

Pre-Submit System is completed through the National BPA site <http://www.bpa.org/submit>

Your **STUDENT** must be logged into the membership system to upload their competition.

The screenshot shows the login interface for the BPA website. It includes the 'BUSINESS professionals OF AMERICA' logo on the left. On the right, there are navigation links: 'The SOURCE', 'Shop BPA', and 'Contact'. Below these are input fields for 'UN/ID:' and 'Password:', a 'Log In' button, and a 'Keep me logged in' checkbox. A 'Login Help' link is also present. Two blue callout boxes with arrows point to the 'UN/ID:' field, labeled 'Student Username usually their Membership #', and the 'Password:' field, labeled 'Student Password'.

Where do I find that information?

1. Use this link to go to the online membership information:
<https://www.registermychapter.com/bpamem/default.asp>
2. Click on option 1 - Member Login.
3. Click on step 1 – Enter/view Your Members.
4. Click on the button “Lists All Members”
 - a. Username is their ID which everyone from Ohio begins with 06-
 - b. To see password, click “edit” for the student
 - i. The password you set at the beginning of the year will show there.

Student must be logged into the BPA website:

1. Hover over the Compete Tab and click PreSubmit
 - a. NOTE: if there is a video that needs to be submitted please read the “important note” section about video uploads.
 - b. ALSO: See attached document from National BPA about video submissions.
2. Go to the bottom of the screen to the drop down menu – choose “Ohio SLC”
 - a. NOTE: if you choose your region or another state judges will NOT have access to your submission.
3. Step 2 will appear – use the drop down menu to choose the competition you are uploading
 - a. BE CAREFUL: there are Middle Level and Secondary events. If you are competing in the ML category be sure to choose the event with “ML” at the beginning of the event name.
4. Step 3 will appear – insert your name and a valid email that your confirmation can be sent to AND you can view it.
 - a. Use the Choose File button to upload your competition.
 - i. The max number of uploads is 5 – be sure to combine documents where you can so that you do not exceed that number.
 - ii. Do NOT hit the SUBMIT button until all documents are UPLOADED – you will NOT be able to go back in to add more.
 - b. Once all documents have been uploaded – click Submit
 - c. You will see a screen similar to this to indicate that you have submitted your items:

COMPETITIVE EVENT AND BPA CARES SUBMISSION SYSTEM

For use with pre-submission materials for BPA conferences who opt into the system (including NLC) and for individual BPA Cares awards.

NEW: If you are having problems, [visit our Frequently Asked Questions page](#). If those answers do not help, you can e-mail for help at presubmit@bpa.org. Please allow up to 24 hours for a response.

You are submitting documents with the following username/member ID: 00[REDACTED]8.

The documents submitted will count only for the **Ohio SLC conference**.

The documents submitted will count only toward the following event or award: **Middle Level Website Design Team**

Important Note: Due to server limits, we have had to cap file size limits to 100 megabytes. If a video or other file is too large for this limit, upload it to a site such as [Dropbox](#) or [MediaFire](#), OR upload it to a video streaming site such as [SchoolTube](#), [YouTube](#) or [Vimeo](#) and then instead of submitting a video on this site, submit a text file with the URL where the video can be downloaded or viewed by the judge.

ID 00[REDACTED]8:

Your pre-submission for Middle Level Website Design Team was successful.

Confirmation Code: mlwebdesign_995543788

1 files were successfully uploaded with your entry.

If there was a mistake with your submission, contact your conference's administrator to solve the problem. E-mails on file for your conference include ohiobpa@gmail.com.

Your confirmation code is mlwebdesign_995543788 and you can go to <http://www.bpa.org/compete/confirm> at any time to re-confirm that submission was successful using your confirmation code.

Thank you for using the BPA Competitive Event Pre-submission Online System.