



Kansas TSA Submission Instructions 2023

Preliminary Round

Last Updated 3/01/2023

STUDENT INSTRUCTIONS

5. Use the Student Instructions below to upload items to the Judging system.

Participant ID - Found on your conference registration

Team ID - The first 4 numbers of the ID with a dash and team number (e.g. 1001-3)

ID	Name
1001002	Acuff, Carlton

If you experience issues with the Preliminary Round submissions, after reviewing these resources, please contact your Chapter Advisor directly. Please note that TEAM Captains are the ONLY team member allowed to upload files

1. Check, double-check, and triple-check your documents and links to make sure they are in working order BEFORE attempting to upload into the Submission site
 - a. Name your files appropriately
 - i. **Individual Events:** File must be named IndividualID.pdf (e.g. 1001020.pdf)
 - ii. **Team Events:** File must be named TeamID.pdf (e.g. 1001-1.pdf)
 - iii. The event name may be included in the file name using the following format:
e.g 1001020- Promotional Design or 1001- Biotechnology
2. Visit the student submission link –<http://judgespro.registermychapter.com/org/jpks-state/conf/jpks-state/student>
3. Log in using your Participant ID and the Provided password - **KansasTSA2023** (password is case sensitive)

SAVE EVERYTHING THAT IS UPLOADED TO JUDGE PRO AS A PDF FILE!



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4. After logging in, you will see your preliminary round events listed.

a. Note: For team events, only Team Captains will be able to upload materials on behalf of their team



5. After viewing the Instructions, click Upload Files

- a. If you submit a blank or restricted file, judges will not contact you for a new submission and your event will not be judged*
- b. If you submit a broken link, judges will not contact you for a corrected link and your event will not be judged*
- c. If you submit your files to the wrong event, judges will not contact you for the correct files and your event will not be judged*

6. Upload the appropriate documents and links

7. If you are unsure of what these documents are, refer to the specific event guidelines or review [THIS](#) document

8. After uploading, click Finished

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STUDENT COMPETITION SUBMISSION SITE

PROJECTS FOR HOPE LOWRY

Logout

Search:

Event	Team #	Students	Title	Projects	Confirmation			
Comic Book Design - MS (MS) (CO_CBDMS)	CO_CBDMS~1001-2	Hope Lowry (1001020)		1001-1.pdf (62.0K)		Instructions	Upload Files	

- You will notice that the submitted files will be shown under Projects
- You can click the printer icon under Confirmation to save/print a confirmation of your submission

File Upload Confirmation

Printed: 01/19/2021 12:58 AM
Event: Comic Book Design - MS (MS)
Scoring Category: Judge 1
School: Admin MS (001)
Name(s): Hope Lowry (1001020)

Successfully Submitted at 01/19/2021 12:56 AM:
1001-1.pdf (62.0K), Uploaded: 01/19/2021 12:56 AM

9. Make sure you submit your Preliminary Round submissions by the deadline, **11:59pm on March 7, 2023**

Note: The system will log you out of the submission screen at **11:59pm on March 7, 2023 whether or not you have submitted your files, so it is important you click **Finished** before the deadline to avoid this hard close**

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