



# ICDC WRITTEN ENTRY SUBMISSION

Business Services Operations Research **BOR**  
Buying and Merchandising Operations Research **BMOR**  
Finance Operations Research **FOR**  
Hospitality and Tourism Operations Research **HTOR**  
Sports and Entertainment Marketing Operations Research **SEOR**

Business Solutions Project **PMBS**  
Career Development Project **PMCD**  
Community Awareness Project **PMCA**  
Community Giving Project **PMCG**  
Financial Literacy Project **PMFL**  
Sales Project **PMSP**

Innovation Plan **EIP**  
Start-Up Business Plan **ESB**  
Independent Business Plan **EIB**  
International Business Plan **IBP**  
Business Growth Plan **EBG**  
Franchise Business Plan **EFB**

Integrated Marketing Campaign-Event **IMCE**  
Integrated Marketing Campaign-Product **IMCP**  
Integrated Marketing Campaign-Service **IMCS**  
Stock Market Game **SMG**

# WRITTEN ENTRY SUBMISSION

## STUDENT INSTRUCTIONS

- The submission window will open at 10:00 a.m. ET on **Wednesday, March 27, 2024**.
- Written entries must be submitted by 11:59 pm of your respective time zone on **Wednesday, April 10, 2024**.
- Please allow ample time for your chapter advisor to login and verify your entry after you upload and submit it.

<p><b>1</b> Registration.</p>	<p><b>All written event participants must</b> complete the student ICDC registration survey.</p> <ul style="list-style-type: none"> <li>▪ U.S. Association: <a href="#">Click Here</a> and International Association: <a href="#">Click Here</a></li> <li>▪ Complete the ICDC registration survey before moving to the next step. Take a screen shot or photo to show your advisor.</li> </ul>
<p><b>2</b> Log in.</p>	<p>The <b>team captain</b> should go to: <a href="https://deca.org/writtenupload">deca.org/writtenupload</a></p> <ul style="list-style-type: none"> <li>▪ Login using your username (DECA Member ID) and password: 2024ICDCProjects</li> <li>▪ <b>The team captain is the only participant who can upload projects.</b></li> </ul>
<p><b>3</b> Verify your entry.</p>	<p>Verify that the <b>Event</b> and <b>Team Member Names</b> are correct. If the information is not accurate, contact your chapter advisor before uploading your written entry. If you are part of a team, you will see your team participants and team number.</p>
<p><b>4</b> Make sure your files are named appropriately.</p>	<p><b>Two separate files</b> should be uploaded as <b>PDF files</b>. Files cannot exceed 30 MB.</p> <ul style="list-style-type: none"> <li>▪ <b>File 1 (SA):</b> The <b>Written Statement of Assurances</b> signed (typed signatures will NOT be accepted) by all team members and the DECA chapter advisor.</li> <li>▪ <b>File 2 (WE):</b> The <b>written entry</b>, including the title page and executive summary.</li> <li>▪ Please use the following format to name your files:             <ul style="list-style-type: none"> <li>○ Event Acronym_Association Abbreviation_Last Names of Participants In Alphabetical Order_File (above)</li> <li>○ For example:                 <ul style="list-style-type: none"> <li>▪ For File 1: BMOR_TX_Smith_Thomas_Young_SA.pdf</li> <li>▪ For File 2: BMOR_TX_Smith_Thomas_Young_WE.pdf</li> </ul> </li> </ul> </li> <li>▪ <b>If the written project was created using Canva, you must download it as a “PDF”, size 8.5 x 11 inches.</b></li> </ul>
<p><b>5</b> Upload your files.</p>	<ul style="list-style-type: none"> <li>▪ Click on the blue “<b>Upload Files</b>” button.</li> <li>▪ Click on the blue “<b>Click Here to Upload a New File</b>” button.</li> <li>▪ Select the file (PDF only) and click the “<b>Open</b>” button. Files cannot exceed 30 MB.</li> <li>▪ To delete or change the file uploaded, click the “<b>Delete</b>” button to the right of the file name and repeat the upload process.</li> </ul>
<p><b>6</b> Submit your files.</p>	<ul style="list-style-type: none"> <li>▪ Click the blue “<b>Finished</b>” button when finished.</li> <li>▪ Confirm you have finished by clicking the blue “<b>Confirm</b>” button on the pop-up.</li> </ul>
<p><b>7</b> Log out.</p>	<ul style="list-style-type: none"> <li>▪ You’ve successfully uploaded your written entry and can now click on “<b>Log Out.</b>”</li> <li>▪ Notify your DECA advisor that it is uploaded and waiting their approval.</li> <li>▪ <b>Thank your DECA advisor</b> for their support and guidance this year!</li> </ul>

If you have any questions or require assistance during your written entry upload, contact your **chapter advisor**.

## CHAPTER ADVISOR INSTRUCTIONS

The submission window will open at 10:00 a.m. ET on **Wednesday, March 27, 2024**, and written entries must be submitted by 11:59 pm of your respective time zone on **Wednesday, April 10, 2024**.

<b>1</b> <b>Log in.</b>	<p>The Chapter Advisor should go to: <a href="https://deca.org/advisorverify">deca.org/advisorverify</a></p> <ul style="list-style-type: none"><li>Use your membership credentials to login.</li></ul>
<b>2</b> <b>Verify your chapter's registration &amp; written entries.</b>	<ul style="list-style-type: none"><li>Verify all students have completed the student ICDC registration survey (this will replace the registration card previously completed onsite for written events). They were instructed to take a screen shot or photo of their survey.</li><li>Click the blue "<b>Projects</b>" button.</li><li>Projects that need to be reviewed and approved will be highlighted in red.</li><li>Click the blue "<b>Approve</b>" button to approve the project or click the red "<b>Approve All Projects</b>" button to approve all at once.</li><li>The advisor must agree to the Statement of Approval of Student Submission(s) by checking the box next to <b>I Agree</b> and then click "<b>Confirm.</b>"</li><li>Approved projects will be highlighted in green.</li></ul>
<b>3</b> <b>Log out.</b>	<ul style="list-style-type: none"><li>You've successfully completed the verification and can now click on "<b>Log Out.</b>"</li></ul>

If you have any questions or require assistance during the written entry upload, contact [christy@deca.org](mailto:christy@deca.org).