

All competitors must carefully review these guidelines before recording and submitting their entry.
Be sure to follow each step as failure to do so may result in disqualification.

RECORDING INSTRUCTIONS

All competitors will use Zoom to record their entry. This guide contains detailed instructions that will walk you through each phase of the recording and submission process. Zoom is the only allowable tool for recording entries. Videos recorded outside of Zoom (e.g. using a video camera, cell phone camera, tablet camera, etc.) will not be accepted. This is to ensure a fair and equal playing field for all competitors.

Account Creation

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

- Navigate to [Zoom signup](#)
- 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 (download Zoom [HERE](#))
- **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 (see Page 3 for guidelines for visuals).
- Videos may not be longer than 5 minutes. This will be closely enforced.
- Video recording conversion will begin once you end the meeting. We recommend doing a few tests.
- **No editing may be done to the recording. The entry must be recorded in one sitting.**



UPLOAD INSTRUCTIONS

Google Drive will be the service used to upload 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 competitor will record and submit the entry with a Google account; if they do not already have one, below are instructions to create a free account.

Navigate to [Google Signup](#)

- 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: drive.google.com/drive/my-drive
- Tap on the "+ New" button in the top-left
- Select "File upload"
- Locate and choose your file recording
 - Videos may not be longer than 5 minutes. 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 settings gear ⚙ icon, uncheck both boxes click the back ← arrow
 - Under the "Get Link" option, click the "Change" link
 - **It is important that you change the access from "Restricted" to "Anyone with the link"**
 - You will see the person icon change to 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
 - You can paste immediately to the submission form or paste elsewhere when ready
- Click the blue "Done" button to save the new visibility settings
- **Replacing the file after the submission is automatic means of disqualification**
- 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.

INSPIRE. LEAD. ACHIEVE.

SUBMISSION INSTRUCTIONS

Please be sure to review all rules outlined below. Failure to do so, may lead to an in-eligible submission.

Competition Guidelines

- This is a 100% virtual event.
- Must be eligible to be member(s) who will be included on their school's official DECA Chapter Roster
- There is no written component to this challenge
 - The challenge consists solely of a pre-recorded presentation
- Entries shall not include links to any external sources (e.g., links to videos, websites, articles, etc.). The judge will only review the 5-minute recording and will not follow links to anything external.
- [Microsoft Word is the only option to be used for visuals \(written items, basic shapes, and tables\)](#)
[No use of outside software, videos, applications, websites, or services](#)
- Teleprompters, cue-cards, or other off-screen aids may not be used
- Only the camera from the computer is to be used
 - No external camera (DSLR, cellphone, camcorder, etc.) may be externally linked/used
- The recording shall be done in one continuous take
 - The entry may not be an edited compilation of multiple takes
 - The focus is not on digital video production or editing, strictly concept and content
- The focus is not on digital video production or editing, strictly content
- **The submission must be 5 minutes or less**

Upload Window

- Only one submission per participant. Do not submit duplicates or you will be disqualified.
- Submissions can be made beginning on **Wednesday, December 7th** after the case study is released
- **The submission deadline is Friday, December 16th at 5 pm. NO extensions will be granted.**

Submit to : leadable.info/NVDECAcsc

Entry Submission

- Navigate to:
- Complete all fields
- **Please allow plenty of time for your upload to complete and submit your recording**



INSPIRE. LEAD. ACHIEVE.

PRESENTATION TIPS

Below are suggestions to optimize your recording experience for you and your judge.

Background

- Make sure your audience sees what you want them to
- Consider recording in front of a neutral wall, curtain, or backdrop to avoid visual distractions
- Zoom will let you use a virtual background if you are in front of a solid wall

Lighting

- Do not record with a light source behind you as you may get washed-out
- Record near a window or add a light source in front of you

Sound

- Be aware of any background noise
- Stand or sit up straight to project your voice

Basics

- Make sure to introduce yourself
- Be mindful of your 5-minute time limit
- Maintain eye-contact with your computer camera
- Avoid filler words (um, uh, like)
- Relax, take a deep breath, and smile

Practice

- Plan ahead so that you have plenty of time to practice.
- Take a few practice recordings and review to see if everything looks/sounds as intended.