Contents

Virginia DECA Specific Information

Login Here: https://judgepro.registermychapter.com/org/jpva-scdc/conf/scdc

For each prepared event you must upload 2 files:

- Typed paper
  - o If your students used a program like Canva the paper dimensions have to be set to 8 1/2 x 11

- Ink Signed Statement of Assurances
  - o DECA Inc is requiring all statement of insurances to be signed in pen.
  - o E-Signatures will not be accepted
  - o Link to Statement of Assurances and Integrity: https://assets-global.website-files.com/635c470cc81318fc3e9c1e0e/639a9c3ff15b9c345e4a631e_HS_WrittenStatement.pdf

Judge Pro **Chapter Adviser** Instructions

How to Login:

Login

User Name:

User Name:

Password:

Password:

Login

1. Type the appropriate **"Adviser Submission URL"** in the Web Browser Address field located at the top of your Web Browser
2. Type the appropriate **"Username"** in the **"Username"** field
3. Type the appropriate "**Password**" in the **"Password"** field
4. Click on the "**Login**" button

Note: Your "Username" and "Password" are the same login credentials that you used to log into the Chapter Registration

How to Upload and/or Add URLs to Student Projects

1. Click on the "**Projects**" button located in the **Main Menu** at the top of the screen

2. Click on the **"Upload Files"** button located on the right-hand side of the Student Project Name
3. Click on the **"Click Here to Upload a New File"** button to upload a .PDF file and follow the on-screen instructions (if applicable)
4. Click on the "**Add**" button
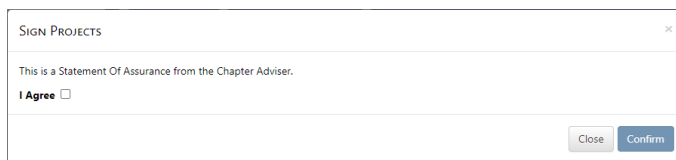5. Once all Files have been added, Click on the **"Back"** button to return to the main page

How to View Student Projects

1. Click on the **"Project Link"** located under the **Projects** column to View the Files and/or URL's

How to Sign Student Projects

NOTE: The Sign Projects button will only be available if the System Admin turned this requirement on for Chapter Advisers to sign off on projects. If this option is not turned on, then you will not see the Sign Projects button

Project List

Refresh Data   Sign Projects

SIGN PROJECTS   ×

This is a Statement Of Assurance from the Chapter Adviser.
I Agree ☐

Close   Confirm

1. Click on the **"Sign Projects"** button to sign the Statement of Assurance
2. Click on the **"I Agree"** check box
3. Click on the **"Confirm"** button

Note: All projects that have a file and/or video URL will be signed and submitted for scoring

IMPORTANT: Once you have Signed Projects, the student project cannot be edited. You will have to contact the Online Judges System Admin to have the student project released back to you.

How to Log Out

1. Click on the **"Logout"** button located in the **Main Menu** at the top of the screen

Chapter Advisor FAQ

Q: I have both an "**Approve All Projects**" button and a button next to different projects that says "**Approve**", which one do I use?
A: You can wait until all projects have been reviewed and then click on the "**Approve All Projects**" button, OR you can use the individual "**Approve**" buttons next to each project and approve them as you review them

Q: When I log in to upload files, there is a message that says, "**File Upload is Closed**", what should I do?
A: If you need to upload a project and the "**Upload Files**" button is not visible, please contact your system administrator

Q: When I navigate to the Chapter Advisor "**Project Admission Site**", there is a message, "**Advisor Login is disabled at this time**"
A: Contact your system administrator, this message means they have not opened Login for Chapter Advisors yet