



Kansas TSA Submission Instructions 2024

Preliminary Round

Last Updated 02/28/2024

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 - **KansasTSA2024** (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**

The screenshot shows the TSA Student Competition Submission Site interface. At the top left is the TSA logo. To the right is a blue header with the text 'STUDENT COMPETITION SUBMISSION SITE'. Below the header, the text 'PROJECTS FOR HOPE LOWRY' is displayed. On the right side, there is a 'Logout' button and a search bar. Below these elements is a table with columns: Event, Team #, Students, Title, Projects, Confirmation, and two empty columns. The first row of the table contains the following data: Event: Comic Book Design - MS (MS) (CO_CBDMS), Team #: CO_CBDMS~1001-2, Students: Hope Lowry (1001020). Below the table, there are two buttons: 'Instructions' and 'Upload Files'.

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

8. After uploading, click Finished

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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

- Make sure you submit your Preliminary Round submissions by the deadline, **11:59pm on March 8, 2024**

Note: The system will log you out of the submission screen at **11:59pm on March 8, 2024** 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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