

Early Submissions Guidelines

Item	Specifications
Administrative Support Research Project—Individual	Completed research paper and Individual Entry Form.
Advanced Interview Skills	The application must be submitted by the deadline using the submission website. (See the notes for this in the WSAP.) The resume, cover letter and Individual Entry Form must be uploaded as three separate PDF files at the time of application.
Broadcast News Production Team	Submit the Team Entry Form including the URL to the project and Release Form(s) in a combined PDF document.
Computer Animation Team	Submit the Team Entry Form including the URL to the project and Release Form(s) in a combined PDF document.
Computer Modeling	Submit the Individual Entry Form including the URL to the project and Release Form(s) in a combined PDF document.
Digital Media Production	Submit the Individual Entry Form including the URL to the project and Release Form(s) in one combined PDF document.
Economic Research Individual	The research paper and Individual Entry Form.
Economic Research Team	The research paper and Team Entry Form.
Entrepreneurship	The business plan (excluding support documentation) and Individual Entry Form.
Entrepreneurship Exploration	The completed project and Individual Entry Form.
Global Marketing Team	The marketing plan (excluding support documentation) and Team Entry Form.
Graphic Design Promotion	The flyer, the logo and the Individual Entry Form. (See the notes for this in the WSAP.)
Interview Skills	The application must be submitted by the deadline using the submission website. (See the notes for this in the WSAP.) The resume, cover letter and Individual Entry Form must be uploaded as three separate PDF files at the time of application.
Introduction to Video Production Team	Submit the Team Entry Form including the URL to the project and Release Form(s) in a combined PDF document.
Network Design Team	The completed written proposal and a Team Entry Form must be uploaded in .pdf format.
Video Production Team	Submit the Team Entry Form including the URL to the project and Release Form(s) in a combined PDF document.
Web Site Design Team	Submit the Team Entry Form including the URL to the project (including any necessary login credentials if necessary) and Release Form(s) in one combined PDF document.

Contests are submitted through www.bpa.org/submit (the same place as for the NLC submission). Follow the instructions on the next page to submit the materials. Deadline for submission is Friday, January 23 at 11:59 PM. Documents should be submitted in PDF (except as otherwise specified). If you 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](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.