



Kansas TSA Submission Instructions 2026

Early Submission/ Preliminary Round

Last Updated 03/08/2026

ADVISOR INSTRUCTIONS

1. To see which events require an Early/Preliminary Round submission at Kansas TSA State Conference, please review the [Middle School](#) and [High School](#) events early submission and event limits documents. Advisor can submit entries on behalf of their students, go to:

<https://judgepro.registerychapter.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.registerychapter.com/org/jpks-state/conf/jpks-state/student> also found on the [Kansas TSA Website- State Conference Information page](#)

- c. **Member ID** - Use the individual or team captain's National Member ID; Found on the national affiliation website; **TEAM Captains are the ONLY team member allowed to upload files for team events**

MEMBER	1000678	DeLange	Michael
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NOTE: This ID is different than the Participant ID used in year's past

- d. **Judges System Student Password** – Student's password is the one set-up for their specific national student member site log-in

NOTE: This is different from in the past where the password was provided

**If a student or team captain has NOT activated their National Student Member Site, they will need to do so before being able to upload. Use [these instructions](#) to activate a student account, parental email and permission is required.*

3. Advise your students to submit their projects before the deadline,

11:59pm on March 12, 2026

4. If you or your students experience issues with the Early/Preliminary Round submissions, please refer to the Student Instructions. If there is still an issue, please email allison@kansastsaweb.org or call 785-383-8371 Please text to notify me that you are calling.

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



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STUDENT INSTRUCTIONS

Check the following things before attempting to submit to JudgePro

- a. **Member ID** - Know your National member ID number. It is found on the advisor side of the national affiliation website. *Please note that ONLY the team Captain can upload files for Team events.*

MEMBER	1000678	DeLange	Michael
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NOTE: This ID is different than the Participant ID on the State Registration ID number which was used in year's past

- b. **Judges System Student Password** – Know your password for the national student member site. It was created/used for logging on the National Student member site.

NOTE: This is different from in the past where the password was provided

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. 1000678.pdf)
 - ii. **Team Events:** File must be named TeamID.pdf (e.g. 21044-1.pdf); this applied for team events where one person teams are allowed
 - iii. The event name may be included in the file name using the following format: e.g 1000678- Transportation Modeling or 21044-1- Biotechnology
2. Make sure your documentation PDF is in the final/best version, it will be scored as submitted. There is no onsite documentation judging.

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3. Visit the student submission link Navigate to <http://judgespro.registeryourchapter.com/org/jpks-state/conf/jpks-state/student> or use the link found on the [Kansas TSA Website- State Conference Information page](#)

4. Log in using your Member ID and National Student Password

5. After logging in, you will see your preliminary round events listed and links to upload files. IF you are intending to upload a link and there is no URL option, it means you are supposed to be uploading a PDF.

In general you will NOT upload single page PDFs with URL links.

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

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

6. 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*

7. Upload the appropriate documents and links
8. If you are unsure of what these documents are, refer to the specific event guidelines
9. 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

10. Make sure you submit your Preliminary Round submissions by the deadline,

11:59pm on March 12, 2025

Note: The system will log you out of the submission screen at **11:59pm on March 12, 2025** whether or not you have submitted your files, so it is important you click **Finished** before the deadline to avoid this hard close

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