

File Uploading Instructions

Individual Entry Form, Team Entry Forms, and Release Forms are available in Word format at www.michiganbpa.org/documents. After filling out the necessary forms in Word, you will have to convert it to a PDF before uploading. The state office will NOT provide technical assistance, instructions, or guidance for converting documents into PDF format. Please plan your time accordingly to learn how to create PDF documents.

Forms that require a signature, excluding the Release Form (see note below) may be uploaded without a signature; however, the students must bring the signed forms on the day of the event.

Release forms, as required, must be signed by all the necessary individuals and must be included within the PDF as well.

Please follow these instructions to upload your contestants' pre-submitted contest materials:

1. All pre-submitted contestant files which are uploaded to the BPA Scheduler must be in PDF format. **Only one file per contestant or team, per event should be submitted.** You will need to combine all your PDF documents into one document. (See tips for saving PDF files below.)
Do not upload videos, movie, mp3, mp4, or files of similar type.
2. Use the following naming conventions for your files that will be uploaded: use the initials of the contest name followed by the 10-digit contestant number, with the underscore as the separator. An example of an Economic Research Individual submitted like this would be ERI_04_0024_1234. For team events, list the six-digit chapter number after the event name abbreviation. An example of Global Marketing Team would be GMT_04_0024. **Remember, as stated above, the file for the team events only need to be uploaded once under any one student's name.**
3. After logging on to BPA Scheduler, go to the "Files" tab on the top of the screen.
4. Locate the student's name and event for which you want to upload a file and click the "Add" link to add a PDF file to a student's required pre-submitted competition.
5. Click the "Browse" button to locate the file on your computer that you wish to upload.
6. Once you have selected the file click the "Open" button in the "File Upload" dialog box. Once the PDF files appears on the web page, click the "Save" button.
7. You will be taken back to the file uploads page where you will see that the file has been uploaded. You will **NOT** receive any sort of e-mail confirmation that your file has been uploaded. Seeing the file on this screen IS your confirmation.
8. If you ever need to delete any files, click on the file name and a new page will appear with an option to click the "Delete" button. The file will be deleted immediately upon confirmation of deletion.
9. If the previously uploaded document needs to be changed, select a new document by clicking "Browse" then locate and select the new document, and conclude by clicking the "Save" button. (NOTE: Uploading the same document multiple times will result in a number being appended to the end of the file. That is okay and will **not** result in a penalty for the student.

REMEMBER, ALL FILES MUST BE CONVERTED TO PDF BEFORE BEING UPLOADED!

**REFER TO THE DOCUMENT ENTITLED
"PRESUBMITTED EVENT MATERIALS TO BE SUBMITTED"
FOR INSTRUCTIONS IN TERMS OF WHAT SHOULD BE SUBMITTED
FOR EACH CONTESTANT**

Tips for Saving PDF Files

Microsoft Office and other software programs have a feature that allows you to save automatically a document in PDF format. When saving the document, select PDF format under the “Save as” feature. It would be best if you can merge your files into one file before saving in PDF format.

In the full version of Adobe Acrobat, you can combine multiple PDF documents into one PDF document by using a combine feature. In Adobe Acrobat 7 or later, under the File menu, you can select “Create PDF - From Multiple Files...” feature. Or, if you are working with multiple documents which are already in PDF format, you can open one PDF document and choose “Insert pages...” from the Document menu and find the additional documents you wish to add inside this file. You will need to rename the new file which has all your multiple documents included.

In addition, many office photocopiers have the ability to scan files and this has been a common method for combining documents into one file.

Free versions of PDF conversion software are available at:

- www.freepdfconvert.com or www.wordtopdf.com (the simplest and completely free.)
- www.primopdf.com or www.gonitro.com (Both PrimoPDF and Nitro Pro have 14-day free trial versions, which will give you more options for combining documents.)
- www.cutepdf.com (Select CutePDF Writer.)

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