

## Colorado FBLA Student Project Submission Instructions

1. Navigate to the URL under your district at [www.coloradofbla.org/dlc](http://www.coloradofbla.org/dlc)
2. Type your "Participant ID" in the "User Name (Participant ID)" Field (Your adviser has this number next to the student name on the DLC registration invoice.)
3. Password: CoFBLA20 (Uppercase C, lowercase o, FBLA, number 20)
4. Click on the "Login" button



### STUDENT PROJECT SUBMISSION SITE

#### Student Login

User Name (Participant ID)

Password

Login

5. Make sure your name is at the top of the screen, and that the correct event(s) are the ones you are registered for
6. If all information is correct and you are ready to proceed, click on the "Upload Files" or "Scenario" button. **If this is a TEAM EVENT and you are NOT the Team Captain, you will NOT have an "Upload Files" or "Scenario" button. Only the "Team Captain" has the ability to upload files.**

#### Upload Files Button

1. Click on the "Click Here To Upload a New File" button
2. Select the appropriate file and click on the "Open" button (Note: Max file size is 30MB)
3. When you upload your file, there will be a statement showing your file size
4. To "Delete" a file you have uploaded, click on the "Delete" button to the right of the file name
5. Click the "Back" button when finished

#### To Add a New URL

1. Type the appropriate "URL" in the "Add New URL" text field
2. Click on the "Add" button
3. To "Delete" a URL you have added, click on the "Delete" button to the right of the URL address
4. Click the "Back" button when finished

#### Scenario Button For Role Play Events

1. Click on the "Scenario" button
2. Click on the "Start Scenario" button
3. Read the 'Case Study Situation'
4. Follow the "To Add a New URL" instructions to upload your video response by the deadline