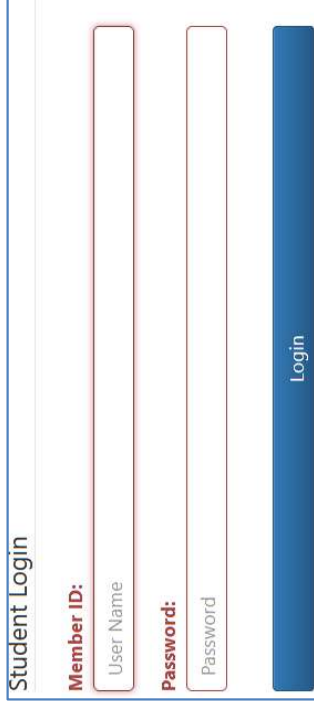


How to Login

1. Type the appropriate **“Student Submission URL”** in the web browser address field located at the top of your web browser
2. Type the appropriate member ID in the **“Member ID”** field
3. Type the appropriate password in the **“Password”** field
4. Click on the **“Login”** button*



Student Login

Member ID:
User Name

Password:
Password

Login

Note: If your event is a **TEAM EVENT**, the Team Captain is the only one that can logon for the **TEAM**. Therefore, the Team Captain's member ID number will be used to login. (Refer to the Scenario and Upload Files Instructions for more details.)

***IMPORTANT:** Do not click the Login button until after you put in your username and password and have confirmed there is a green check in the CAPTCHA box. There the green check does not appear, click the button in the CAPTCHA area.



Evaluation Submission Screen

PROJECTS FOR BEN BROWN

Event	Team #	Students	Title	Projects	Confirmation
A Generic Event 1 (CIR1)		Ben Brown (1001001)		Instructions	Upload Files
A Generic Event 2 (CIR2)		Ben Brown (1001001)		Scenario	Upload Files
A Generic Event 3 (CIR3)		Ben Brown (1001001)		Scenario	Upload Files
A Generic Event 4 (CIR4)		Ben Brown (1001001)			

Logout

Scenario viewing/file upload is closed

Note: Depending on the event, the buttons in the screenshot provided may not all be visible to you or may not necessarily apply to your event.

- **Instructions Button** -Specific instructions for this event. The message will be provided in a pop-up box; **read these instructions first**
- **Scenario Button** – Click on this button when you are ready to read the scenario provided for this event; this button may be labeled “Begin After Reading Instructions”
- **Upload Files Button** – If there is a PDF or URL to be uploaded for this event, click on “**Upload Files**” button and follow the instructions provided on the next screen; items that you are required to upload are explained via clicking the “Instructions” button.

Note: Files are limited to 30MB per submission

- **Scenario Viewing/File Upload is Closed** statement– this means that the event is not currently open. If you have not logged in early and the event should be open, please contact your chapter advisor for assistance.

How to Submit a Project that has a Scenario/Case Study/Job

The instructions on this page only apply to Fundamental Desktop Publishing and Advanced Desktop Publishing events

1. Click on the “Begin After Reading Instructions” button to begin
2. Click on the “Start Test” button and read the Scenario displayed on the screen

Back

NOTE: Do not refresh your screen or press your back button, otherwise it will automatically submit.

Once you press the red "Start Test" button, your time will begin. Make sure you are ready to begin the test and for the countdown clock to begin.

Start Test

00:00

3. If the Scenario has a time limit, the timer will begin the countdown
4. Once you have completed your work and have your file(s) ready to upload, click on the “Choose File” button
5. Locate/select the appropriate file(s) on your local machine to upload
6. Insert any appropriate/necessary comments for the judges to see in the Comment box
7. Click the “Submit” button to attach the file to your submission
8. Repeat the above steps if you are allowed to upload more than one file
9. Click on the “Finish & Submit Work” button if you are completely finished

NOTE: If you do NOT click the “Finished Reading Scenario” button and let the timer run out to 0:00, you will be re-directed to the home page. Then you will have to click on the “Upload Files” button to go to the Project Upload screen. If there is a timer on the Project upload screen, you will need to submit your Files/URL’s prior to the timer running out.

Student Project Upload Screen for Events Without URLs

These instructions apply to events that do not have URLs to websites. These instructions are for events that only have a PDF, ZIP, or other files to upload. This is applicable to presubmitted events as well as files that are uploaded during a competition on site on the day of the event.

If the upload process has a time limit it will be displayed in the upper right-hand corner. If the timer runs out, the ability to submit your project will disappear.

PROJECT FILES/URLS FOR ADVANCED INTERVIEW SKILLS (S) - TECHNICAL

Test Student (9999999)

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

Follow these instructions to upload your single PDF that contains your cover letter and resume.

1. Click the "Choose File" button to locate your file.
2. Click the "Submit" button to complete the attachment process. If you discover that you have selected the incorrect file, you may click the Delete button to start again.
3. Once you have attached your file, click the "Finished" button.

Files

There are currently no attachments:

* Avoid file names with special characters like emoji, apostrophes and quotations

Choose File

No file chosen

Do not refresh, use browser arrows or close your browser while the file uploads

Comment

Submit

Finished

How To Add a File

1. Click on the **"Choose File"** button
2. Locate/select the appropriate file on your local machine to upload
3. Insert any appropriate/necessary comments for the judges to see in the Comment box
4. Click the **"Submit"** button to attach the file to your submission
5. Repeat the above steps if you are allowed to upload more than one file
6. Click on the **"Finished"** button if you are completely finished

Student Project Upload Screen for Events With PDFs and URLs

These instructions apply to events that do not have both PDFs in addition to URLs in the upper right-hand corner. If the upload process has a time limit it will be displayed in the upper right-hand corner. If the timer runs out, the ability to submit your project will disappear.

Files

There are currently no attachments

* Avoid file names with special characters like emoji, apostrophes and quotations

Choose File

No file chosen

Do not refresh, use browser arrows or close your browser while the file uploads

Comment

Submit

URLs

There are currently no urls

Add New URL

New URL

Comment

Add

Finished

How To Add a File and URL

1. Click on the **“Choose File”** button
2. Locate/select the appropriate file on your local machine to upload
3. Insert any appropriate/necessary comments for the judges to see in the Comment box
4. Click the **“Submit”** button to attach the file to your submission
5. Repeat the above steps if you are allowed to upload more than one file or go to the next step to add a URL
6. Type in the appropriate URL in the **“Add New URL”** field
7. Insert any appropriate/necessary comments for the judges to see in the Comment box
7. Click the **“Add”** button
8. Click on the **“Finished”** button if you are completely finished

Important: if the event is setup with as a timed event, do not click on the finished button until you have everything uploaded and entered correctly. You will not be able to change anything after you click on the finished uploading files button.

How To Remove a File and/or URL

Note: If the Administrator has the **Upload file** setting to **“Lock File Submit After Submit”**, the option to remove a file or URL may not be available

1. Locate the **“File”** and/or **“URL”** on the screen and click on the **“Delete”** button

How to View your Uploaded Project and Print Project Confirmation Submission

Event	Team #	Students	Title	Projects	Confirmation	Scenario	Upload Files
HS Architectural Design (HS) (ADHS)	ADHS-2052-1	Jeremy (2052024)		StudentProjectAttachmentSample.pdf https://tsaweb.org https://google.com			

1. To View your Project, click on the **“Project”** link(s)
2. To Print your Project Confirmation, click on the **“Print”** icon

How to Log Out

1. Click on the **“Log Out”** button