



Kansas TSA Submission Instructions 2024

Preliminary Round

Last Updated 02/28/2024

ADVISOR INSTRUCTIONS

1. To see which events require a Preliminary Round submission at Kansas TSA State Conference, please review the specific event guidelines. Advisor can submit entries on behalf of their students, to do so, go to:

<https://judgepro.registermychapter.com/org/jpks-state/conf/jpks-state>

The username and password are the same as what you use to log on to the National site.

2. Distribute the following information to your students:

- a. **Student Instructions** - See below

- b. **Submission Link** - <http://judgespro.registermychapter.com/org/jpks-state/conf/jpks-state/student>

- c. **Participant ID** - Found on your conference registration; Teams use the first 4 numbers of the ID - team #

(e.g. 1001-3)

ID	Name
1001002	Acuff, Carlton

Team ID Example: 1001-3 (**TEAM Captains are the ONLY team member allowed to upload files**)

- d. **Judges System Student Password** – KansasTSA2024 (password is case sensitive)

3. Advise your students to submit their projects before the deadline, **11:59pm on March 8, 2024**
4. If you or your students experience issues with the Preliminary Round submissions, please refer to the Student Instructions. If there is still an issue, please email kstsajudging@gmail.com or call 785-383-8371.

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