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Click [here](#) to access a list of important dates and deadlines related to the 2021 Virtual State Leadership Conference.
STUDENT EVENTS PORTAL DIRECTIONS

1. Begin by having members for individual events and team captains for team events visit http://judgespro.registermychapter.com/org/jpaz-state/conf/jpaz-state/student on a laptop or desktop computer. Do not use a tablet device.
2. Have members login using their Participant ID as their user name, which can be found on the SLC Registration Page. The password is FCCLASlc2021. Please note, the password is case sensitive.
3. After logging in, student will see the event(s) they are registered for listed. They will need to click on the Upload Files button.

![Student Competition Submission Site](image)

<table>
<thead>
<tr>
<th>Event</th>
<th>Team #</th>
<th>Students</th>
<th>Title</th>
<th>Projects</th>
<th>Confirmation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career Investigation (Level 3) (CIR3)</td>
<td></td>
<td>Vanessa</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

 Judge Pro Online
4. After clicking on Upload Files, students will see the following page where they will upload a PDF with their pictures using the Click Here To Upload a New File button. In addition, students will paste a link to their recorded video on YouTube or Google Drive in the Add New URL textbox. Once the link is pasted, click on Add.
5. Once the PDF with pictures and the URL are uploaded, click on Finished. Students will see the following pop-up making sure they want to submit. Click on Confirm.
6. After clicking on Confirm, students will be taken back to the main page and will see the URL that they submitted. This is how they know their projects have been submitted.
ADVISER EVENTS PORTAL DIRECTIONS

2. Advisers should login using the same credentials as the SLC Registration system. User name is your Chapter ID and password is what you determined when registering for the 2021 Virtual State Leadership Conference. After entering your credentials, click on Login.
3. You will then be taken to the following page after logging in. Click on Projects in the top left-hand corner.
4. You should now see a list of every entry for your chapter. As the adviser, please click on any documents and links and ensure that you are able to access them. We ask that you please do this not connected to your school or district Wi-Fi to ensure that external visitors are able to access these items. Once you have checked that all items are visible, click on Sign Projects in the top left-hand corner. Please note, if you cannot view these items, neither will evaluators, so have students resubmit their materials using the previously mentioned directions. If an evaluator cannot access materials, participants will receive a score of 0.
5. After click on Sign Projects, you will see a message that you must read. After reading, click I Agree and then Confirm.
6. Once projects have been signed, they will be highlighted green. Please note, evaluators will not have access to any student submissions until advisers complete the aforementioned steps.

![Project Submission Site](image)

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<td>Vanessa</td>
<td>( )</td>
<td></td>
<td><a href="http://www.azfccla.org">http://www.azfccla.org</a></td>
</tr>
</tbody>
</table>
RECORDING & UPLOADING DIRECTIONS

Recording on a Mobile Device
1. Begin by going to the camera on your mobile device and selecting video.
2. You will need to record in landscape mode. This is done by turning your device sideways.
3. Prepare your space with adequate lighting and make sure to have your camera a good distance away from participants to ensure that all participants can be seen in the video.
4. Begin recording. It is recommended that the adviser be present in the background – not in frame – to provide time warning to participants (e.g. five-minute warning, one-minute warning, and time is up).
5. When participants have completed their presentation and answered any designated questions, stop the recording.
6. Now, open or download and then open the Google Drive app – found in the Apple App Store or Google Play Store.
7. If this is your first-time using the app, sign-in using a Google account. After signing-up or signing-in, click on the “+” button in the bottom-right hand corner.
8. Next, click on “Upload”.
9. Select “Photos and Videos”. You will be guided to select the video that you recorded. Once selected, be sure to allow the video to finish uploading before closing out the app.
10. Once the upload is complete, navigate to your Google Drive using a laptop or desktop computer.
11. Once logged-in on your laptop or desktop computer, you should see your newly uploaded video. Right-click on this video and click on “Share”.
12. A pop-up will appear. On the bottom-half of the window, click on “Change Link to...” under Get Link.
13. In the dropdown, select “Anyone with the link”.
14. Now click on “Copy link” and select “Done”.
15. Paste this link in the Student Events Portal.

Guidance for Taking and Uploading Pictures
1. When taking pictures, it is recommended – although not required – that you take them in landscape mode. Do this by turning your phone sideways.
2. Take all pictures as provided in the directions within the various competitive events guides. Be sure that pictures are clear and items can be clearly identified. If an evaluator is not able to identify required elements, a score of zero (0) will be entered.
3. Proceed to email pictures to yourself so that you can access them on a laptop or desktop computer. Once emailed, proceed to login to your email on a laptop or desktop computer.
4. Open the email containing the pictures that you just sent to yourself and download all images.
5. Now proceed to open Microsoft Word or navigate to Google Drive.

Microsoft Word*
1. After opening Microsoft Word, create a new, blank document.

Google Drive*
1. In the left-hand corner of the screen, click on “New +”.

*For detailed instructions on these steps, please refer to the Student Events Portal.
Microsoft Word (continued)
2. Click on “Insert” on the top left-hand corner of the screen.
3. Click on “Picture”.
4. Click on “Picture from File”.
5. You will be prompted to select the picture you wish to place in the document; it will likely be found in your downloads folder.
6. Click on the image you wish to insert and click on “Insert” in the pop-up window.
7. The picture has now been inserted in the document. Click to the right of the picture and press enter on your keyboard.
8. Type a caption of the picture identifying what required element is in the picture (e.g. Close up picture of left side of display board).
9. After typing the caption, press enter on your keyboard. Repeat steps 2 – 9 until all required pictures have been uploaded in the file.
10. Now click on “File” in the top right-hand corner of the screen.
11. Click on “Save As”.
12. Name the document accordingly: Competitive Event – Team Captain Name (or participant name if individual event) – Chapter ID Number. (e.g. Cake Decorating – Andrew Kuntz – 00000).
13. Now, click on the dropdown next to File Format and select “PDF”.
14. Click on “Save”.
15. This document is ready to be uploaded into the Student Events Portal.

Google Drive (continued)
2. Select “Google Docs”.
3. In the new document, click on “Insert” at the top of the screen.
4. Select “Image” and then “Upload from Computer”.
5. You will be prompted to select the picture you wish to place in the document; it will likely be found in your downloads folder.
6. Click on the image you wish to insert and click on “Open” in the pop-up window.
7. The picture has now been inserted in the document. Click to the right of the picture and press enter on your keyboard.
8. Type a caption of the picture identifying what required element is in the picture (e.g. Close up picture of the left side of display board).
9. After typing the caption, press enter on your keyboard. Repeat steps 3 – 9 until all required pictures have been uploaded in the file.
10. Now click on “Untitled Document” at the top of the screen.
11. Name the document accordingly: Competitive Event – Team Captain Name (or participant name if individual event) – Chapter ID Number. (e.g. Cake Decorating – Andrew Kuntz – 00000).
12. Now, click on “File” in the top-left hand corner of the screen. Click on “Download”.
13. Next, click on “PDF Document (.pdf)”.
14. This document has been saved to your downloads folder and is ready to uploaded into the Student Events Portal.

Please note, students and advisers may use alternative video sharing platforms at their own discretion (e.g. YouTube, Vimeo, etc). That being said, they do so at their own risk. If an evaluator is not able to view a video because they do not have access granted to them by the owner then the participants will receive a score of zero (0). Therefore, it is important for all advisers to confirm that links are working when they log in and confirm in the Adviser Events Portal.
*Arizona FCCLA does not have a partnership with Google or Microsoft. These platforms are what our organization is most familiar with. Arizona FCCLA is not responsible for any fees that are associated with creating an account to share your competitive event. We encourage you to use what you have access to. If you have questions, please let us know.