

**Business Professionals of America-Michigan Association
Contestant Materials to be Presubmitted**

Please review this document very carefully. **Lack of submission of any items listed within this document will result in automatic removal/disqualification from the applicable competition.** In addition, any of the following will result in **automatic disqualification**:

- Submitting materials online on or after 5:00 PM ET on December 1, 2026;
 - Violation of any of the required elements for the event as indicated on the scoring rubric;
 - Violation of the BPA Academic Integrity Policy; or
 - Violation of the Artificial Intelligence Usage & Citation Policy
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- Only the events that are offered in Michigan are listed in this document.
 - The Judge Pro website is used for presubmission of event materials for regional competitions. Each region's link to access the Judge Pro website is different. Pay close attention to the website login links provided below.
 - For **individual events**, a student's file is named with the initials of their event, followed by a hyphen, then their eight-digit **member ID#** (Example: AIS-00099999). Membership ID numbers may be obtained by logging in to the Membership Registration System or Conference Registration System websites.
 - For **team events**, the team's file is named with the initials of their event, followed by a hyphen, then the six-digit **chapter ID#** (Example: BNPT-569999). Chapter ID numbers may be obtained by logging in to the Membership Registration System or Conference Registration System websites.
 - **TEAM EVENT PRESUBMISSIONS:** Materials for team events are uploaded under the team captain's login only.
 - If the delivery format for a regional conference changes and modifications are needed to the events listed below, chapter advisors will be notified via email.

Regional Judge Pro Student Login Websites

(Use the link that applies to your region)

The student's username for the Judge Pro website is their eight-digit membership ID number. Their password will be provided by the regional advisor and/or announced in a <i>Tuesday Tipster</i> email message to chapter advisors.	
Region 1	www.michiganbpa.org/jpmir1-student
Region 2	www.michiganbpa.org/jpmir2-student
Region 3	www.michiganbpa.org/jpmir3-student
Region 4	www.michiganbpa.org/jpmir4-student
Region 5	www.michiganbpa.org/jpmir5-student
Region 6	www.michiganbpa.org/jpmir6-student
Region 7	www.michiganbpa.org/jpmir7-student
Region 8	www.michiganbpa.org/jpmir8-student

Please refer to the [Judge Pro Student Manual \(PDF\)](#) and [Judge Pro Chapter Advisor Manual \(PDF\)](#) for more details on how to use the website.

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Chapter Advisor Judge Pro Login Websites

Chapter advisors may verify their student submission uploads by using the appropriate website indicated below. Advisors must use their National BPA username and password to access the websites listed below.

Region 1	www.michiganbpa.org/jpmir1-advisor
Region 2	www.michiganbpa.org/jpmir2-advisor
Region 3	www.michiganbpa.org/jpmir3-advisor
Region 4	www.michiganbpa.org/jpmir4-advisor
Region 5	www.michiganbpa.org/jpmir5-advisor
Region 6	www.michiganbpa.org/jpmir6-advisor
Region 7	www.michiganbpa.org/jpmir7-advisor
Region 8	www.michiganbpa.org/jpmir8-advisor

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**SECONDARY DIVISION
REGIONAL 2026-2027**

Event & <i>Naming Conventions for file uploading</i>	Upload <u>before</u> 5:00 PM ET on December 1, 2026	Bring to the <u>regional</u> conference for submission on the day of the competition to give to the administrator or proctor when signing in to the contest. (A set of the items listed below is needed for both preliminaries and finals rounds if applicable.)
Advanced Desktop Publishing (405) <i>ADP-MemberID#</i> This test will be accessible via the Judge Pro website on November 13, 2026.	All jobs created at the home school as instructed in the Advanced Desktop Publishing test. All jobs must be saved in PDF format and submitted as one compressed ZIP file.	None required
Advanced Interview Skills (730) <i>AIS-MemberID#</i>	As <u>one</u> PDF, these files in the following order: • Cover letter with or without signature • Résumé (<u>DO NOT</u> upload or submit portfolio)	• Cover letter with signature • Résumé • Portfolio (must bring to the interview and must not leave it with the judges)

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Broadcast News Production Team (445) <i>BNPT-ChapterID#</i>	As <u>one</u> PDF, these files in the following order: 1. A document with the following information: • the chapter # • a clickable URL <u>and</u> applicable login credentials for the final project: final news broadcast (see <i>WSAP Guidelines</i>) • script/creative brief • advisor's name • advisor's email address 2. Release Forms with signatures 3. Works Cited 4. Artificial Intelligence Usage and Documentation Forms with signatures On the Judge Pro submission website, the project URL must also be entered into the URL field and any applicable login credentials must be entered into the Comment field.	None required

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Digital Media Production (420) <i>DMP-MemberID#</i>	As one PDF, these files in the following order: 1. A document with the following information: • the student's member ID # • a clickable URL and applicable login credentials for the final project: video (see <i>WSAP Guidelines</i>) • advisor's name • advisor's email address 2. Release Form(s) with signature(s) 3. Works Cited 4. Artificial Intelligence Usage and Documentation Form with signature(s) On the Judge Pro submission website, the project URL must also be entered into the URL field and any applicable login credentials must be entered into the Comment field.	None required
Economic Trends Research Individual (155) <i>ETRI-MemberID#</i>	As one PDF, these files in the following order: • Research Paper • Works Cited • Release Form(s) with signature(s) • Artificial Intelligence Usage and Documentation Form with signature(s)	None required

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Economic Trends Research Team (160) <i>ETRT-ChapterID#</i>	As <u>one</u> PDF, these files in the following order: • Research Paper • Works Cited • Release Forms with signatures • Artificial Intelligence Usage and Documentation Forms with signatures	None required
Entrepreneurship (240) <i>ENT-MemberID#</i>	As <u>one</u> PDF, these files in the following order: • Completed business plan only, which includes Title Page and Table of Contents • Works Cited • Release Form(s) with signature(s) • Artificial Intelligence Usage and Documentation Form with signature(s) (DO NOT upload supplemental documentation)	One copy of the following: • Supplemental documentation (optional) Any additional materials not required for submission must not be left with the judges.
Fundamental Desktop Publishing (400) <i>FDP-MemberID#</i> This test will be accessible via the Judge Pro website on November 13, 2026.	All jobs created at the home school as instructed in the Fundamental Desktop Publishing test. All jobs must be saved in PDF format and submitted as one compressed ZIP file.	None required

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Global Marketing Strategy Team (500) <i>GMST-ChapterID#</i>	As <u>one</u> PDF, these files in the following order: - Completed marketing plan only, which includes Title Page and Table of Contents - Works Cited - Release Forms with signatures - Artificial Intelligence Usage and Documentation Forms with signatures (DO NOT upload supplemental documentation)	One copy of the following: Supplemental documentation (optional) Any additional materials not required for submission must not be left with the judges.
Graphic Design Promotion (410) <i>GDP-MemberID#</i> NOTE: For the RLC and SLC, these items will be uploaded as one PDF. The upload requirements for the NLC are different, as indicated in the <i>WSAP Guidelines</i>.	As <u>one</u> PDF, these files in the following order: - One (1) one-page branding document - One (1) team logo design - One (1) Esports team jersey design (front and back) - One (1) promotional poster - Release Form(s) with signature(s) - Works Cited - Artificial Intelligence Usage and Documentation Form with signature(s)	One (1) additional copy of the following: - One (1) one-page branding document - One (1) team logo design - One (1) Esports team jersey design (front and back) - One (1) promotional poster None of the above is required on site if the student will be presenting electronically. Any additional materials not required for submission must not be left with the judges.

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Interview Skills (725) <i>IS-MemberID#</i>	As one PDF, these files in the following order: • Cover letter with or without signature • Résumé	• Cover letter with signature • Résumé
Podcast Production Team (450) <i>PPT-ChapterID#</i>	As one PDF, these files in the following order: 1. A document with the following information: • the chapter # • a clickable URL <u>and</u> applicable login credentials for the final project: audio (see <i>WSAP Guidelines</i>) • advisor's name • advisor's email address 2. Release Forms with signatures 3. Works Cited 4. Artificial Intelligence Usage and Documentation Forms with signatures On the Judge Pro submission website, the project URL must also be entered into the URL field and any applicable login credentials must be entered into the Comment field.	None required

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Video Production Team (430) <i>VPT-ChapterID#</i>	As <u>one</u> PDF, these files in the following order: 1. A document with the following information: • the chapter # • a clickable URL <u>and</u> applicable login credentials for the final project: video (see <i>WSAP Guidelines</i>) • storyboard • script • advisor's name • advisor's email address 2. Release Forms with signatures 3. Works Cited 4. Artificial Intelligence Usage and Documentation Forms with signatures On the Judge Pro submission website, the project URL must also be entered into the URL field and any applicable login credentials must be entered into the Comment field.	None required

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Website Design and Development Team (365) <i>WDDT-ChapterID#</i>	As <u>one</u> PDF, these files in the following order: 1. A document with the following information: • the chapter # • a clickable URL <u>and</u> applicable login credentials for the final project: website (see <i>WSAP Guidelines</i>) • advisor's name • advisor's email address 2. Release Forms with signatures 3. Works Cited 4. Artificial Intelligence Usage and Documentation Forms with signatures On the Judge Pro submission website, the project URL must also be entered into the URL field and any applicable login credentials must be entered into the Comment field.	None required

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