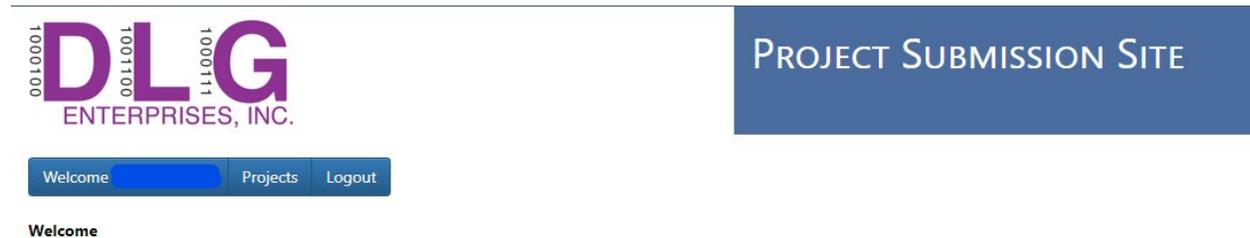


DLG Judge Pro Chapter Advisor Step-By-Step Instructions

How to Login:



1. Go to the Adviser Project Submission Link:

<http://judgespro.registermychapter.com/org/jpne-state/conf/jpne-state>

2. **Username:** Chapter ID
3. **Password:** same password as the National FCCLA Affiliation Portal
4. Click on the "**Login**" button

How to Upload and/or Add Video URL Student Projects:



5. Click on the "**Projects**" button
6. Click on the "**Upload Files**" button located on the right-hand side of the Student Project Name to upload an Individual or Team Project File or URL (Max size of each file is 30MB)

Back

PROJECT FILES/URLS FOR VIRTUAL PROMOTIONAL CAMPAIGN

You can only add a combination of 1 file(s)/URL(s)

Files

There are currently no attachments

[Click Here To Upload a New File](#)

URLs

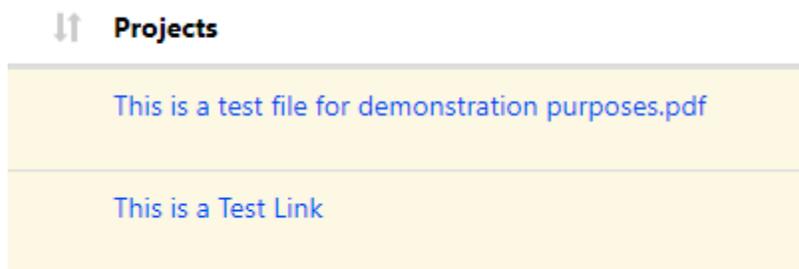
There are currently no urls

Add New URL

[Add](#)

7. Click on the “**Click Here to Upload a New File**” button to upload a .PDF file and follow the on-screen instructions (if applicable) (Max size of each file is 30MB)
8. Type the appropriate “**Video URL**” in the “**Add New URL**” field
9. Click on the “**Add**” button
10. Once all Files/URL’s have been added, Click on the “**Back**” button to return to the main page

How to View Student Projects:



11. Click on the “**Project Link**” located on the right-hand side of the Student Name to View the PDF and/or Video URL

How to Sign Student Projects:

Project List

Refresh Data

Sign Projects

SIGN PROJECTS ×

This is a Statement Of Assurance from the Chapter Adviser.

I Agree

Close Confirm

12. Click on the “**Sign Projects**” to sign the Statement of Assurance

13. Click on the “**I Agree**” check box

14. 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:

Click on the “**Log Out**” button