and guidelines available through the current DECA Guide
- There is no written component to these events, and they consist solely of a pre-recorded presentation
- Visuals are allowed per the DECA Guide, but they must be included in the presentation via screen share
  - Separate uploads are not allowed
- You have a maximum of 15 minutes for your recorded presentation

## Business Operations, Project Management, Entrepreneurship, and Integrated Marketing events

- You have a maximum of 15 minutes for your recorded presentation
- Visuals are allowed per the DECA Guide, but they must be included in the presentation via screen share
  - Separate uploads are not allowed
- Additional information on recording is included below

## Recording Instructions

All competitors will use Zoom to record their entry. As a reminder, this is not a live event, but Zoom provides the opportunity for teams of one to three to be in the same virtual room, screenshare, and record their entries. This guide contains detailed instructions that will walk you through each phase of the recording and submission process.

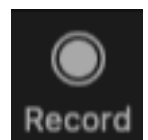
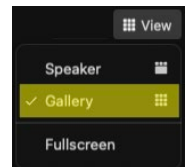
### Account Creation

If you do not already have a Zoom account, below are instructions to sign-up for a free Zoom account:

- Only the team-member that will record and submit the entry needs to have a registered Zoom account
  - Additional team-members will only need to download the Zoom application
- Navigate to [Zoom Sign Up \(zoom.us/freesignup/\)](https://zoom.us/freesignup/)
- Enter your birthday
  - Must be at least 16 years-old to create an account. Work with your guardian, Advisor, or pair up with an individual who meets the age requirement if you do not meet Zoom's age requirement.
- Input your email
- Complete final steps and verify the email

### Zoom Recording

- Launch the Zoom application on your computer and login to Zoom
  - Application can be [downloaded here \(zoom.us/download\)](https://zoom.us/download)
- The team-member that will record and submit the entry will start the session by clicking the orange "New Meeting" button.
- For team events (if you are competing as an individual skip to the next bullet point):
  - Click the icon in the top left corner of the Zoom window to get the Meeting Information and provide to the other team members
  - Additional team members will then join the meeting using the meeting information
  - Choose the "Gallery View" from the top-right which will allow the judges to see all teammates
  - The Team Captain should be the one to initiate the recording so the video will save locally to their device for upload
- **Don't forget to press the "Record" on the bottom option bar once you're ready to begin**
- You may share visuals with the "Screen Share" feature
  - Refer to the first page for event restrictions



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- **All competitors must appear on-camera for the duration of the recording**
  - You may have to change your view/layout settings during screen shares to be visible
- Videos may not be longer than allotted time for your event. This will be closely enforced.
  - Refer to the first page for event time limits
- Video recording rendering will begin once you end the meeting
- **No editing may be done to the recording. The entry must be recorded in one continuous sitting.**
- We recommend doing a few tests to familiarize yourself with Zoom before you record your final submission

## Video Instructions

Google Drive will be the service used to upload and host your video recording. This will allow all participants to have the same upload capacity, share settings, and create a consistent experience for our judges.

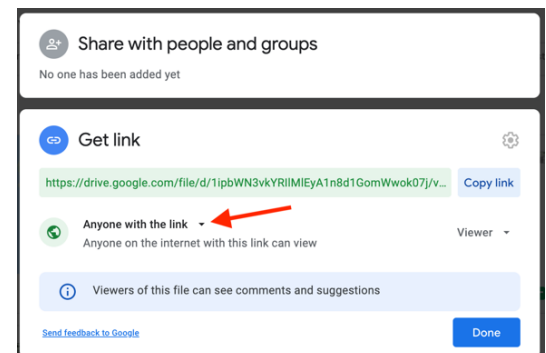
### Account Creation

The team-member that will record and submit the entry will need a Google account; if they do not already have one, below are instructions to create a free account. The other teammates do not need a Google Account.

- Navigate to [Google Signup](https://accounts.google.com/signup?hl=en) ([accounts.google.com/signup?hl=en](https://accounts.google.com/signup?hl=en))
- Complete fields as required
  - Must be at least 13 years-old to create an account. Please work with your guardian or Advisor if you do not meet Google’s age requirement.
- You do not have to download the desktop. The necessary steps can be completed from the web version.

### Video Upload

- Navigate to [Google Drive](https://drive.google.com/drive/my-drive) ([drive.google.com/drive/my-drive](https://drive.google.com/drive/my-drive))
- Tap on the “+ New” button in the top-left
- Select “File upload”
  - If you’re competing in multiple events, be sure to name them correctly to easily identify
- Locate and choose your file recording
  - Videos may not be longer than your allotted event time. This will be closely enforced.
- Click the “Open” button to begin uploading
- **Apply the proper share and visibility**
  - Right-click on file once upload is complete and visible
  - Select the “+ Share” option
  - Click the “**Change to anyone with the link**” at the bottom
  - **It is important that access goes from “Restricted” to “Anyone with the link”**
  - **You should see the link turn green and a green globe**
  - Failure to do so will not allow the judge to view the video, disqualifying your entry
- Click the “Copy Link” to use for your submission
  - You will not be able to change your link once your entry is submitted







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- You can paste immediately to the submission form or paste elsewhere when ready
- Click the blue “Done” button to save the new visibility settings
- Please allow plenty of time for your upload to complete and submit your recording
  - There will be no deadline extension due to slow, loss, or intermittent internet
- We strongly recommend testing the link to ensure it is visible by anyone with the link before submitting. Try the link in a private window or another browser.
- **Do not delete or place the video in the trash until after March 1<sup>st</sup>.**



## Submission Instructions

- If your event is a team event, the Team Captain (designated by your Advisor) is the only one that can login, see the Scenario, and Upload Files.
- **No changes to events or teams can be made at this point.**

### Logging In

- **Be sure to get your login credentials from your Advisor before beginning**
  - NVDECA will not be able to provide your Participant ID
- Navigate to the “**Competition Portal**” in your browser
  - NVDECA: <http://judgespro.decaregistration.com/org/jpnv-scdc/conf/nvdecascdc2021/student>
- Enter your Participant ID provided by your Advisor in the “**Username**” field
- Type the appropriate password provided by your Advisor
  - This is Chapter specific and NVDECA will not be able to provide or reset
- Click on the “**Login**” button

### Student Login

User Name (Participant ID)

Password

Login

### Navigation

- You will be presented with three buttons for each registered event
  - **Instructions** - a basic overview of online rules
  - **Scenario** - event prompt for your event (if applicable)
  - **Upload** - where you will submit your competition items



### Getting Ready

- Start by reviewing the “**Instructions**” and then “**Scenario**”
- **Refer to Key Dates above for submission deadlines; these deadlines will be strictly adhered to!**
  - NO EXCEPTIONS
  - Please allow plenty of time for your upload to complete and submit your recording
  - There will be no deadline extension due to slow, lost, or intermittent internet connections
- Technical support is available February 15<sup>th</sup>-16<sup>th</sup> from 8:00am to 5:00pm
- **Refer to the pages below for your specific event category instructions**



### Individual events

- Scenarios will be released and are due on Tuesday, February 16<sup>th</sup>.
  - Click the blue “Scenario” button and then the red “Start Scenario” any time after the release time
- There will be two separate Scenarios and entries to submit - one for Role-Play 1 and another for Role-Play 2
- Your pre-recorded presentation should be a Google Drive link to your video
- **Do not delete or place the video in the trash until after March 1<sup>st</sup>.**

### Submitting

- You will be presented with two entries for submission (one for each Role Play)
- When you are ready to submit, you will proceed to the “Upload Files” button
  - **Be sure that you have the correct URL for each of your role-plays**
    - **The recording for RP1 should be entered for “Role Play” under the “Scoring Category”**
    - **The recording for RP2 should be entered for “Role Play 2” under the “Scoring Category”**
- Type or paste in the appropriate “URL” in the “Add New URL” field
- Click on the “Add” button
  - You can remove the URL if a correction is needed BEFORE submitting by clicking the red “X Delete” button
  - Only one submission can be done and will be locked once submitted online
- Click on the “Finished” button

Event	Scoring Category
Hotel and Lodging Management Series (HLM)	Role Play
Hotel and Lodging Management Series (HLM)	Role Play 2

### Upload Screen

- Once you click on the “Finished” button, you will notice a “🖨️” printer icon under the “Confirmation” column
  - **If you do not see this “🖨️” icon, your entry has not successfully been submitted**
- To view your submission, click on the links under “Projects”
- If needed, you may click the “🖨️” to print your project submission confirmation
- The entry will only turn green once your Advisor has reviewed and approved your submission

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



## Personal Finance, Principles, Professional Selling and Team Decision Making events

- Role Play scenarios for Principles and Personal Finance will be released at 10:00am on Tuesday, February 16<sup>th</sup>.
- Case Studies for the Team Decision Making events will be released on Monday, February 15<sup>th</sup> at 12:00pm PST.
  - Click the blue “Scenario” button and then the red “Start Scenario” any time after the release time
- Your pre-recorded presentation should be a Google Drive link to your video
- **Do not delete or place the video in the trash until after March 1<sup>st</sup>.**

Refer to Key Dates above for release times and submission deadlines. Professional Selling will not have a release time!

- Click the blue “Scenario” button and then the red “Start Scenario” any time after the release time

### Submitting

- When you are ready to submit, you will proceed to the “**Upload Files**” button
- Type or paste in the appropriate “**URL**” in the “**Add New URL**” field
- Click on the “Add” button
  - You can remove the URL if a correction is needed BEFORE submitting by clicking the red “**X Delete**” button
  - Only one submission can be done and will be locked once submitted online
- Click on the “**Finished**” button

URLs




There are currently no urls

[Add New URL](#)

Add

Finished

### Upload Screen

- Once you click on the “**Finished**” button, you will notice a “” printer icon under the “Confirmation” column
  - **If you do not see this “” icon, your entry has not successfully been submitted**
- To view our submission, click on the links under “**Projects**”
- If needed, you may click the “” to print your project submission confirmation





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- The entry will only turn green once your Advisor has reviewed and approved your submission

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

## Business Operations, Project Management, Entrepreneurship, and Integrated Marketing events

- There will be one entry for you to submit your PDF file and another for your pre-recorded presentation; should be a Google Drive link to your video
- Do not delete or place the video in the trash until after March 1<sup>st</sup>.**

### Submitting

- You will be presented with two entries for submission (one for the video and another for the document)
- When you are ready to submit, you will proceed to the **“Upload Files”** button
  - The video recording for will be entered for “Oral” under the “Scoring Category”**
    - Type or paste in the appropriate **“URL”** in the **“Add New URL”** field
    - It is imperative you follow this naming convention for your PDF:  
**<Event Acronym> - <School> - <Student Last Name(s)> - <Project Title>**
- Click on the **“Add”** button
  - You can remove the URL/PDF if a correction is needed *BEFORE* submitting by clicking the red **“X Delete”** button
  - Only one submission can be done and will be locked once submitted online
- Click on the **“Finished”** button

Event	Scoring Category
Business Growth Plan (EBG)	Written
Business Growth Plan (EBG)	Oral

### Upload Screen

- Once you click on the **“Finished”** button, you will notice a printer icon under the **“Confirmation”** column
  - If you do not see this icon, your entry has not successfully been submitted**
- To view your submission, click on the links under **“Projects”**
- If needed, you may click the to print your project submission confirmation
- The entry will only turn green once your Advisor has reviewed and approved your submission

Projects	Confirmation
StudentProjectAttachmentSample.pdf <a href="https://tsaweb.org">https://tsaweb.org</a> <a href="https://google.com">https://google.com</a>	