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## Montana Association

Directions for Using the Pre-Submission System  
2012 State Leadership Conference  
March 11-13 Billings, Montana

### Student Member Directions for Using the Pre-Submission System for the 2012 State Leadership Conference

This year, Montana BPA will be utilizing the same online pre-submission system to submit judged event materials for the State Leadership Conference as is used for the National Leadership Conference.

To ensure a successful experience, below are directions student members will need to follow to upload their required materials.

1. Go to <http://www.bpa.org/submit> or <http://www.bpa.org/contests>; they go to the same place.
2. With the "Conference You Are Submitting For" drop-down box, choose the correct region/state "Conference You Are Submitting For". Be sure to select "Montana".
3. Click the "Choose National/State/Region" button.
4. On the "BPA Online Submission For WSAP and BPA Cares" page
  - Type in your Member ID (in the form XX-XXXX-XXXX). You will need to get this from your chapter advisor(s).
  - Choose your event from the "Event" drop down list. If your event doesn't appear, it is not currently open for submissions.
  - Choose "Secondary (High School)" or "Post-secondary" for college chapters
  - Click the "Proceed to Event Submission" button.
5. On the next "BPA Online Submission For WSAP and BPA Cares" page
  - Enter your name in the "Your Name(s)" text box. If submitting materials for a team event, enter the names of all team members.
  - Provide your email, or your advisor's email, address in order to receive confirmation the event materials were properly submitted.
  - Click the "Browse" button to locate the file to be uploaded into the system.
  - If you need to submit more than one file for this events, use the "Add" button to upload the additional files.
6. When all required files for the event have uploaded, click the "Submit" button.
  - After submitting, you will see a progress bar tracking the progress of your file uploads.
  - When the uploaded and submittal is complete, you see a confirmation screen and received a confirmation number.
  - An email confirming the successful submittal will be sent to the email address provided.

The deadline for submitting required materials is February 7. Please note the maximum files size is 30MB.