

# MINNESOTA BPA PRE-SUBMISSION GUIDELINES

**Submission Deadline: February 15, 2024 @ 11:59 pm**

***\* PAY CLOSE ATTENTION TO THE SAVED FILE NAMING CONVENTIONS\****

Event	What to Submit	Saved File Name
<b>Finance (100's)</b>		
(155) Economic Research Project - Individual	In 1 combined PDF: <input type="checkbox"/> Research Paper <input type="checkbox"/> Works Cited	ERPI-MemberID-School.pdf
(160) Economic Research Project - Team	In 1 combined PDF: <input type="checkbox"/> Research Paper <input type="checkbox"/> Works Cited	ERPT-MemberID-School.pdf
<b>Business Administration (200's)</b>		
(260) Administrative Support Research Project	In 1 combined PDF: <input type="checkbox"/> Research Paper <input type="checkbox"/> Works Cited	ARPI-MemberID-School.pdf
<b>Management Information System (300's)</b>		
(325) Network Design Team	In 1 combined PDF: <input type="checkbox"/> Written Proposal (Report Format) <input type="checkbox"/> Works Cited	NDT-MemberID-School.pdf
<b>Digital Communication &amp; Design (400's)</b>		
(410) Graphic Design Promotion	In 1 combined PDF: <input type="checkbox"/> Logo <input type="checkbox"/> Dry Dog Food Package <input type="checkbox"/> Wet Dog Food Package <input type="checkbox"/> Works Cited <input type="checkbox"/> Release Form(s)	GDP-MemberID-School.pdf
(420) Digital Media Production	In 1 combined PDF: <input type="checkbox"/> Project URL <input type="checkbox"/> Works Cited <input type="checkbox"/> Release Forms	DMP-MemberID-School.pdf
(425) Computer Modeling	In 1 combined PDF: <input type="checkbox"/> Project URL <input type="checkbox"/> Concept Art / Prototypes <input type="checkbox"/> 1 Page Profile <input type="checkbox"/> Works Cited <input type="checkbox"/> Release Forms	CM-MemberID-School.pdf
(430) Video Production Team	In 1 combined PDF: <input type="checkbox"/> Project URL <input type="checkbox"/> Storyboard <input type="checkbox"/> Script <input type="checkbox"/> Works Cited <input type="checkbox"/> Release Forms	VPT-MemberID-School.pdf
(435) Website Design Team	In 1 combined PDF: <input type="checkbox"/> Project URL <input type="checkbox"/> Works Cited <input type="checkbox"/> Release Forms	WDT-MemberID-School.pdf
(440) Computer Animation Team	In 1 combined PDF: <input type="checkbox"/> Project URL <input type="checkbox"/> Storyboard <input type="checkbox"/> Works Cited <input type="checkbox"/> Release Forms	CAT-MemberID-School.pdf

Event	What to Submit	Saved File Name
<b>Digital Communication &amp; Design (400's)</b>		
(445) Broadcast News Production Team	In 1 combined PDF: <input type="checkbox"/> Project URL <input type="checkbox"/> Promo URL <input type="checkbox"/> Script <input type="checkbox"/> Works Cited <input type="checkbox"/> Release Forms	BNPT-MemberID-School.pdf
(450) Podcast Production Team	In 1 combined PDF: <input type="checkbox"/> Project URL <input type="checkbox"/> Works Cited <input type="checkbox"/> Release Forms	PT-MemberID-School.pdf
(455) User Experience Design Team	In 1 combined PDF: <input type="checkbox"/> Project URLs <input type="checkbox"/> Works Cited <input type="checkbox"/> Release Forms	UED-MemberID-School.pdf
(460) Visual Design Team	In 1 combined PDF: <input type="checkbox"/> Project URLs <input type="checkbox"/> Works Cited <input type="checkbox"/> Release Forms <input type="checkbox"/> Images - <i>The promotion package components can be JPG, PNG, MP4 or PDF formats</i>	VDT-MemberID-School.pdf
<b>Management, Marketing &amp; Communication (500's)</b>		
(500) Global Marketing Team	In 1 combined PDF: <input type="checkbox"/> Marketing Plan (Includes Title Page + Table of Contents) <input type="checkbox"/> Works Cited	GMT-MemberID-School.pdf
(505) Entrepreneurship	In 1 combined PDF: <input type="checkbox"/> Business Plan (Includes Title Page + Table of Contents) <input type="checkbox"/> Works Cited	ENT-MemberID-School.pdf
(515) Interview Skills	In 1 combined PDF: <input type="checkbox"/> Cover Letter <input type="checkbox"/> Resume	IS-MemberID-School.pdf
(520) Advanced Interview Skills	In 1 combined PDF: <input type="checkbox"/> Cover Letter <input type="checkbox"/> Resume	AIS-MemberID-School.pdf

## Special Recognition Awards

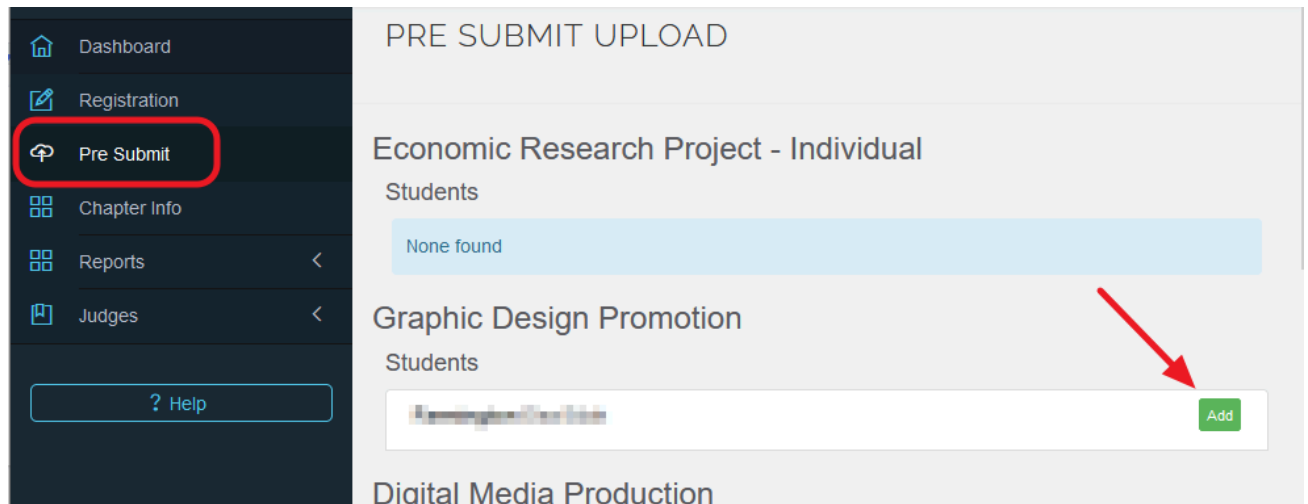
Event	Where to Submit	Any Saved File Name
<b>Service Learning Awards</b>		
Community Service Award	One combined PDF of activities	CSA-MemberID-School.pdf
Environmental Action/Awareness Award	One Combined PDF of activities	EAAW-MemberID-School.pdf
Safety Awareness Award	One combined PDF of activities	SAA-MemberID-School.pdf
Service Learning Individual Award	One combined PDF of activities	SLIA-MemberID-School.pdf
Special Olympics Award	One combined PDF of activities	SOA-MemberID-School.pdf
<b>Special Recognition Award</b>		
BPA Marketing and Public Relations	One combined PDF of activities	BMPR-MemberID-School.pdf
Chapter Activities Award of Excellence	One combined PDF of activities	CAAE-MemberID-School.pdf
Membership Explosion Award	One combined PDF of activities	MEA-MemberID-School.pdf
Social Media Award	One combined PDF of activities	SMA-MemberID-School.pdf
Scholarship	One combined PDF of activities	BPAS-MemberID-School.pdf

# BPA PreSubmit - Uploads

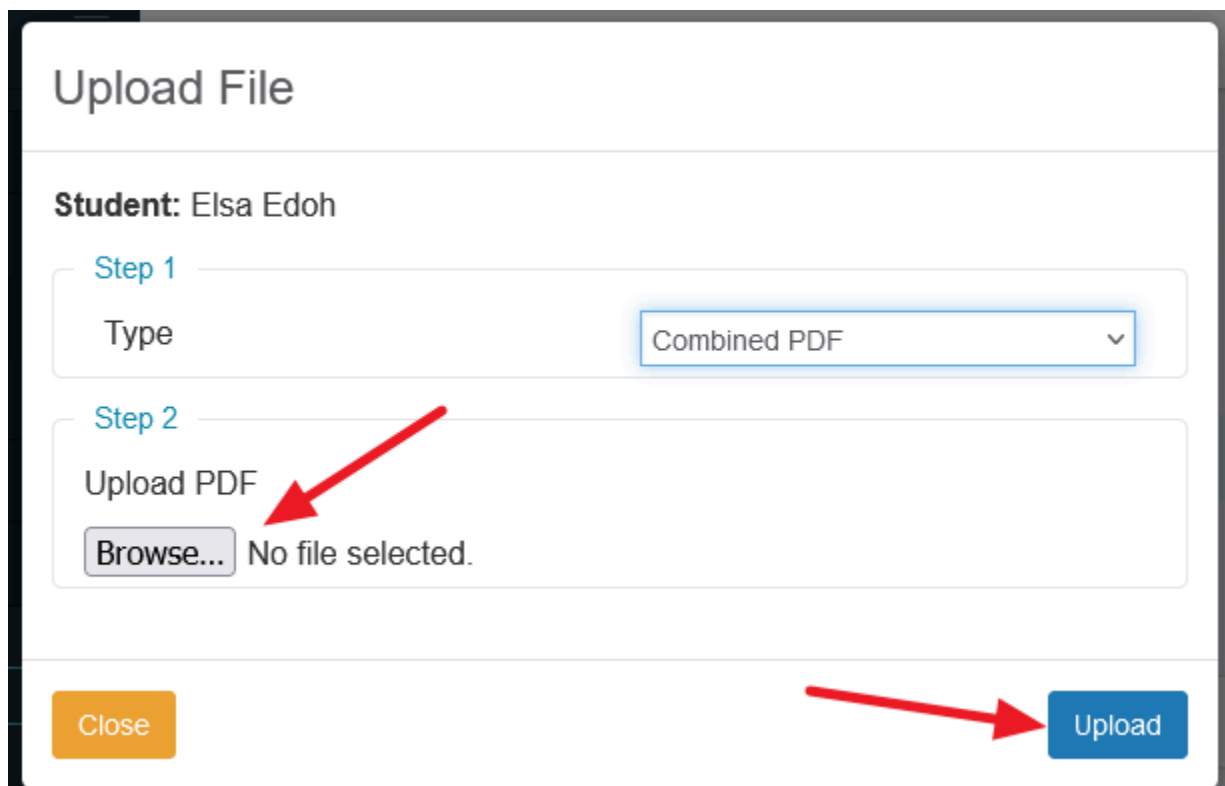
Advisors will need to upload their student's presubmit PDFs.

1. Click on **Pre Submit** in the main navigation

All events that have presubmits will be listed, with your registered students/teams listed for each event:

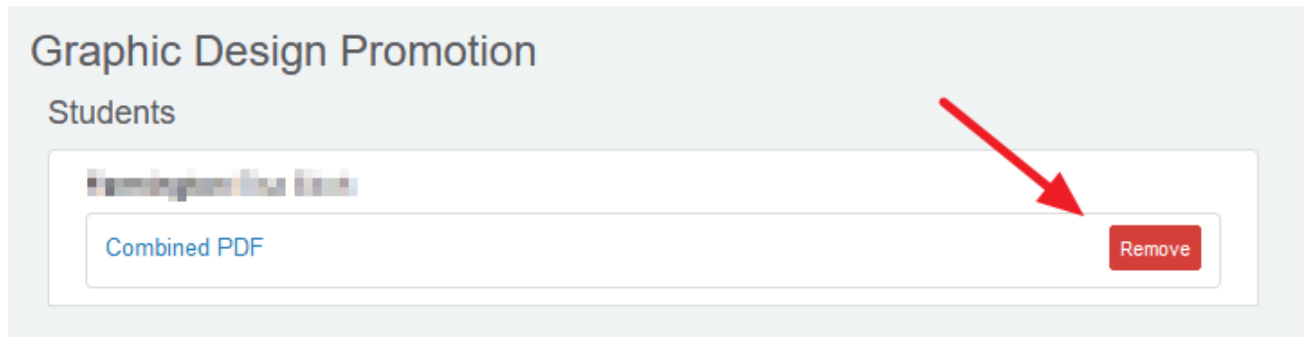


2. To upload files, click **Add** for the Team/Student



Click browse to find the file (pdf only) and then upload. **Please note:** the system only accepts 1 file per team/student. You will need to combine PDFs as needed - see below for list of what to submit

- Files will be shown and viewable once uploaded. If you need to replace a file click Remove and then upload again.



Tool for combining PDFs:

<https://pdfcandy.com/>

Event	What to Submit	
<b>Finance (100's)</b>		
(155) Economic Research Project - Individual	In 1 combined PDF: Research Paper Works Cited	
(160) Economic Research Project - Team	In 1 combined PDF: Research Paper Works Cited	
<b>Business Administration (200's)</b>		
(260) Administrative Support Research Project	In 1 combined PDF: Research Paper Works Cited	
<b>Management Information System (300's)</b>		
(325) Network Design Team	In 1 combined PDF: Written Proposal (Report Format) Works Cited	
<b>Digital Communication &amp; Design (400's)</b>		
(410) Graphic Design Promotion	In 1 combined PDF: Logo Dry Dog Food Package Wet Dog Food Package Works Cited Release Form(s)	

(420) Digital Media Production	In 1 combined PDF: Project URL Works Cited Release Forms	
(425) Computer Modeling	In 1 combined PDF: Project URL Concept Art / Prototypes 1 Page Profile Works Cited Release Forms	
(430) Video Production Team	In 1 combined PDF: Project URL Storyboard Script Works Cited Release Forms	
(435) Website Design Team	In 1 combined PDF: Project URL Works Cited Release Forms	
(440) Computer Animation Team	In 1 combined PDF: Project URL Storyboard Works Cited Release Forms	
<b>Management, Marketing &amp; Communication (500's)</b>		
(445) Broadcast News Production Team	In 1 combined PDF: Project URL Promo URL Script Works Cited Release Forms	
(450) Podcast Production Team	In 1 combined PDF: Project URL Works Cited Release Forms	
(455) User Experience Design Team	In 1 combined PDF: Project URLs Works Cited Release Forms	
(460) Visual Design Team	In 1 combined PDF: Project URLs Works Cited Release Forms	
<b>Management, Marketing &amp; Communication (500's)</b>		
(500) Global Marketing Team	In 1 combined PDF: Marketing Plan (Includes Title Page + Table of Contents) Works Cited	
(505) Entrepreneurship	In 1 combined PDF: Business Plan (Includes Title Page + Table of Contents) Works Cited	
(515) Interview Skills	In 1 combined PDF: Cover Letter Resume	

<p>(520) Advanced Interview Skills</p>	<p>In 1 combined PDF: Cover Letter Resume</p>	
----------------------------------------	-------------------------------------------------------	--