MICHIGAN BUSINESS PROFESSIONALS of AMERICA

bpa

The BPA Binder
A Resource for Michigan BPA Chapter Advisors

Postsecondary Division

FRAME YOUR FUTURE

The BPA Binder
A Resource for Michigan BPA Chapter Advisors

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SECTION 8: RESOURCES

Business Professionals of America, Michigan association is a non-profit organization operated at Eastern Michigan University through a State of Michigan Office of Career & Technical Education grant.

It is the policy of Business Professionals of America, Michigan Association that diversity is a fundamental part of the world of business and industry, and enriches the experiences of our student members as they prepare for successful careers. Therefore, no person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity, or in employment, on the basis of race, color, national or ethnic origin, marital status, veteran status, religion, sex, pregnancy, sexual orientation, gender identity, age or disability.

General Information

Business Professionals of America-Michigan Association
2023-2024 Calendar of Events

The official calendar is published online at www.michiganbpa.org/calendar

Date	AUGUST 2023
1	Regional Advisor Meeting (East Lansing, MI)

Date	SEPTEMBER 2023
	Start registering dues-paid student members and advisors
15	Advisor Information Update Form Deadline
19	Regional Advisor Meeting (3-5 PM, via Zoom)
21	New Advisor Orientation Session #1 of 2—General Overview (3-4:45 PM, via Zoom)
28	New Advisor Orientation Session #2 of 2—Competitive Events Overview (3-4:30 PM, via Zoom)

Date	OCTOBER 2023
	Continue registering dues-paid student members and advisors
9-13	BPA Membership Recruitment Week
10	Region 5 Advisors Meeting
11	Fall Leadership Conference Registration Deadline
11	Advisor Code of Ethics Forms Deadline
17	Regional Advisor Meeting (3-5 PM, via Zoom)
25	Fall Leadership Conference – Regions 1, 3, and 7 (East Lansing, MI)
26	Fall Leadership Conference – Regions 2, 4, 6, and 8 (East Lansing, MI)
26-28	State Executive Council Meeting (East Lansing, MI)
31	Fall Leadership Conference Payment Deadline

Date	NOVEMBER 2023
	Continue registering dues-paid student members and advisors
1	Advisor/Preliminary Membership Dues Deadline
1	New Chapter Charter Deadline-Secondary Division
2	Joint Council Meeting (3-5 PM, via Zoom)
10	Prepare for Success Session: Competitive event pre-session presented by Davenport University (Virtual)
10	RLC Competitive Event Registration Deadline-Secondary Division
10	Final Membership Deadline for Eligibility in *ANY* RLC Competitive Event-Secondary Division
14	Regional Advisor Meeting (3-5 PM, via Zoom)
15	NLC Trading Pin Deadline
15	Diplomat Torch Awards Deadline
22-26	Thanksgiving Break – BPA State Office Closed

Date	DECEMBER 2023
	Postsecondary chapters may continue registering dues-paid student members and advisors
1	Final Membership Deadline (eligible for open events & leadership activities only)-Secondary Division
1	Prepare for Success Session: Competitive event pre-session presented by Davenport University (Davenport University – Grand Rapids, MI)
4	RLC Pre-submitted Events Deadline-Secondary Division*
8	Membership Dues Payment Deadline-Secondary Division
8	Region 2 Regional Leadership Conference (Competitions) (Kellogg Community College – Battle Creek, MI)
11	BPA Pistons Sports & Entertainment Business Conference (Detroit, MI)
12	Regional Advisor Meeting (3-5 PM, via Zoom)
14	Region 3 Regional Leadership Conference (Competitions) (Davenport University – Warren, MI)
15	Registration Opens for the 2024 State Leadership Conference-Secondary and Postsecondary Divisions
19	Region 6 Regional Leadership Conference (Competitions) (Wayne County Community College – Taylor, MI)
19	Region 7 Regional Leadership Conference (Competitions) (Saginaw Valley State University – University Center, MI)
25-Jan 2	Holiday Break – BPA State Office Closed
Date	JANUARY 2024
3	BPA State Office returns from holiday break
10	New Chapter Charter Deadline-Postsecondary Division
12	Region 1 Regional Leadership Conference (Competitions) (Davenport University – Grand Rapids, MI)
12	Region 4 Regional Leadership Conference (Competitions) (Walsh College – Troy, MI)
12	Region 5 Regional Leadership Conference (Competitions) (Bay College – Escanaba, MI)
13	Region 8 Regional Leadership Conference (Competitions) (Central Michigan University – Mt. Pleasant, MI)
17	Deadlines: Chapter of the Year Application, Community Involvement Award Application, State Executive Council Application, Statesman Torch Awards
24	Final Membership Deadline for Eligibility in **_ANY_** State Competitive Event-Postsecondary Division
24	SLC Registration Deadline-Postsecondary Division
Date	FEBRUARY 2024
1	SLC Registration Deadline-Secondary Division
1	SLC Hotel Reservation Deadline-Secondary Division
1	SLC Pre-submitted Events Deadline-Secondary and Postsecondary Divisions
2	SLC Registration Refund Deadline-Postsecondary Division
7	SLC Registration Payment Deadline-Postsecondary Division
7	Membership Dues Payment Deadline-Postsecondary Division
9-11	State Executive Council Meeting (Grand Rapids, MI)
10	Postsecondary State Leadership Conference (Grand Rapids, MI)

Date	FEBRUARY 2024 (cont.)
12-16	Business Professionals of America Week
16	SLC Registration Refund Request Deadline-Secondary Division
16	SLC Housing Change Deadline-Secondary Division
28	SLC Registration Payment Deadline-Secondary Division
28	Registration Opens for the 2024 National Leadership Conference
Date	MARCH 2024
7-10	Secondary State Leadership Conference (Grand Rapids, MI)
8	BPA Cares Awards Deadline-coordinated by National BPA
8	Ambassador Torch Awards Deadline-coordinated by National BPA
29	NLC Registration and Hotel Reservation Deadlines
Date	APRIL 2024
1	NLC Pre-submitted Events Deadline
19	NLC Payment Deadline
26	NLC Cancellation and Refund Deadline
Date	MAY 2024
3-5	State Executive Council Officer Training (Location: To be determined; typically held in East Lansing, MI)
10-14	National Leadership Conference (Chicago, IL)
17	Joint Council Meeting (3-5 PM, via Zoom)
Date	JUNE 2024
	End of school year

2023-2024
General Information
Postsecondary Division

Mission Statement

The mission of Business Professionals of America is to develop and empower student leaders to discover their passion and change the world by creating unmatched opportunities in learning, professional growth, and service.

Membership Dues

$26.50 per student and advisor ($14 national; $12.50 state)
Processed online at https://register.bpa.org

Conferences & Events

(NOTE: Registration fees for all these conferences vary by conference. Membership dues do not cover the cost of entry to our conferences.)

FALL LEADERSHIP CONFERENCE
(Professional development for students and advisors)
October 10, 2023 (Region 5 Advisors videoconference)
October 25, 2023 (Regions 1, 3, 7) – MSU Union
October 26, 2023 (Regions 2, 4, 6, and 8) – MSU Union
Visit www.michiganbpa.org/flc for specific details

REGIONAL LEADERSHIP CONFERENCES
(Competitions for students)
December 2023: Regions 2, 3, 6, and 7
January 2024: Regions 1, 4, 5, and 8
Visit www.michiganbpa.org/events for specific dates and locations

STATE LEADERSHIP CONFERENCE
(Competitions for students)
February 10, 2024, Grand Rapids, Michigan
Student registration: $55
Advisor registration: $35
Deadline: January 24, 2024

NATIONAL LEADERSHIP CONFERENCE
(Professional development and competitions for students and advisors)
May 10-14, 2024, Chicago, Illinois
Registration and hotel reservations will be open from February 28-March 29, 2024
Registration rates and hotel locations and rates will be announced by National BPA once the information is available.

Future NLC Dates: May 7-11, 2025, Orlando, Florida
May 6-10, 2026, Nashville, Tennessee
May 5-9, 2027, Denver (Aurora), Colorado

Community Service Projects

Feed the Mitten (state service project)
Special Olympics (national service project)

Contact Information

Business Professionals of America
Eastern Michigan University
208 King Hall, Ypsilanti, MI 41897
Ph: 734.487.1700 ⬥ www.michiganbpa.org
Facebook: www.facebook.com/michiganbpa
Instagram: @michiganbpa
Twitter: @michiganbpa or #mibpa

Advisor Information

Business Professionals of America-Michigan Association
Chapter Advisor Responsibilities

1. Submit and follow all the policies as indicated in the advisor code of ethics form.
2. Know the organization in terms of its beliefs and philosophy, its purposes, program of activities, and relationship to the total business management, marketing, and technology program.
3. Know and follow all school district policies relating to managing a student organization.
4. Keep school administrators informed of all activities related to BPA activities.
5. Serve as a facilitator, resource, and consultant to student members.
6. Find out information on state and national policies and procedures so that the members will be properly informed.
7. Know the needs of the members, school, and community in order to help plan projects that will fulfill some of these needs.
8. Help officers understand their responsibilities and guide them in assuming the various roles related to their positions.
9. Enforce and follow the dress code and delegate code of conduct.
10. Become familiar with state and national publications and other resource materials related to the chapter's work and inform members and school administration of pertinent information.
11. Attend the fall leadership conference along with local chapter officers.
12. Attend all regional, state, and national conferences with your students. Chapter advisors must attend the conferences. Students are not allowed to attend the conferences on their own. Students that arrive without a chapter advisor will not be allowed to participate and will be sent home.
13. Process all membership applications for the chapter and submit membership to National BPA by the deadlines established by Michigan BPA. Verify that all members' names are submitted and have paid dues. Write and keep copies of receipts for your individual members' payments.
14. Process all registration forms for fall, regional, state, and national conferences. Make sure you meet the appropriate deadlines and follow-up with the various offices for confirmation that everything was completed correctly.
15. Make hotel reservations for state and national conferences. Follow-up for confirmations as necessary.
16. Serve as regional advisor for your region. Regional advisor responsibilities rotate from each chapter based upon a rotational schedule developed by the advisors within each region.
17. Serve as a member of the advisory committee for at least one year. This term of service immediately follows your term as regional advisor.
18. Review and study the *Workplace Skills Assessment Program Guidelines* and all other documents and manuals related to the competitive events program.
19. Guide students through the workplace skills assessment program. Register students for participation in the program by the appropriate deadlines.
20. Serve as a contest administrator and/or proctor at regional, state, and national conferences. This includes following through the completion and ranking of the contest.
21. Secure additional volunteers for conference assignments (judges, proctors, graders, chaperones, etc.).
22. Encourage and manage participation in the Torch Awards Program and BPA Cares awards program.
23. Review items published on the National and Michigan BPA websites and in the conference registration booklets.
24. Ask questions when you need clarification of any item related to the organization.

2023-2024

Business Professionals of America–Michigan Association
Advisor Code of Ethics

Business education programs offer training to those students who have a career objective in the fields of finance, business administration, management information systems, digital communication & design, and management/marketing/communications. Individual conduct and appearance is an important aspect of this training. At BPA's conferences and activities this phase of the education program becomes apparent.

Since being a good example is one method of teaching, and students participating in BPA's conferences are impressionable, the **advisor code of ethics** has been set for adult advisors. It becomes the responsibility of each and every participant to see that proper conduct is adhered to at all times.

1. The term "advisor" refers to the chapter advisor and all other chaperones and adults attending BPA conferences.

2. Advisors will agree to abide by and enforce COVID-19 pandemic and health emergency protocols established by BPA as it relates to participating in any in-person/live conferences.

3. Advisors are role models for students. As such, they are responsible for acting in a manner that sets a positive tone for the conference. This includes treating all students and fellow advisors and chaperones with respect.

4. Advisors must adhere to the dress code at all conferences and BPA events. Advisors must also enforce the dress code when serving as a contest administrator, proctor, or grader.

5. Advisors are responsible for their students' actions. An advisor must take the appropriate disciplinary steps as defined in the Michigan BPA Delegate Code of Conduct.

6. It is highly recommended that advisors meet personally with a parent/guardian prior to registering students for activities to explain the delegate code of conduct and dress code.

7. During conferences, advisors must be available to their students and other advisors 24 hours per day. This responsibility begins from the time parents/guardians leave students with the advisor until the time the students are picked up after the conference.

8. Advisors must be willing to help other chapters' students and advisors as necessary.

9. Proper supervision is essential for successful management of conferences. Listed below are the minimum students to advisor ratios for Secondary Division conferences.

    Fall and Regional Leadership Conferences (Secondary only):
    One advisor and/or chaperone is required for every ten students.

    State Leadership Conference (Secondary only):
    A minimum of two advisors/chaperones is required. In addition, one advisor and/or chaperone is required for every ten students or portion thereof. During the conference, one chaperone must be designated to remain on the hotel guest room floor at all times.

    Postsecondary chapter advisors must attend the Postsecondary State Leadership Conference if students are registered to participate in the conference.

    Failure to comply with these guidelines will result in the chapter registration not being processed. An ideal chaperone situation would be to have both a male and female chaperone responsible for each chapter. In addition, chapters may pair up in order to assist one another as issues arise. All advisors/chaperones

needed for these ratios must pay the appropriate registration fees.

10. Advisors are responsible for making sure students follow all competitive event and awards program guidelines including copyright guidelines and plagiarism/academic integrity policies.

11. Advisors are assigned job duties during conferences and activities. It is the responsibility of the advisors to promptly carry out his or her job duties.

12. At each conference, advisors shall conduct daily meetings with participants for progress reports, time schedules, and other activities.

13. Advisors shall keep an agenda for each student in order that they may be reached at any time during the conference. Advisors are responsible for knowing the whereabouts of all their students at all times. Each local advisor should establish procedures with his/her students prior to the conference in order to meet this responsibility.

14. At each conference, advisors must have a completed and signed conduct/permission/medical treatment authorization form for all students in attendance.

15. Advisors will enforce curfew. Local advisors are responsible for room checks to ensure that their students are in the assigned rooms at curfew.

16. The local principal and/or designated administrator will be contacted in emergency situations if the local advisor cannot be located within a reasonable amount of time or is unable to give proper amount of supervision. Students emergencies include: accidents, possessions of drugs or alcohol, breaking conference rules, family emergencies, and any other situation deemed as an emergency by Michigan BPA.

By signing this code of ethics, the advisor agrees that they have read and will comply with the policies stated in this document. The advisor agrees to abide by any judgments set down by Michigan BPA and/or the Michigan BPA Joint Council. The advisor has an opportunity to explain any situation that may have been outside of the advisor's control. Additionally, any violation could result in either sending the students and in some case the entire chapter home or the advisor to student ratio being increased for a period of time to be designated. This form is required in order to attend all recognized BPA conferences and activities and needs to be signed by the advisor, and their school administrator.

_____ _____
(Type or Print Advisor's Name)   (Advisor's Signature)

_____ _____
(Type or Print Advisor's Name)   (Advisor's Signature)

_____ _____
(Administrator's Signature)   (Date)

In case of emergency, the following local administrator(s) should be contacted:

Name:_____ Title:_____
   (Type or Print Name)

                Evening/Emergency
School Phone: _____ Contact Numbers: _____

Mail to: Business Professionals of America, Eastern Michigan University, 208 King Hall, Ypsilanti, MI 48197. **Alternatively, email signed, scanned copy to**: ethics@michiganbpa.org with a subject "Advisor Code of Ethics–[*Your Name*]."

ADVISOR CERTIFICATION
PROFESSIONAL LEARNING SERIES
2023-24

Advisor certification can be earned by completing the required sessions via the learning management system: https://members.bpa.org/learn/
(Deadline March 8, 2024)

(1) Integrating BPA Into Your Curriculum (available Sept. 26)
- Advisors will learn effective strategies on how to integrate 21st century skills and competitive events into their classroom and curriculum. This course provides the guidance and tools necessary to successfully implement competitive events within the academic framework.

(2) Artificial Intelligence Strategies for BPA Success (available Oct. 6)
- Participants will explore the world of Artificial Intelligence strategies. This seven course module offers a holistic understanding of how to use AI in competitions, fundraising, membership recruitment and engagement, and advocacy.

(3) Maximizing the Impact of Chapter Officers (available Oct. 10)
- This course is designed to empower student chapter officers and chapter advisors to optimize their roles and learn strategies on how to contribute to the overall success and growth of BPA.

(4) Torch Awards & BPA Cares Awards Overview (available Oct. 31)
- This course provides a comprehensive understanding of the Torch Awards and BPA Cares Awards programs, essential components in fostering professional growth, community engagement, and leadership development.

(5) Integrating Ethics into Middle and High School Classrooms (Nov. 7)
- This course is designed to empower educators in middle and high school settings with the knowledge, tools, and strategies needed to effectively integrate ethics into their classrooms.

Advisors can earn continuing education units (CEU) by completing sessions offered in the professional learning series. Certificates will reflect the total hours awarded.

For questions about professional learning, contact
Sheila K. Morris at SMorris@bpa.org

Membership Information

When you're a part of something amazing – it shows!

"I am inspired by the opportunities BPA offers students and the way it has impacted my life."

-Kaleb Amofa, Ohio

"I want people to know that BPA is more than just another competition, more than just another organization. It is a REAL opportunity that gives students like me a chance to be professional and develop social skills that are expected in a regular work environment."

-Pankti Desai, Delaware

Join BPA!

Invest in your future, discover your career and explore your potential.

Middle Level Division
GRADES 6-8

Secondary Division
GRADES 9-12

Post-secondary Division
COLLEGIATE LEVEL

Learn more and apply online at

www.bpa.org
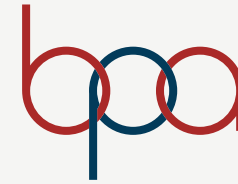
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MAXIMIZE YOUR POTENTIAL...

Brighten Your Future

Providing members with opportunities for growth through education, competition and community service

As a member of Business Professionals of America (BPA), we empower you to discover your passion and change the world by creating unmatched opportunities you can't find anywhere else!

BPA is a comprehensive student membership organization that gives you the competitive edge needed to succeed beyond the classroom. With 45,000 members in over 1,800 chapters across 25 states and Puerto Rico, BPA is your select organization that supports and builds each student one skill at a time.

We provide career growth exploration for students at every stage of your educational journey. Opportunities with BPA bring you new challenges and allow you to cultivate skills needed in the workplace. Combine purpose with passion and create the future you deserve with your unique skillset.

It all starts with the four C's

CO-CURRICULAR **COMMUNITY SERVICE** **COMPETITIONS** **CERTIFICATIONS**

Our student membership offers many perks and advantages beyond the four C's, which include, but are not limited to:

► **Leadership Courses** Participate in online training, projects and life skills development programs that will prepare you as a leader.

► **Fall, Regional, State and National Conferences** Participate in conferences for leadership development, competitions, elections and more.

► **Volunteer Opportunities** Develop skills and apply the knowledge learned in coursework through a broad range of volunteer opportunities nationwide.

► **Networking** Build confidence, get advice, support and develop long-lasting personal and professional relationships that will help prepare you for your career goals.

► **Competitive Events** Prepare for and compete in over 90 experiential learning-based contests in the areas of accounting, finance, business administration, management, information technology, digital communication & design and marketing, while demonstrating workplace skills attained through business education curricula.

► **Community Service** Become actively involved in community betterment, school improvement, election-year activities and be recognized for involvement in engaged citizenry.

► **Real-World Skills** Enhance valuable soft skills in professionalism, public speaking and many more, aimed to prepare you for college or career and maximize your long-term success.

► **Earn Industry Certifications** Validate your abilities by obtaining industry-specific certifications that give you a competitive edge.

► **Build Your Résumé** Showcase your newly acquired skillset to get that job you want!

► **Stretch Past The Classroom** Participate in an organization that has the same opportunities regardless of age or experience while achieving national recognition.

► **Service Opportunities Through BPA Cares & Torch Awards** Tap into worthwhile service with national recognition, adding meaningful reward to your résumé.

► **High Performance Programs** Learn to think critically, communicate effectively, develop reasoning and problem-solving skills and maximize your potential.

► *and More...*

FIND OUT MORE AT **bpa.org**

Important Membership Updates

2023–2024 Membership Dues

National dues remain $14 for secondary and post-secondary members and $10 for middle level members. State association dues vary.

Minimum Chapter Size

Each chapter must have at least three student members, and the registration system will not allow advisors to submit fewer than three members.

Updated Chapter Affiliation Option

The chapter affiliation membership model has been updated for 2023–2024. This model is designed so that entire classes can join BPA and participate in all opportunities available for members. The affiliation model allows schools to purchase blocks of student memberships. As shown below, selecting a higher tier reduces the cost of national membership. Both the "traditional" membership model (individual students joining the BPA chapter) and the affiliation option (in participating states) are available in the registration system at **register.bpa.org**.

Tier*	Chapter Affiliation Cost
1 - 25	($14 national dues + state dues) x 25
26 - 50	($13 national dues + state dues) x 50
51 - 75	($12 national dues + state dues) x 75
76 - 100	($11 national dues + state dues) x 100
101+	($10 national dues + state dues) x members

*Tier is the block of student memberships purchased.

10-10-10 Membership Challenge

Are you ready for a new challenge and the opportunity to earn some great BPA rewards?

Chapters are invited to complete the 10-10-10 Membership Challenge and earn rewards for completing one, two, or three of the challenges by the deadline December 1, 2023.

- Recruit at least **10 more chapter members** than the chapter's 2022–2023 total.

- Recruit at least **10 alumni members** (former student members who graduated from BPA chapters). Alumni dues are $20 per year.

- Recruit at least **10 professional members** (individuals who want to support the work of BPA). Professional dues are $25 per year.

For complete details and instructions, visit **members.bpa.org/membership-challenge/.**

Registration System
https://register.bpa.org

- Manage your chapter membership roster
- Update school and advisor information
- Set or reset student member passwords
- Print student membership cards and certificates
- Register for National Virtual Events
- Access the Torch Awards Portal
- Register for the National Leadership Conference
- Get national competition schedules and results
- Access and pay invoices

Member Gateway
https://members.bpa.org

- Access members-only competitive event materials
- Download BPA marketing and advocacy resources
- Complete the student certification series
- Register for live webinars
- Access archived webinars and members-only learning resources
- Submit application materials for BPA awards
- Apply for student scholarships

GET INVOLVED IN BPA

JOIN BUSINESS PROFESSIONALS OF AMERICA

Participate in competitive events, network with other students, serve and lead in your community

Attend the information meeting!

BUSINESS
PROFESSIONALS
of AMERICA
Giving Purpose to Potential

Who Are We?

BPA is a national Career Technical Student Organization whose goal is to help today's students become tomorrow's business professionals. We are based on the pillars of leadership, professionalism, and community service.

What Do We Do?

Every year, BPA hosts four conferences. The Fall Leadership conference prepares chapter officers for the upcoming year. The Regional Leadership Conferences provide the opportunity for students to compete in a wide range of business events. The State and National Leadership Conferences are where students participate in their events, but also gain valuable leadership training through workshops and other fun programs.

How Can You Get Involved?

Join and become a member of your local chapter today! Reach out to your local chapter advisor for more information.

Torch Awards
Information

Earn the Honor
TORCH AWARDS
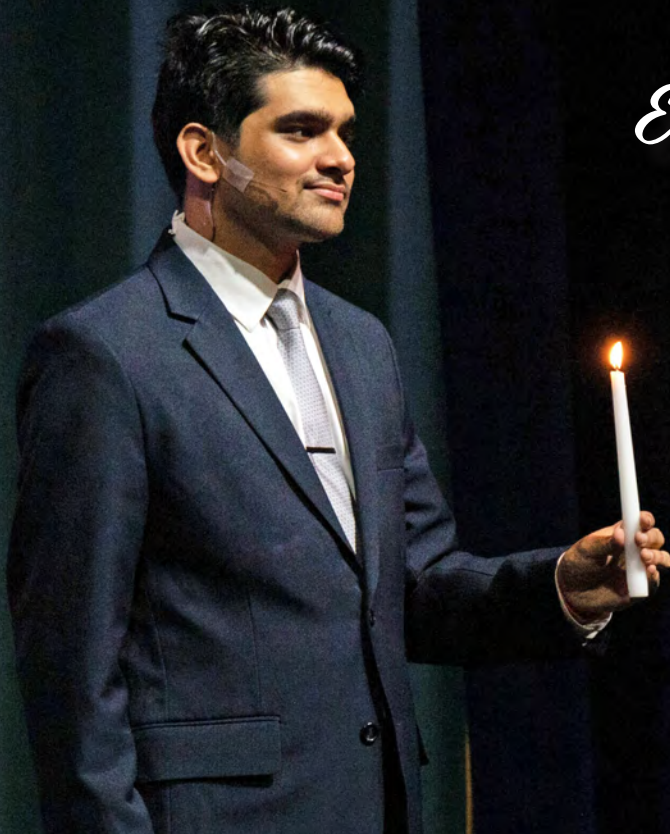
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Torch Awards recognize members who complete and document activities in seven categories designed to strengthen leadership and other skills valuable in a future career. Earn up to four levels of recognition, from the chapter level to the national level!

TORCH AWARDS • LEVELS OF RECOGNITION

AWARD	POINTS*	RECOGNITION	COORDINATOR / DEADLINE
Executive	10	Pin and certificate	Chapter Advisor / Set by Chapter
Diplomat	30	Pin and certificate	Michigan BPA / November 15, 2023
Statesman	50	Pin and certificate	Michigan BPA / January 17, 2024
Ambassador	70	Pin, certificate, and Torch Ceremony at the national conference	National BPA / March 8, 2024

*Points required in each of the seven Torch categories to earn the award
Download the Torch Awards Handbook at www.michiganbpa.org/torch

TORCH CATEGORIES: Citizenship • Cooperation • Friendship • Knowledge • Leadership • Love, Hope, Faith • Service

Common Errors with Torch Award Resumes
Prepared by Jacob Taylor, Michigan BPA Torch Awards Coordinator

1. Not using proper grammar
   o All activities must be submitted in complete sentences with proper punctuation and proper capitalization.

2. Not using proper BPA names for Workplace Skills Assessment Program events and conferences
   o BPA members attend Leadership Conferences, not Regionals, States, Region Competitions, etc.
   o All WSAP events should be listed with their proper event names as found in the WSAP Guidelines.
   o BPA conferences and WSAP events are proper nouns and should be capitalized.

3. Not using enough description for activities; most activities require more detail than just rewriting the activity in a complete sentence
   o Incorrect: I attended a Regional Leadership Conference.
   o Correct: In 2018, I attended the Regional Leadership Conference for Region 5 at Bay College.

4. Activities that are worth 15 or 20 points require enough detail to warrant the amount of points. This will most likely be multiple sentences and ensures the effort that went into the activity warrants the allocation.

5. Only activities that were completed while an active member of the current division you are a member of may be counted
   o Example: If a high-school member was in the Middle Level Division, only activities since becoming a Secondary Division member may be counted.

6. Using the same event for multiple different activities
   o Example: If a member completed a service project, that service project can only be used for one activity throughout the whole resume.

Competitive Event Information

2023-2024 WSAP
What's Changed/What's New

Welcome to the 2023-2024 membership year. Here's what's new for the Secondary Level Guidelines:

General WSAP Updates (applicable to multiple competitive events)
- The deadline for any national registration or pre-submission has been changed from **11:59 p.m. to 5:00 p.m.** on the specified date.
- All competitive events with a required certification will receive 0 points (fail) or 50 points (pass) added to the BPA portion of the test.
- Competition competencies and rubric items have been updated in many competitions. Please review the complete guidelines for specific changes, updates, and improvements to the competencies and rubric items.

WSAP Updates (Specific Assessment Area Changes)

100's Finance
- None

200's Business Administration
- (255) Administrative Support Team has increased the number of qualifiers from 2 teams to 3 teams at the national level. Refer to your state association for any state specific guidelines.

300's Management Information System
- None

400's Digital Communication and Design
- (455) User Experience Design Team Using Adobe XD has been renamed to User Experience Design Team
- 400 Fundamentals of Desktop Publishing will align to the Precision Exams by YouScience Desktop Publishing I certification
- 405 Advanced Desktop Publishing will align to the Precision Exams by YouScience Desktop Publishing II certification

500's Management Marketing Human Resources
- None

600's Health Administration
- ICD-10 CM Medical Diagnostic Coding (600) has been renamed to Medical Coding (600).
- Health Administration Leadership/Special Topics (615) has been renamed to Health Research Presentation (615)
- Medical Terminology Concepts has been renamed to Health Administration Concepts - Open (690)

Virtual Events
- V13 Esports Team – Pilot has been added as a new virtual competition.
- V14 Ethical Leadership & Decision-Making Team - Pilot has been added as a new virtual competition.

Academic Integrity Policy

Academic integrity is at the center of Business Professionals of America's educational mission. It is imperative that all work submitted by our membership be a true reflection of that individual's and/or team's effort and ability. This includes, but is not limited to:

- Workplace Skills Assessment Program (WSAP) competitive event project submissions and all online assessments.
- Application submissions for the BPA Cares, Torch Awards or scholarship programs.

Any member (including, but not limited to, advisors, students, alumni, volunteers) who has demonstrated unacceptable academic behavior by violating the National BPA Academic Integrity Policy is subject to disciplinary action.

Intentional or unintentional violations of the Academic Integrity Policy, include but are not limited to:
- Not citing a source in text and/or in a Works Cited when:
  - Using another individual's work, idea or opinion
  - Using information from any source or reference material
  - Using any charts, infographics, pictures, sounds or any other media elements
  - Using quotations from an individual's actual spoken or written words
  - Paraphrasing (putting into your own words) an individual's work
- Allowing advisors, alumni, parents, friends or any other individual to create content for the competitor(s)
- Attempting to cheat on any objective online or offline assessment exam (example: using online resources and/or old BPA tests during the event)
- Removing and/or sharing any event-specific information from the event (such as the test, application tasks, objective test questions, speech prompts, etc...)
- Fabricating signatures on entry forms and/or release forms
- Fabricating sources (such as creating fictitious articles or authors)
- Re-using your own projects from previous years (self-plagiarism)
- The use of ChatGPT (or other AI tools) to complete any submitted work must be properly documented and sourced on the works cited document.

National BPA Academic Integrity Violation Procedures
The following guidelines will be adhered to if a member has demonstrated a violation of the National BPA Academic Integrity Policy:
1. Any individual who discovers sufficient information to substantiate an academic integrity violation should immediately (within one hour) complete an Academic Integrity Violation Form and submit to the BPA Director of Education at the Competitive Events Headquarters if during NLC, or via email if occurring prior to NLC (pre-judged materials, BPA Cares applications, Torch Award resumes, scholarship applications, etc.).
2. Upon receipt and review of the Academic Integrity Violation Form, the Director of Education will notify the Grievance Committee of the alleged violation (including a detailed synopsis and proof to substantiate the violation via the Academic Integrity Violation Form).
3. The Grievance Committee will review the Academic Integrity Violation Form and, if the violation is substantiated, determine an appropriate course of disciplinary sanction(s) based on proof and the severity of the violation, which may include:
   a. a reduced score on any scorable item/entry
   b. a grade of "zero" on any scorable item/entry
   c. immediate disqualification from the related competitive event, BPA Cares program, Torch Awards program, scholarship and/or any other related event in the BPA Platform, and/or
   d. membership suspension.

4. The respective member, local advisor, and state advisor or designee will be notified of the Academic Integrity Violation and given the opportunity to respond/appeal the decision if disciplinary action is taken.

State associations may follow these violation procedures for their regional and state leadership conferences and/or may enforce additional penalties.

ACADEMIC INTEGRITY VIOLATION FORM

Please fill out the form below within one (1) hour of the violation to file an academic integrity violation. The completed form should be hand delivered to the Director of Education at the BPA NLC Competitive Events Headquarters if the violation occurs during NLC, or via email if occurring prior to NLC (pre-judged materials, BPA Cares applications, Torch Award resumes, scholarship applications, etc.). The BPA Grievance Committee will notify the member, local advisor, and state advisor or designee of the Academic Integrity Violation and an opportunity will be provided to respond/appeal the decision if the violation is substantiated and disciplinary action is taken.

If you have multiple members and/or a team to report for the same violation, complete the form and save the file once for each member/team and update the information beginning on page 2.

REPORTER INFORMATION

Name:

Report Date:

Position Title:

Report Time:

Cell Phone:

Email:

VIOLATION INFORMATION

Member/Team Name:

Date(s) of Violation:

Violation Description:
*Please include **specific details/proof** as to what happened, when it happened, where it happened, and who was involved.* Please attach any supporting documentation to this form.

Business Professionals of America Workplace Skills Assessment Program
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MEMBER/TEAM INFORAMTION

Please complete this section of the form for **each member/team** you believe is/are responsible for academic dishonesty.

Member/Team Name:

Member/Team ID# (if known):

Violation(s): *(Mark all that apply.)*

☐ **1a. Cheating:** Attempting to cheat on any objective online or offline assessment exam (example: using online resources and/or old BPA tests during the event). Allowing advisors, alumni, parents, friends or any other individual to create content for a member/team.

☐ **1b. Citation(s)**: Failure to cite a source in text and/or in a Works Cited when using another individual's work, idea or opinion, using information from any source or reference material, using any charts, info-graphics, pictures, sounds or any other media elements, and/or using quotations from an individual's actual spoken or written work.

☐ **1c. Complicity in Academic Dishonesty:** Helping or attempting to help another member/team to commit an act of academic dishonesty.

☐ **1d. Fabrication**: Fabricating signatures on entry forms and/or release forms and/or fabricating sources (such as creating fictitious articles or authors).

☐ **1e. Impermissible Collaboration:** Removing and/or sharing any event-specific information from an event (such as a test, application tasks, objective test questions, speech prompts, etc.).

☐ **1f. Self-Plagiarism**: Re-using your own project(s) from previous years.

Disciplinary Sanctions Imposed: *(Mark all that apply.)*

☐ No sanctions imposed

☐ Reduced score

☐ Zero score

☐ Disqualification

☐ Membership suspension

Comments regarding committee sanctions:

_____   _____
Board Representative   Board Representative

_____   _____
National Officer   National Officer

_____   _____
Local Advisor   Local Advisor

_____
Executive Director

Copyright & Fair Use Guidelines

Intellectual Property Guidelines

General Information About These Guidelines

- The U.S. Copyright Act provides that only the copyright holder has the right to reproduce, distribute, display, perform, or make derivatives of a copyrighted work.

- An exception to this rule is called "fair use." Four factors courts use to decide whether an unauthorized use of a copyrighted work is "fair use" (and therefore permitted even though the copyright owner has not granted permission) are: (1) **the purpose and character of the use**, *i.e.*, if the work is used only for educational purposes, it is *more* likely to be considered fair use, and if the use of the work is transformative (not mere copying), it is *more* likely to be considered fair use; (2) **the nature of the copyrighted work itself**, *i.e.*, if the work is published, use of that work is *more* likely to be deemed fair use because the author has had the opportunity to control its first publication, also if the work is primarily factual in nature, then use of it is *more* likely to be deemed fair use; (3) **the amount of the copyrighted work used**, *i.e.*, if a small amount of the copyrighted work is copied, then it is *more* likely to be considered fair use; and (4) **whether the use of the copyrighted work has a significant effect on the market for the work**, *i.e.*, if the use would not replace sales of the work that would otherwise occur, it is *more* likely to be deemed fair use.

- Educational use is not *automatically* fair use, so you should follow the guidelines below to ensure your use does not violate a copyright owner's rights.

- Always ask yourself whether something that is not your own could be copyright protected – if it is music, a movie clip, or a photo created by someone else, it could be.

- Any materials you use in your presentation must have been legitimately acquired, meaning that whatever source the materials are taken from cannot themselves have been engaging in copyright infringement (for instance, use of a video that was clearly videotaped on a phone in a movie theater and then posted on the internet would not be advisable, as that taping in the movie theater and posting of the video on the internet likely violated the rights of the owner(s) of the copyright to the movie).

- Works published before the specific date of January 1, 1923, are in the public domain, so you can use these works freely without permission.

- The following rules apply only to use of materials in your BPA presentation, and not for any other purpose.

No matter what, always credit all of your sources. This is important to avoid any potential plagiarism concerns. Where the information is available, include the copyright notice, for instance: "Excerpt from ___ © 2016 XYZ Publishing Co."

Disclaimer

These guidelines are intended to convey general information about copyright and trademark law. They should not be relied upon as legal advice. BPA's services are educational in nature, and neither it nor any of its affiliates or staff are a lawyer or law firm. BPA does not represent or advise clients in any matter and are not bound by the professional responsibilities and duties of a legal practitioner. These guidelines are not an offer to represent you, nor are they intended to create an attorney-client relationship. These guidelines are intended, but are not promised or guaranteed, to be correct, complete and up-to-date. However, they may not reflect all recent legal developments and may not apply to the specific circumstances of individual situations.

Trademark Guidelines

- A trademark may consist of a word, phrase, logo, symbol, design, sound, or combination of any of those listed (such as Google®, the Nike® Swoosh, the shape of the Coca-Cola® bottle, and sports logos). A trademark owner can register a trademark only in particular categories of goods or services for which it is using the mark.

- Trademarks are not a significant concern in the context of your BPA competition submission because infringement typically occurs when a trademark is used in connection with the sale of products or services, whereas here the use would be as a reference to describe the products or services.

- If you are concerned about the use of a trademark, you could refer to the product or service without including the logo.

- Be sure to use the registration symbol ("®") where appropriate.

Copyright Guidelines - Specific Types of Material

What Is Covered	What You Can Use
Printed Materials	
- Poems - Stories - Essays - Articles - Picture, chart or illustration in a book - Books	- You may incorporate text into your project as follows *without* seeking permission of the copyright owner (but you must always *include a citation to your source*). If you use *more* content than is noted here, you will need to seek permission of the copyright holder. 10% of work or 1,000 words, whichever is less - Articles, stories, or essays less than 2,500 words - Poem of less than 250 words in its entirety - Excerpt of 250 words from a poem of greater than 250 words - One chart, picture, diagram, graph, cartoon, or picture per book or per periodical issue - Up to two pages from an illustrated work less than 2,500 words (such as a children's book) "Consumables," such as workbooks or standardized tests, may *not* be copied.

What Is Covered	What You Can Use
Illustrations and Photographs	
• Photograph (*e.g.,* from Google Images) • Illustration • Collections of photographs • Collections of illustrations	• Single images (such as those on Google® Images) may be used in their entirety *without* seeking permission, but you will need to seek permission to use *more* than five images by a single artist or photographer. Regardless, you must *always credit your source*, *i.e.,* the website from which the image was taken. This likely does not mean Google® (if you ran a Google Image search), but rather the website where the picture was posted. • From a collection, not more than 15 images or 10 percent (whichever is *less*) may be used *without* seeking permission (though you must *credit your source*). • If you are using an image you found on Pinterest® or Instagram®, try to determine who is the owner of the image and, if necessary according to the rules set forth above, seek that person's permission to use it. Do not assume whoever posted the image is the owner. (Although Pinterest's Terms of Service do allow you to share/use photos that are posted by others, that right is limited to use on Pinterest.) • If you are using an image you found on Twitter® or Facebook®, determine if the person who posted it is the owner of the image. If so, you may use it *without* seeking permission. This is because Twitter® and Facebook®'s Terms of Service, unlike Pinterest®'s and Instagram®'s, allow you to share photos that are posted by others. If the person who posted it does not own the image, however, you should determine who owns the rights to the image and seek permission if necessary under the rules described above. • Again, regardless of whether permission to use an image is necessary, *always cite your source*.
Video or "Motion" Media	
• DVDs • Movie or TV show clips from the Internet	• The material must be legitimately acquired (a legal copy, not illegally downloaded, bootleg or home recording). • You may use 10% or three minutes (whichever is *less*) of "motion media" *without* seeking permission (though, as always, *cite your source*). • Videos from websites ending in .gov are public domain and therefore may be used *without* seeking permission (though *cite your source*). • If you are creating your own video from clips of other copyrighted videos, the video must be "transformative," i.e., a new use of the original video such as a commentary on or criticism of it, as opposed to simply a reuse of the original video. Use only as much of each copyrighted video as necessary. • If the video is from YouTube®, Facebook®, or another site where users generate content, be especially careful to determine if it was posted by the creator. If so, you can use up to 10% or three minutes of it (whichever is *less*) *without* seeking permission, but *be sure to cite your source*. If it is a re-posting by a third party, determine whether the original is available from another source. Do not include a video you have reason to believe infringes a copyright in your presentation (a "bootleg" video recording, for example).

What Is Covered	What You Can Use
Music	
• CDs/Tapes/Records • Audio from the Internet • Electronic music files such as MP3s • Sheet Music	• Up to 10%, but no more than 30 seconds (whichever is *less*), of the sheet music or recording from an individual musical work may be used *without* seeking permission (but *always credit your source*). If you use an entire song, you likely need to seek permission for the use. • There is a separate copyright for the musical composition (i.e., sheet music of a song) and the recording of a song. In other words, even if you only include portions of sheet music or change the lyrics of a song, you should adhere to these guidelines. The copyright to the sheet music of a song may be owned by a different person than the owner of the copyright for a particular recording of a song.
Computer Software	

• Software (purchased or licensed)	• If you are using a framework that helps you build your software from scratch (such as Game Engine), you likely do not need to worry about copyright concerns unless the framework permits you to import portions of someone else's software.
	
	• Software is copyrightable, so if your presentation uses someone else's software, you need to be protected either by fair use or the terms of a license the copyright holder might have granted to a third party.
	    o Fair use will likely apply if you use only small portions of the software and the end result is transformative.
	    o You should also check to see if the copyright owner of the software has licensed it such that third parties like you are permitted to use it.
	    o If in doubt, do not include pre-existing software in your own software competition entry.

Data Sets (Such as Spreadsheet Entries)	
• Spreadsheet (e.g., Excel document) • Tables	• You may use up to 10% or 2,500 fields or cell entries, whichever is *less*, without seeking permission. Always *credit your source*, however.

Graphic Standards and Branding Guidelines

The logo for Business Professionals of America has been carefully researched from a legal standpoint. The name is registered and the logo design protected by copyright and service mark. In order to obtain the maximum benefit from the image package, it must be used consistently throughout the organization — locally, regionally, statewide, and nationally. Additionally, the tagline, Giving Purpose to Potential, is registered and protected by copyright.

Name Identification

State Associations will be Business Professionals of America, (State) Association. Chapters will be identified as Business Professionals of America, (School Name) Chapter. The complete name will be spelled out in all written materials. The acronym BPA may be used in text once the complete name has been used.

The Tagline

The purpose of the organization's tagline is to serve as a linking device between our organization and our name. The official tagline is: Giving Purpose to Potential. To ensure that there is a clear communication of Business Professionals of America, the tagline may be used with the logo for printed pieces. However, this is not a requirement for use of the logo.

- The tagline can be used on one line or two lines, depending on the size and shape of the graphic piece.
- The tagline should appear in red when used with the primary logo, and in blue when used in conjunction to the banner logo. In other cases, where the printed piece is a one-color item, all art printed shall appear in white, black, gray, red, or navy.
- The type style to be used for the tagline is Century Gothic or Arial, upper and lower case, when used outside of the logo lockup.
- The tagline cannot appear in bold or italic.
- The tagline cannot be underlined.

The Logo

- The primary logo of Business Professionals of America includes the "bpa" mark on the left, a line separator, and the words "Business Professional of America" spelled out on the right.
- The logo may include the official tagline: Giving Purpose to Potential; however, it is not required.
- When the tagline is included with the primary logo, it should appear and align under the word "America".
- Minimum distance kept around the logo should remain proportionate to the size of the logo based on the circumference of the rounded/circle shape of each letter in the "bpa" mark.
- The full-color logo must not be used on a contrasting color background or on a photo image. In these cases, the logo used should be a one-color treatment for visibility and clarity.
- The logo is not to have the mark and words stacked.
- The mark cannot be one full color and the words a different full color — it must follow proper use when in full-color format.
- When in full-color format, the text cannot deviate from the primary logo color scheme.
- The full-color, primary logo must include the line separator.
- The one-color version can only be printed in blue, red, black, gray, or white.
- If two colors are used, they must be the approved blue and red colors from the primary color palette. No other two-color version is permitted.

- Usage of the mark without wording is permitted in some formats, including in social and other digital media.
- The mark can appear with or without a circle encompassing it.
- When using the mark within the circle to identify a state or chapter, the name is not to appear inside the circle and/or above the "bpa" mark. States and chapters are to appear under the mark within the circle and the font color used should be the approved PMS color blue from either the primary or secondary color palette.

There is a primary and a secondary color palette identified for the corporate color scheme as it relates to the logo of Business Professionals of America. The color scheme for the full color logo is blue and red. The two-color logo is to be used whenever your budget allows, using PMS ink. (See below)
- The one-color version of the logo should ideally be navy blue; if your budget for the printed publication does not allow for a colored ink, black, gray, or white are also acceptable.
- When the logo is printed in full color with the tagline, the tagline must be red.
- If the logo is printed in one color (blue, red, black, gray, or white), the tagline (if used) must be printed in the same color.

To reduce the occurrence of inconsistent color, all printed pieces are to be printed with Pantone Matching System (PMS) ink. The official PMS colors are to be used in every case except in full-color situations. The PMS colors are as follows:

Primary Color Palette
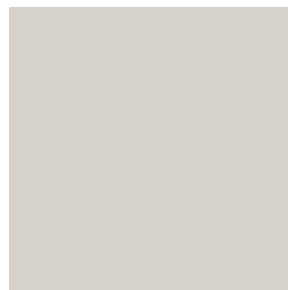
PMS: 7627	**PMS: 302**	**PMS: Warm Gray**	**PMS: 466**
CMYK: 22/95/94/15	**CMYK: 100/48/12/58**	**CMYK: 15/13/17/1**	**CMYK: 0/14/40/2**
RGB: 171/44/41	**RGB: 0/59/92**	**RGB: 214/209/202**	**RGB: 198/170/118**
#A72B2A	**#00476B**	**#D7D2CB**	**#C6AA76**

Secondary Color Palette
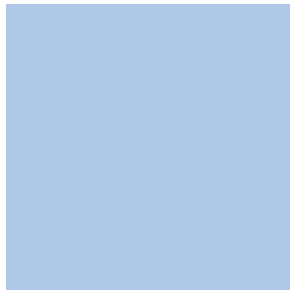
PMS: 658	**PMS: 186**	**PMS: 7401**	**PMS: 2965**
CMYK: 37/11/0/0	**CMYK: 2/100/85/6**	**CMYK 0/4/27/0**	**CMYK: 100/63/16/78**
RGB: 169/196/227	**RGB: 200/16/46**	**RGB: 245/225/164**	**RGB: 0/38/62**
#A9C4E3	**#C8102E**	**#F5E1A4**	**#00263E**

When creating artwork for computer web pages, computer presentations, etc., the color compositions for RGB (Red, Green, Blue) may be needed if you are composing in that format. They are as follows:

Typography

The official type design of Business Professionals of America are non-system fonts that include Josefin Sans Bold, and Neutraface Text Book. However, system fonts have also been approved for use in cases when states and chapters do not have access to the official non-system fonts. To complement the Business Professionals of America logo, Arial or Century Gothic may be used. Both fonts offer many variations, i.e., bold, light and italic. Suggested usage includes:

- Arial Bold or Century Gothic Bold, Arial Bold Italic or Century Gothic Bold Italic, should be used for headlines on corporate publications, exterior/interior signage, banners, and posters.
- Arial or Century Gothic are to be used for body copy on all Business Professionals of America publications whether on the local, state, or national level.

WSAP INDUSTRY CERTIFICATION ALIGNMENT CHANGES

The following table provides an updated alignment to the WSAP competitive events at the National level.

Competitive Event	2023-2024 Certification Alignment
200 - Fundamental Word Processing	Word Processing (Precision Exams by YouScience)
205 - Intermediate Word Processing	MOS Word 2019 Associate (Certiport)
210 - Advanced Word Processing	MOS Word 2019 Expert (Certiport)
215 - Integrated Office Applications	MOS PowerPoint 2019 Associate (Certiport)
230 - Fundamental Spreadsheet Application	MOS Excel 2019 Associate (Certiport)
235 - Advanced Spreadsheet Applications	MOS Excel 2019 Expert (Certiport)
240 - Database Applications	MOS Access 2019 Expert (Certiport)
300 - Computer Network Technology	IT Specialist - Networking (Certiport)
305 - Device Configuration & Troubleshooting	IT Specialist - Device Configuration and Management (Certiport)
315 – Network Administration Using Cisco	Cisco Certified Support Technician Networking (Certiport)
320 - Computer Security	IT Specialist - Network Security (Certiport)
330 - C# Programming	IT Specialist - Software Development (Certiport)
340 - Java Programming	IT Specialist - Java (Certiport)
345 - SQL Database Fundamentals	IT Specialist - Databases (Certiport)
350 - Linux Operation System Fundamentals	Linux Pro (TestOut)
355 - Python Programming	IT Specialist - Python (Certiport)
400 – Fundamental Desktop Publishing	Desktop Publishing I (YouScience)
405 – Advanced Desktop Publishing	Desktop Publishing II (YouScience)
415 - Fundamentals of Web Design	IT Specialist - HTML and CSS (Certiport)
505 - Entrepreneurship	Entrepreneurship and Small Business (ESB) (Certiport)

Business Professionals of America Workplace Skills Assessment Program
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Business Professionals of America-Michigan Association
Postsecondary Division
Workplace Skills Assessment Program
Event Descriptions
2023-2024

This document does NOT include descriptions of pilot. For a complete list of events offered, including pilot, please review the WSAP Secondary Guidelines

ADVANCED COLLEGE ACCOUNTING: Interpret and analyze sole proprietorships, partnerships, and corporate financial account data.

ADVANCED DESKTOP PUBLISHING: Evaluate knowledge and skills utilizing Adobe Illustrator®, Adobe Photoshop®, or Adobe InDesign®, software to create a variety of interactive documents.

ADVANCED INTERVIEW SKILLS: Assess advanced proficiency in job search, interview situations, and portfolio development.

ADVANCED OFFICE SYSTEMS & PROCEDURES: Evaluate advanced skills in office procedures, records and file management, and document production.

ADVANCED SPREADSHEET APPLICATIONS: Develop effective solutions to business problems using many of the advanced features within the Microsoft® Excel skill standards.

ADVANCED WORD PROCESSING: Evaluate advanced-level skills in word processing and document production.

BANKING & FINANCE: Demonstrate and apply fundamental knowledge of the banking industry. This entry-level event tests the student's knowledge of bank operations, bank services, loans, credit administration and customer service.

BASIC OFFICE SYSTEMS & PROCEDURES: Evaluate fundamental skills in office procedures, records and file management, and document production.

BROADCAST NEWS PRODUCTION TEAM: Create a three to five (3:00 - 5:00) minute news broadcast as if it were live, containing two (2) different news stories and a fifteen to twenty (0:15 - 0:20) second promo or tease.

BUSINESS LAW & ETHICS: This event will test the student's knowledge and skills in the areas of ethics, law, business law, and personal law.
C# PROGRAMMING: Evaluate knowledge of working with C# syntax, programming logic, program development, system design concepts, database, designers and objects.

C++ PROGRAMMING: Evaluate knowledge of working with structured designs, algorithms, and OOP methodology using the C++ language. This contest can only be done in C++, if you want to use C#, you must take the C# contest.

COLLEGE ACCOUNTING: Assessment of entry-level basic accounting principles. Members analyze, journalize, post transactions, and prepare financial reports/statements.

COMPUTER MODELING: Given a scenario or prompt, Computer Modeling will research the topic, create a profile, concept design(s), prototype(s), and final model and/or scene based upon the assigned topic provided. (Not offered in Michigan)

COMPUTER NETWORK TECHNOLOGY: Demonstrate knowledge in fundamental networking concepts including network architecture, standards, topologies, protocols, and security.

COMPUTER PROGRAMMING CONCEPTS-OPEN EVENT: Demonstrate general knowledge of the computer programming industry.

COMPUTER SECURITY: Demonstrate knowledge in fundamental security management tasks in Windows and Linux networking environments.

CONTEMPORARY ISSUES: Demonstrate communication skills in arranging, organizing, and effectively presenting information orally without prior knowledge of the topic.

DATABASE APPLICATIONS: Demonstrate database development skills to include object creation, data analysis, formula creation, and reporting features used in a variety of database scenarios.

DEVICE SERVICING & TROUBLESHOOTING: Demonstrate knowledge of device configuration, maintenance, and management as an IT technician.

DIGITAL COMMUNICATION & DESIGN CONCEPTS-OPEN EVENT: This event assesses knowledge of web design, animation, digital media, desktop publishing, and web design languages.

DIGITAL MARKETING CONCEPTS-OPEN EVENT: This event assesses knowledge of digital marketing concepts.

DIGITAL MEDIA PRODUCTION: Create a one to two (1:00-2:00) minute digital media production based upon an assigned topic.

ENTREPRENEURSHIP: Develop an operating plan and organizational structure to initiate a small business. Competitors are to assume that they are presenting their business plan to potential investors at a bank with the objective of securing financing for their business venture.

ETHICS & PROFESSIONALISM: Explore the application of ethical frameworks to various aspects used in business today.

FINANCIAL ANALYST TEAM: Use analytical and problem-solving skills to make recommendations regarding a business case study.

FINANCIAL MATH & ANALYSIS CONCEPTS-OPEN EVENT: Assess knowledge of basic math concepts. Students solve practical math problems related to work and consumer issues.

FUNDAMENTAL DESKTOP PUBLISHING: Evaluate knowledge and skills in using desktop publishing software to create a variety of business documents.

FUNDAMENTAL SPREADSHEET APPLICATIONS: Create and design spreadsheet applications that include variables, reports and formats. Students enter and format data, enter and copy formulas, and print full documents or cell contents.

FUNDAMENTAL WORD PROCESSING: Evaluate entry-level skills in word processing and document production.

FUNDAMENTALS OF WEB DESIGN: Demonstrate knowledge of fundamental web design coding and syntax to include CSS.

GRAPHIC DESIGN PROMOTION: Develop a theme, illustrate the theme in various promotional materials.

HEALTH ADMINISTRATION CONCEPTS-OPEN EVENT: This contest will assess the student's knowledge of insurance verification, prior authorization, insurance claim submission, insurance payment posting, and medical billing operations.

HEALTH ADMINISTRATION PROCEDURES: Evaluate knowledge of medical terminology and skills needed to prepare medical documents and function effectively in a medical office.

HEALTH INSURANCE & MEDICAL BILLING: Assess the student's knowledge of insurance verification, prior authorization, insurance claim submission, insurance payment posting, and medical billing operations. (Not offered in Michigan)

HEALTH RESEARCH PRESENTATION: Demonstrate communication skills in securing, arranging, organizing, and presenting information orally on the provided health topic. (Not offered in Michigan)

HUMAN RESOURCE MANAGEMENT: Assess interpretation of personnel policies and knowledge of human resource management.

INFORMATION TECHNOLOGY CONCEPTS-OPEN EVENT: Demonstrate general knowledge of the information technology industry.

INTEGRATED OFFICE APPLICATIONS: Evaluate advanced-level skills in information technologies and the integration of software applications.

INTERMEDIATE WORD PROCESSING: Evaluate intermediate skills in word processing and document production.

INTERVIEW SKILLS: Assess proficiency in job search and interview situations.

JAVA PROGRAMMING: Evaluate knowledge of working with structured designs, algorithms, and OOP methodology using the Java Programming language.

LEGAL OFFICE PROCEDURES: Evaluate knowledge of legal terminology and skills needed to prepare legal documents and function effectively in a law office.

LINUX OPERATING SYSTEM FUNDAMENTALS: Demonstrate your ability in hardware and system configuration, system operation and maintenance, security, scripting, and troubleshooting and diagnostics within the Linux Operating System.

MANAGERIAL ACCOUNTING: Focus on strategic decision-making related to cost analysis and cost management.

MANAGEMENT, MARKETING, AND HUMAN RESOURCES CONCEPTS-OPEN EVENT: Assess knowledge of management, marketing, and human resources concepts.

MEDICAL CODING: This contest will test the student's knowledge and skills in medical coding. (Not offered in Michigan)

MEETING & EVENT PLANNING CONCEPTS-OPEN EVENT: To provide a general competitive event addressing business meeting management which incorporates fundamental concepts accepted as good practices in any business unit including business planning and strategy, organization and execution, trust and transparency.

NETWORK ADMINISTRATION USING CISCO: Demonstrate knowledge of fundamental network management tasks in a CISCO® environment.

NETWORK DESIGN TEAM: Analyze existing and planned business environments and develop a strategy for the implementation of a network infrastructure that addresses the business needs of the scenario provided. (Not offered in Michigan)

PARLIAMENTARY PROCEDURE CONCEPTS-OPEN EVENT: Assess knowledge of parliamentary procedure. Test questions are based on Dunbar's Manual of Parliamentary Procedure Test Questions.

PARLIAMENTARY PROCEDURE TEAM: Demonstrate the use of correct parliamentary procedure through a chairman's ability to conduct a business meeting in a democratic manner that allows the members of the team to effectively participate. Examine the team's knowledge of parliamentary procedure through oral questions and the objective test.

PAYROLL ACCOUNTING: Process payroll data using manual payroll procedures. Members calculate earnings, complete payroll registers, post employee records, journalize payroll entries, and prepare payroll income tax forms. **NOTE:** Circular E, Employers Tax Guide (Publication 15), is recommended as a resource and is available through www.irs.gov/publications/p15/index.html.

PERSONAL FINANCIAL MANAGEMENT: Members will answer objective questions dealing with concepts and perform calculations related to the financial topics of credit, savings, budgeting, investing, personal income tax, retirement planning, risk management, and insurance. Members will analyze financial scenarios to predict outcomes, advise use of financial instruments, and determine the proper financial planning.

PODCAST PRODUCTION TEAM: Podcasts usually feature one or more hosts engaged in a discussion about a particular topic or current event. Discussion and content within a podcast can range from carefully scripted to totally improvised. Podcasts combine elaborate and artistic sound production with thematic concerns ranging from scientific research to slice-of-life journalism. Team members will demonstrate their ability to engage a target audience by

creating a three to five (3:00 - 5:00) minute podcast on the provided topic. (Not offered in Michigan)

PREPARED SPEECH: Demonstrate communication skills in securing, arranging, organizing and presenting information orally.

PRESENTATION INDIVIDUAL: Using current technologies and software, prepare and deliver an effective multimedia presentation.

PRESENTATION TEAM: Assess use of current desktop technologies and software to prepare and deliver an effective multimedia presentation.

PROJECT MANAGEMENT CONCEPTS-OPEN EVENT: To provide a general competitive event addressing member's knowledge of basic project management practices and terminology that is used independent of a specific methodology.

PYTHON PROGRAMMING: Evaluate knowledge of working with structured (procedural), object-oriented, and functional programming using the Python programming language.

SERVER ADMINISTRATION USING MICROSOFT: Demonstrate knowledge of fundamental network management and maintenance tasks in a Windows® network.

SMALL BUSINESS MANAGEMENT TEAM: The team will use strategic planning and problem-solving skills to provide solutions to the business case study provided. At State and National level, teams will be presented with an additional element to the scenario that requires revision of their final presentation.

SQL DATABASE FUNDAMENTALS: Demonstrate knowledge of fundamental database development and administrative concepts including SQL scripting. Competencies addressed in this event will mandate the contestant use a high-end database product such as MS SQL Server™, the focus of this event, in order to acquire the necessary skills; however, skills sets addressed are transferable to any database product such as Oracle™ or MySQL™.

USER EXPERIENCE DESIGN TEAM: Marketing in today's world spans multiple modes of media delivered to the end user via a combination of digital surfaces inclusive of a web presence suitable for desktop and mobile devices, potentially an app, and a social media presence. This event will focus on prototyping digital experiences for a singular brand, with an emphasis on collaboration, designing the user experience, and rationale for design decisions. Suggested free software to use can include Wondershare Mockitt, Zeplin, Moqups, InVision Studio, Proto.io, Pencil Project. (Not offered in Michigan)

VIDEO PRODUCTION TEAM: Create a three to five (3:00-5:00) minute video production based upon an assigned topic.

WEBSITE DESIGN TEAM: The team will work together to create a website based on an assigned topic.

VIRTUAL EVENTS

These virtual events are administered by National BPA. Review the WSAP Guidelines for details and contact information.

CYBERSECURITY/DIGITAL FORENSICS: Demonstrate knowledge of computer security and cybersecurity management tasks in multiple computer and mobile platforms.

FINANCIAL PORTFOLIO MANAGEMENT TEAM: Team members will enter an investment simulation using an online platform provided by a BPA partner. The simulation will provide the students $100,000 initially, to be used to invest in stocks, mutual funds, and/or bonds.

MOBILE APPLICATIONS: Develop a mobile phone and/or tablet application based upon a given scenario.

PROMOTIONAL PHOTOGRAPHY: Demonstrate skill and creative vision and image editing.

SOFTWARE ENGINEERING TEAM: Teams will collaborate on the engineering of a computer software application that performs tasks and operations as outlined in the provided topic. Project submissions will consist of software source code and assets in addition to a functional, executable version of the application. Submissions will be judged on technical merit by software engineering professionals. Teams will be further required to formally present their project to a panel of judges via videoconference, and the presentation will be judged independently of the project's technical merits.

START-UP ENTERPRISE TEAM: Develop an operating plan and organizational structure to initiate a small business. Teams are to assume they are presenting their products/services to potential buyers. The event may be repeated but previously used business plans may not be submitted.

VIRTUAL BRANDING TEAM: Marketing in today's world focuses on the combination of digital design, social media, virtual mockups, and engaging multimedia experiences. This virtual event will evaluate knowledge and skills utilizing cross-medium branding in a team environment.

VIRTUAL MULTIMEDIA AND PROMOTION INDIVIDUAL: Create a 1:00 to 2:30 minute digital promotion based upon an assigned topic.

VIRTUAL MULTIMEDIA AND PROMOTION TEAM: A team will create a 3:00 to 5:00 minute digital promotion based upon an assigned topic.

WEB APPLICATION TEAM: The team will create a database-driven website with server-side functionality.

Business Professionals of America-Michigan Association
Postsecondary Division
Competitive Event General Information

ADDITIONAL RESOURCES ADVISORS MUST HAVE

The following additional items must be downloaded by all chapter advisors from www.michiganbpa.org/competitive-events:

- ❖ WSAP Guidelines (Full Booklet)
- ❖ Style & Reference Manual
- ❖ Ethics & Professionalism Manual (for competitors in the Ethics & Professionalism event)
- ❖ Human Resource Manual (for competitors in the Human Resource Management event)
- ❖ Release Form (fillable PDF)

STYLE & REFERENCE MANUAL

Students may take the *Style & Reference Manual* into all Business Administration computer events all regional, state, and national levels.

Download the **Style & Reference Manual***** for use in the following events:

- Administrative Support Team
- Advanced Office Systems & Procedures
- Advanced Word Processing
- Basic Office Systems & Procedures
- Broadcast News Production Team
- Computer Animation Team
- Digital Media Production
- Entrepreneurship
- Fundamental Word Processing
- Graphic Design Promotion
- Health Administration Procedures
- Integrated Office Applications
- Intermediate Word Processing
- Legal Office Procedures
- Prepared Speech
- Presentation Individual
- Presentation Team
- Video Production Team
- Website Design Team

*Additional judged events may require that documents be produced according to formats provided in the **Style & Reference Manual**. Check the **WSAP Guidelines** for full details.

GRAPHIC STANDARDS / COPYRIGHT & FAIR USE GUIDELINES

The following events require strict adherence to the **Graphic Standards** and **Copyright & Fair Use Guidelines** that are included in the *Style & Reference Manual*.

- Broadcast News Production Team
- Entrepreneurship
- Financial Analyst Team
- Graphic Design Promotion
- Prepared Speech
- Presentation Individual
- Presentation Team
- Small Business Management Team
- Video Production Team
- Website Design Team

RELEASE FORM

Release Forms do not have to be turned in on the day of competition. Review the document entitled "Presubmitted Event Materials to be Submitted" for a reminder of what to bring.

The following events require students or team members to sign a *Release Form*. Remember, additional contributors to the projects in these events are required to sign a *Release Form* as well.

- Broadcast News Production Team
- Digital Media Production
- Graphic Design Promotion
- Presentation Individual
- Presentation Team
- Video Production Team
- Website Design Team

State Leadership Conference Information

FRAME YOUR FUTURE

**52nd Annual State Leadership Conference
Postsecondary Divison**

February 10, 2024 | Grand Rapids, MI
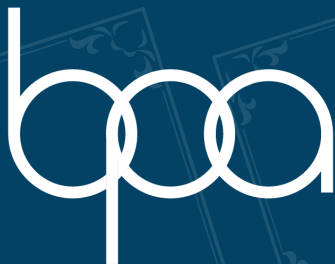
bpa | MICHIGAN
**BUSINESS
PROFESSIONALS**
of **AMERICA**

REGISTRATION BOOKLET

ATTENDANCE ELIGIBILITY

All postsecondary members are eligible to attend the BPA Postsecondary State Leadership Conference. Each student attending shall be an active, dues-paid member of Business Professionals of America, have approval of the chapter advisor, and have approval of a parent or guardian unless the student is of legal age.

MAILING INSTRUCTIONS AND DEADLINES

*State Office: Business Professionals of America-Michigan
              Eastern Michigan University
              208 King Hall
              Ypsilanti, MI 48197
              Phone: 734.487.1700
              Email: maurice.henderson@emich.edu

FORM AND ENCLOSURE	SEND TO	DEADLINE
Dues (last student entered by)	Online membership system at https://register.bpa.org	Submitted online on or before 1/24/2024
Conference Registration Deadline	www.michiganbpa.org/slcps-registration	Submitted online on or before 1/24/2024
Special Accommodations Request Deadline	State Office via website at www.michiganbpa.org/slc-special-accommodations-request NOTE: The special meals request portion of this online form does not apply since the meals are served in the Davenport University cafeteria.	Submitted online on or before 1/24/2024
Presubmitted Events Deadline	See instructions included in the "*Presubmitted Event Materials Submission-Postsecondary SLC*" document	Submitted online on or before 5:00 PM ET on or before 2/1/2024
Dues Payment Deadline	National Center & State Office	Paid by 2/7/2024
Refund Request Form	State Office via website at www.michiganbpa.org/slc-registration-refund-request	Submitted online on by 5:00 PM ET on or before 2/2/2024
Conference Registration Payment	State Office	Received on or before 2/7/2024 (You may bring to the conference if it is convenient.)

GENERAL INFORMATION

❖ It is encouraged that one adult for every ten students is registered.

❖ Everyone attending the conference is required to pay the registration fee. This is mandatory of all students, advisors, parents, chaperones, guardians, and instructors. If the registration fee is not paid, that person will not be able to participate in any conference functions. Individuals registered after the registration deadline may be registered and pay the late registration fee.

❖ Once an individual is registered for the conference, registration payment fee is required for the individual. The only way to cancel someone's registration is through the registration refund request form. This form must be submitted by the indicated deadline in order to receive a partial refund.

❖ Chapters may enter an unlimited number of contestants in each individual or open event.

❖ Each student is limited to three (3) main events. Only one of the student's three (3) events may be a team event. Open events do not count towards the students' three main events. A student may participate in an unlimited number of open events within the time constraints of the conference schedule.

❖ Chapters can only have one team per team event; except, in the following team events each chapter may have up to two teams:
  • Financial Analyst Team
  • Presentation Team
  • Small Business Management Team
If you are entering more than one team for any of the events listed above, make sure you segment students into different teams and assign each team a team number in the conference registration system, such as Team #1 and the other as Team #2. Ignore the comment on page 6 of the "*BPA Conference Registration System Chapter Advisor Manual 2023-2024.*"

❖ All students must pre-register for all events except open events. **Students cannot compete in any event at the NLC that they do not compete in at the SLC.**

❖ The 1st place winner in each event will receive a plaque. The 2nd and 3rd place winners will each receive a certificate of achievement. All plaques and certificates will be mailed to the chapter advisor at the end of March.

❖ Face masks are optional and may be worn by any conference participant who desires to do so.

CONFERENCE REGISTRATION INSTRUCTIONS

Questions regarding registration should be directed to the state director.

Each local chapter advisor is responsible for completing and submitting the conference registration with the necessary fees to the state office.

NOTE: The complete process for registering participants for the conference is included in the document entitled "*BPA Conference Registration System Chapter Advisor Manual 2023-2024.*"

By using the conference registration website, your chapter understands that you are responsible for submitting full registration fees for all conference attendees submitted online even in the event of any cancellations prior to sending full payment. Neglecting to submit full registration fees will result in making your chapter delinquent and will jeopardize your chapter's participation in this and future conferences.

Keep the following items in mind as you register participants from your chapter:
- Advisors are dues-paid chapter advisors who must be registered for the conference.
- Chaperones/volunteers for your chapter are designated as chaperones in the conference registration system. If you need to **add additional conference attendees such as guests, volunteers, or chaperones**, click the appropriate option to add additional attendees.
- Students who are competing in open events only must be registered for the event entitled "Open Events Only." All other students are automatically registered for all open events.
- You must identify one student as the "Team Captain" for any team events.
- Students who are on your membership list and they are not attending the conference, keep the status of "Not Attending" selected for those individuals.
- If you add additional students as dues-paying members after you have started your registration, you will have to click the "Add New Name" button to show the additional members who can be selected to add to your registration list.
- Up until the time registration closes, you may add additional students or add students you inadvertently did not register. Click the "Add New Name" button and submit the appropriate registration for the additional individuals. Please note that your invoice will be updated and a new invoice number will be generated and your total registration amount will be adjusted.

Once you have completely reviewed your chapter's registration information, click the "Submit" button to complete your registration and complete the invoice process.

Mail payment to Michigan BPA *or* submit credit card payment online on or before the required deadline. Payment via credit card may be made online at www.michiganbpa.org/credit.

REGISTRATION RATES

Registrations postmarked on or before the deadline date will be accepted at the rate of $55.00 per student and $35 for chapter advisors. Payments via credit card will incur a 3% credit card processing fee. Credit card payments may be made online at www.michiganbpa.org/credit.

The registration fee includes:
* Conference materials and printing   * Judges' acknowledgments
* Clerical support   * Meals and refreshments
* Awards

HOTEL RESERVATIONS

Schools that wish to make overnight accommodations will be responsible for making their own arrangements. Searching the Internet will generate the best options and rates.

Please disregard any references to housing reservations and submissions in the conference registration website and in the conference registration system instruction manual. You will be able to submit your conference registration without submitting any hotel reservation information.

REFUND POLICY

All requests for registration refunds must be in writing and submitted to the state office. Please submit a refund request online at www.michiganbpa.org/slc-registration-refund-request. Refunds requested without submitted the request via this website will not be granted. All requests submitted on or before **February 2, 2024**, shall receive a 50% refund. No requests for refunds shall be honored after this date regardless of the circumstances.

DELEGATE CODE OF CONDUCT

The term "delegate" shall mean any Business Professionals of America member attending the state leadership conference. Delegates shall abide by all conference rules.

- Proper business attire must be worn at all conference activities.
- Any damages done to property or furnishings in any conference facility or hotel or theft of conference facility or hotel property must be paid by the individual or chapter responsible.
- No alcoholic beverages, marijuana, or narcotics in any form shall be possessed or used by members at any time or under any circumstances. This is in effect from the time the members leave home until he/she returns home.
- Smoking is prohibited in all meetings and event areas.
- Delegates shall conduct themselves in a professional manner.
- The local chapter advisor is responsible for the members' conduct and dress.
- Spouses are allowed to attend the state leadership conference if they officially register and pay all financial differences. They shall not have membership privileges. They shall abide by all conference rules.

DRESS CODE

Business Professionals of America approved attire is to be worn by all conference delegates. The following items constitute approved attire for all conference delegates:

MEN
* Suit, dress shirt, and tie
* Sport coat, coordinated dress slacks, dress shirt, and tie
* Dress slacks, dress shirt, and tie
* Shirt and/or sweater and slacks (tie preferred but not required)
* Dress shoes required with all of the above

WOMEN
* Business suit or business dress
* Skirt with coordinated blouse and/or sweater
* Dress slacks with coordinated blouse and/or sweater
* Coordinated slack outfit
* Dress shoes required with all of the above
* Open-toed shoes are allowed but be cautious about wearing shoes that are too casual

SPECIAL ACCOMMODATIONS

Business Professionals of America is committed to providing equal access to all persons in admission to, access to, or operation of its program or services. In addition to indicating any special accommodations requests inside the conference registration system, advisors must complete a Special Accommodations Request Form for any participant that requires special services. The form is available online at www.michiganbpa.org/slc-special-accommodations-request.

EVENT ADMINISTRATION

In an effort to provide a quality testing environment, we are asking that each chapter solicit volunteers to attend and help out with event administration. Each advisor will be responsible for handling certain testing rooms as assigned by the state director. We would appreciate it if you can encourage other people from your school or community to participate. This would make the day much more enjoyable. If you have other people who will attend the conference, who are willing to serve as contest proctors or judges, please notify the state office.

DIRECTIONS TO THE CONFERENCE

Davenport University is located at 6191 Kraft Avenue SE, Grand Rapids, MI 49512. Please use the school's website, map services on the Internet, or GPS for directions to the conference.

EVENT SOFTWARE

Computer software for the various events is listed below. Students are allowed to bring their own laptop for any computer-related event. Students bringing their own equipment must provide their own laptop, printer, and paper; they will not be allowed to print to the Davenport University printers. Please note that this list is subject to change. Chapters will be notified of any changes.

- ❖ Microsoft Office 2019 (Word, Excel, Access, PowerPoint, Publisher)
- ❖ Eclipse IDE for Java. Java 8 is installed.
- ❖ Visual Studio 2017 Community Edition for C++ Programming and C# Programming

PRESUBMITTED EVENTS

Students in the following events will be required to submit their contestant materials online on or before **February 1, 2024**:

- Advanced Interview Skills
- Broadcast News Production Team
- Digital Media Production
- Entrepreneurship
- Graphic Design Promotion
- Interview Skills
- Video Production Team
- Website Design Team

Students who do not submit their contestant materials on or before **5:00 PM Eastern Time on February 1, 2024**, will be removed from the event. Such student(s) will still be allowed to attend the state conference and compete in any other events for which they have been registered and/or compete in open events. Presubmitted events are uploaded at www.michiganbpa.org/ps-slc-presubmits.

NONDISCRIMINATION POLICY

It is the policy of Business Professionals of America, Michigan Association that diversity is a fundamental part of the world of business and industry, and enriches the experiences of our student members as they prepare for successful careers. Therefore, no person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity, or in employment, on the basis of race, color, national or ethnic origin, marital status, veteran status, religion, sex, pregnancy, sexual orientation, gender identity, age, or disability.

TENTATIVE SCHEDULE OF EVENTS

Students will need to manage their own competition time schedule in order to eat anytime during this time period.

Judged events may start earlier if there are many contestants in these events.

8:45 a.m.-9:00 a.m.	Registration/Continental Breakfast
9:00 a.m.-9:15 a.m.	Opening Session/Conference Overview
9:30 a.m.-12:30 p.m.	Assessment Events:
	Open, Computer, Non-judged events
11:00 a.m.-11:30 a.m.	Judges Orientation
11:30 a.m.-4:30 p.m.	Judged Events**
11:30 a.m.-2:00 p.m.	Lunch (provided)*
2:00 p.m.-4:00 p.m.	Open, Computer, Non-judged events
5:00 p.m.-6:00 p.m.	Dinner
6:00 p.m.-7:00 p.m.	Awards Session

The following **computer events** will be held from 9:30 a.m.-12:30 p.m. (last student admitted at 11:30 a.m.) and 2:00-4:00 p.m. (last student admitted at 3:00 p.m.). You will have a maximum of 60-90 minutes per test (varies by test).

Administrative Support Team	Fundamental Spreadsheet Applications
Advanced Desktop Publishing	Fundamental Word Processing
Advanced Office Systems & Procedures	Fundamentals of Web Design
Advanced Spreadsheet Applications	Health Administration Procedures
Advanced Word Processing	Integrated Office Applications
Basic Office Systems & Procedures	Intermediate Word Processing
C# Programming	Java Programming
C++ Programming	Legal Office Procedures
Database Applications	Python Programming
Fundamental Desktop Publishing	

The following **non-judged events** will be held from 9:30 a.m.-12:30 p.m. (last student admitted at 11:30 a.m.) and 2:00 p.m.-4:00 p.m. (last student admitted at 3:00 p.m.). You will have a maximum of 60-90 minutes per test (varies by test).

Advanced College Accounting	Linux Operating System Fundamentals
Banking & Finance	Managerial Accounting
Business Law & Ethics	Network Administration Using Cisco
College Accounting	Payroll Accounting
Computer Network Technology	Personal Financial Management
Computer Security	Server Administration Using Microsoft
Device Configuration & Troubleshooting	SQL Database Fundamentals

The following **open events** will be held from 9:30 a.m.-12:30 p.m. (last student admitted at 11:30 a.m.) and 2:00 p.m.-4:00 p.m. (last student admitted at 3:00 p.m.). You will have a maximum of 60 minutes per test.

Administrative Support Concepts-Open Event	Health Administration Concepts-Open Event
Computer Programming Concepts-Open Event	Management/Marketing/Human Resources Concepts-Open Event
Digital Communication & Design Concepts-Open Event	Meeting & Event Planning Concepts-Open Event
Digital Marketing Concepts-Open Event	Parliamentary Procedure Concepts-Open Event
Financial Math & Analysis Concepts-Open Event	Project Management Concepts-Open Event
Information Technology Concepts-Open Event	

The following **judged events** will be held in various rooms from 11:30 a.m.-4:30 p.m.

Advanced Interview Skills	Human Resource Management
Broadcast News Production Team	Interview Skills
Contemporary Issues	Prepared Speech
Digital Media Production	Presentation Individual
Entrepreneurship	Presentation Team
Ethics & Professionalism	Small Business Management Team
Financial Analyst Team	Video Production Team
Graphic Design Promotion	Website Design Team

The last student will be admitted **one hour** prior to ending times listed below.

(C) – Computer Event
(N) – Non-Judged Event
(O) – Open Event
(J) – Judged Event

Administrative Support Concepts (O)	9:30 a.m.-12:30 p.m., 2:00 p.m.-4:00 p.m.
Administrative Support Team (C)	9:30 a.m.-12:30 p.m., 2:00 p.m.-4:00 p.m.
Advanced College Accounting (N)	9:30 a.m.-12:30 p.m., 2:00 p.m.-4:00 p.m.
Advanced Desktop Publishing (C)	9:30 a.m.-12:30 p.m., 2:00 p.m.-4:00 p.m.
Advanced Interview Skills (J)	11:30 a.m.-4:30 p.m.
Advanced Office Systems & Procedures (C)	9:30 a.m.-12:30 p.m., 2:00 p.m.-4:00 p.m.
Advanced Spreadsheet Applications (C)	9:30 a.m.-12:30 p.m., 2:00 p.m.-4:00 p.m.
Advanced Word Processing (C)	9:30 a.m.-12:30 p.m., 2:00 p.m.-4:00 p.m.
Banking & Finance (N)	9:30 a.m.-12:30 p.m., 2:00 p.m.-4:00 p.m.
Basic Office Systems & Procedures (C)	9:30 a.m.-12:30 p.m., 2:00 p.m.-4:00 p.m.
Broadcast News Production Team (J)	11:30 a.m.-4:30 p.m.
Business Law & Ethics (N)	9:30 a.m.-12:30 p.m., 2:00 p.m.-4:00 p.m.
C# Programming (C)	9:30 a.m.-12:30 p.m., 2:00 p.m.-4:00 p.m.
C++ Programming (C)	9:30 a.m.-12:30 p.m., 2:00 p.m.-4:00 p.m.
College Accounting (N)	9:30 a.m.-12:30 p.m., 2:00 p.m.-4:00 p.m.
Computer Network Technology (N)	9:30 a.m.-12:30 p.m., 2:00 p.m.-4:00 p.m.
Computer Programming Concepts (O)	9:30 a.m.-12:30 p.m., 2:00 p.m.-4:00 p.m.
Computer Security (N)	9:30 a.m.-12:30 p.m., 2:00 p.m.-4:00 p.m.
Contemporary Issues (J)	11:30 a.m.-4:30 p.m.
Database Applications (C)	9:30 a.m.-12:30 p.m., 2:00 p.m.-4:00 p.m.
Device Configuration & Troubleshooting (N)	9:30 a.m.-12:30 p.m., 2:00 p.m.-4:00 p.m.
Digital Communication & Design Concepts (O)	9:30 a.m.-12:30 p.m., 2:00 p.m.-4:00 p.m.
Digital Marketing Concepts (O)	9:30 a.m.-12:30 p.m., 2:00 p.m.-4:00 p.m.
Digital Media Production (J)	11:30 a.m.-4:30 p.m.
Entrepreneurship (J)	11:30 a.m.-4:30 p.m.
Ethics & Professionalism (J)	11:30 a.m.-4:30 p.m.
Financial Analyst Team (J)	11:30 a.m.-4:30 p.m.
Financial Math & Analysis Concepts (O)	9:30 a.m.-12:30 p.m., 2:00 p.m.-4:00 p.m.
Fundamental Desktop Publishing (C)	9:30 a.m.-12:30 p.m., 2:00 p.m.-4:00 p.m.
Fundamental Spreadsheet Applications (C)	9:30 a.m.-12:30 p.m., 2:00 p.m.-4:00 p.m.
Fundamental Word Processing (C)	9:30 a.m.-12:30 p.m., 2:00 p.m.-4:00 p.m.
Fundamentals of Web Design (C)	9:30 a.m.-12:30 p.m., 2:00 p.m.-4:00 p.m.
Graphic Design Promotion (J)	11:30 a.m.-4:30 p.m.
Health Administration Concepts (O)	9:30 a.m.-12:30 p.m., 2:00 p.m.-4:00 p.m.
Health Administration Procedures (C)	9:30 a.m.-12:30 p.m., 2:00 p.m.-4:00 p.m.
Human Resource Management (J)	11:30 a.m.-4:30 p.m.
Information Technology Concepts (O)	9:30 a.m.-12:30 p.m., 2:00 p.m.-4:00 p.m.
Integrated Office Applications (C)	9:30 a.m.-12:30 p.m., 2:00 p.m.-4:00 p.m.
Intermediate Word Processing (C)	9:30 a.m.-12:30 p.m., 2:00 p.m.-4:00 p.m.

Interview Skills (J)	11:30 a.m.-4:30 p.m.
Java Programming (C)	9:30 a.m.-12:30 p.m., 2:00 p.m.-4:00 p.m.
Legal Office Procedures (C)	9:30 a.m.-12:30 p.m., 2:00 p.m.-4:00 p.m.
Linux Operating System Fundamentals (N)	9:30 a.m.-12:30 p.m., 2:00 p.m.-4:00 p.m.
Management/Marketing/Human Resources Concepts (O)	9:30 a.m.-12:30 p.m., 2:00 p.m.-4:00 p.m.
Managerial Accounting (N)	9:30 a.m.-12:30 p.m., 2:00 p.m.-4:00 p.m.
Meeting & Event Planning Concepts (O)	9:30 a.m.-12:30 p.m., 2:00 p.m.-4:00 p.m.
Network Administration Using Cisco (N)	9:30 a.m.-12:30 p.m., 2:00 p.m.-4:00 p.m.
Parliamentary Procedure Concepts (O)	9:30 a.m.-12:30 p.m., 2:00 p.m.-4:00 p.m.
Payroll Accounting (N)	9:30 a.m.-12:30 p.m., 2:00 p.m.-4:00 p.m.
Personal Financial Management (N)	9:30 a.m.-12:30 p.m., 2:00 p.m.-4:00 p.m.
Prepared Speech (J)	11:30 a.m.-4:30 p.m.
Presentation Individual (J)	11:30 a.m.-4:30 p.m.
Presentation Team (J)	11:30 a.m.-4:30 p.m.
Project Management Concepts (O)	9:30 a.m.-12:30 p.m., 2:00 p.m.-4:00 p.m.
Python Programming (C)	9:30 a.m.-12:30 p.m., 2:00 p.m.-4:00 p.m.
Server Administration Using Microsoft (N)	9:30 a.m.-12:30 p.m., 2:00 p.m.-4:00 p.m.
Small Business Management Team (J)	11:30 a.m.-4:30 p.m.
SQL Database Fundamentals (N)	9:30 a.m.-12:30 p.m., 2:00 p.m.-4:00 p.m.
Video Production Team (J)	11:30 a.m.-4:30 p.m.
Website Design Team (J)	11:30 a.m.-4:30 p.m.

BUSINESS PROFESSIONALS OF AMERICA-MICHIGAN ASSOCIATION
CONDUCT/PERMISSION/MEDICAL TREATMENT
AUTHORIZATION FORM

I have reviewed the delegate code of conduct and agree to abide by the rules. Michigan Business Professionals of America has the right to send the delegate home from the activity at my expense, provided that he/she has violated the delegate code of conduct.

I will not hold the school, the advisor, or the conference staff responsible for any injuries while attending or while in route to and from the Business Professionals of America sponsored activity.

In the event of accident or illness requiring emergency medical treatment occurring while in attendance at this Business Professionals of America Postsecondary State Leadership Conference, the undersigned delegate hereby authorizes the Business Professionals of America chapter advisor to procure suitable medical treatment for the below signed delegate, and I will provide for the payment of those costs.

Name of Delegate _____

Name of School _____

Date of Birth _____

Please list any medications or physical limitations: _____

_____

_____

_____   _____
Delegate's Signature   Advisor's Signature

_____   _____
Insurance Company   Policy Number

(THIS IS FOR CHAPTER USE ONLY.
MICHIGAN BPA DOES NOT NEED A COPY OF THIS DOCUMENT.)

Business Professionals of America-Michigan Association
Presubmitted Contestant Materials to Be Submitted in PDF Format

Please review this document very carefully. Lack of submission of any items listed below will result in automatic removal/disqualification from the applicable competition. In addition, any of the following will result in automatic disqualification:

- Submitting materials online after **February 1, 2024 at 5:00 PM ET** as required;
- Unsigned Release Forms or documentation as required for an event.

- For **individual events**, a student's file is named with the initials of their event, followed by a hyphen, then their eight-digit **member ID#** (Example: AIS-00099999). Membership ID numbers may be obtained by logging in to the membership registration system or conference registration system websites.
- For **team events**, the team's file is named with the initials of their event, followed by a hyphen, then the six-digit **chapter ID#** (Example: BNPT-569999). Chapter ID numbers may be obtained by logging in to the membership registration system or conference registration system websites.
- We will use the Judge Pro website for presubmitted events. The link and password for the Judge Pro website are provided below.
- Only the events that are offered in Michigan are listed in this document.
- If the format of a state conference changes and modifications are needed to the events listed below, your regional advisor will notify you via email.
- **TEAM EVENT PRE-SUBMISSIONS:** Materials for team events are uploaded under the team captain's login only.

Student Presubmission Judge Pro Website: www.michiganbpa.org/ps-slc-presubmits

Student Presubmission Judge Pro Password: **Frame2024**

Event & *Naming Conventions for file uploading*	Upload on or before <mark>5:00 PM ET on February 1, 2024</mark>	Bring to state conference for submission on day of competition to give to administrator or proctor when signing in to the contest <mark>(A set of the items listed below is needed for both preliminaries and finals rounds if applicable.)</mark>
Advanced Interview Skills (520) *AIS-MemberID#*	As **one** PDF, these files in the following order: • Cover letter with or without signature • Résumé (**DO NOT** upload portfolio)	One (1) additional copy of the following: • Cover letter with signatures • Résumé • Portfolio (will be taken to the interview by the member and *must not* be left with the judges)

Broadcast News Production Team (445) *BNPT-ChapterID#*	As **one** PDF, these files in the following order:
	1. A document with the following information:
	  • the chapter #
	  • a **clickable URL** and applicable passwords to the **final project: final news production** (see *WSAP Guidelines*)
	  • a **clickable URL** and applicable passwords to the **final project: promo/tease** (see *WSAP Guidelines*)
	  • script
	  • advisor's name
	  • advisor's email address
	2. Release Forms with signatures
	3. Works Cited
	
	The project URLs must also be entered into the URL fields located on the submission website.
		One (1) additional copy of the following:
		• Works Cited

Event & *Naming Conventions for file uploading*	Upload on or before <mark>5:00 PM ET on February 1, 2024</mark>	Bring to state conference for submission on day of competition to give to administrator or proctor when signing in to the contest <mark>(A set of the items listed below is needed for both preliminaries and finals rounds if applicable.)</mark>
Digital Media Production (420) *DMP-MemberID#*	As **one** PDF, these files in the following order: 1. A document with the following information: • the student's member ID # • a **clickable URL** and applicable passwords to the **final project: video** (see *WSAP Guidelines*) • advisor's name • advisor's email address 2. Release Forms with signatures 3. Works Cited The project URL must also be entered into the URL field located on the submission website.	One (1) additional copy of the following: • Works Cited
Entrepreneurship (505) *ENT-MemberID#*	As **one** PDF, these files in the following order: • Completed business plan only • Works Cited (**DO NOT** upload supporting documentation)	One (1) additional copy of the following: • Completed business plan • Works Cited • Supporting documentation (if applicable) Any additional materials not required for submission must not be left with the judges.

Event & *Naming Conventions for file uploading*	Upload on or before <mark>5:00 PM ET on February 1, 2024</mark>	Bring to **state** conference for submission on day of competition to give to administrator or proctor when signing in to the contest <mark>(A set of the items listed below is needed for both preliminaries and finals rounds if applicable.)</mark>
Graphic Design Promotion (410) *GDP-MemberID#*	As **one** PDF, these files in the following order: • One (1) copy of the logo • One (1) copy of the dry dog food package • One (1) copy of the wet dog food can package • Release Forms with signatures • Works Cited	One (1) additional copy of the following: • One (1) copy of the logo • One (1) copy of the dry dog food package • One (1) copy of the wet dog food can package • Works Cited Any additional materials not required for submission must not be left with the judges.
Interview Skills (515) *IS-MemberID#*	As **one** PDF, these files in the following order: • Cover letter with or without signature • Résumé	One (1) additional copy of the following: • Cover letter with signature • Résumé

Event & *Naming Conventions for file uploading*	Upload on or before <mark>5:00 PM ET on February 1, 2024</mark>	Bring to state conference for submission on day of competition to give to administrator or proctor when signing in to the contest <mark>(A set of the items listed below is needed for both preliminaries and finals rounds if applicable.)</mark>
Video Production Team (430) *VPT-ChapterID#*	As **one** PDF, these files in the following order: 1. A document with the following information: - the chapter # - a **clickable URL** <u>and</u> applicable passwords to the **final project: video** (see *WSAP Guidelines)* - storyboard - script - advisor's name - advisor's email address 2. Release Forms with signatures 3. Works Cited The project URL must also be entered into the URL field located on the submission website.	One (1) additional copy of the following: Works Cited

Event & *Naming Conventions for file uploading*	Upload on or before ==5:00 PM ET on February 1, 2024==	Bring to [state] conference for submission on day of competition to give to administrator or proctor when signing in to the contest ==(A set of the items listed below is needed for both preliminaries and finals rounds if applicable.)==
Website Design Team (435) *WDT-ChapterID#*	As **one** PDF, these files in the following order: 1. A document with the following information: • the chapter # • a **clickable URL** <u>and</u> applicable passwords to the **final project: website** (see *WSAP Guidelines*) • advisor's name • advisor's email address 2. Release Forms with signatures 3. Works Cited The project URL must also be entered into the URL field located on the submission website.	One (1) additional copy of the following: • Works Cited

Instruction Manuals
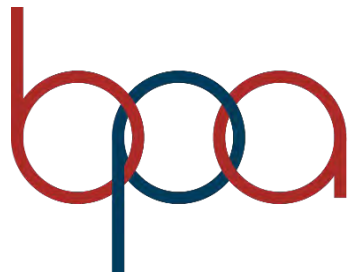
Membership Registration System

Chapter Advisor

User Manual

Updated October 2023

register.bpa.org

Important MRS Notes

- [Google Chrome](#) is the recommended web browser for optimal performance.

- Any data fields outlined in **RED** are required.

- The BPA Membership Registration System is hosted and managed by DLG Enterprises, Inc.

- For assistance contact BPA Support by emailing support@bpa.org or calling 614-895-7277.

Login Instructions

Advisor Login

Chapter ID / Membership ID / Email / Username:

[Membership ID]

Password:

[Password]

[Login]

[Forgot Password]

Important Notes

If you serve as the local advisor for multiple membership divisions and have multiple logins, **you MUST use your login credentials associated with your Secondary Division.**

For brand new advisors, you will use the membership system auto-generated login credentials that were sent to you via email.

1. Visit: register.bpa.org.

2. For returning advisors, your login credentials from the previous membership year will allow you to access the system.

3. For new advisors, please use the login credentials that were emailed to you.

4. Enter your "**Username**" in the "**Chapter ID / Membership ID / Email / Username**" field.

5. Enter your "**Password**" in the "**Password**" field.

6. Click on the "**Login**" Button

7. If you were able to login successfully jump to page three (3).

8. For additional login assistance jump to page two (2).

*Instructions on how to complete the "Graduation and Roll-forward Process" jump to page 30.

Forgot Password Feature

Advisor Login

Chapter ID / Membership ID / Email / Username:

Membership ID

Password:

Password

Login

Forgot Password

Click on "**Forgot Password**"

Enter All The Information Below To Have Your Password Reset and Emailed To You

Back

Chapter ID / User Name:

User Name

Email:

Email

Reset My Password

1. Enter your "**Username**" in the "**Username**" field.

2. Enter your "**Email Address**" in the "**Email**" field.

3. Click on the "**Reset My Password**" Button.

Notes

If an account is found that matches the Username and Email Address on file, you will receive an automated email with your new temporary password.

If no account is found contact National BPA at:
support@bpa.org

2

Login Instructions Continued

When logging into the system for the first time, you will be asked to update / confirm User Information. You may also be prompted to change your "**Password**."

1. Click on the "**User Information**" Accordion.
2. Confirm or Update "**User Information**" fields (all fields highlighted in **RED** are required).
3. Type a "**New Password**" in the "**New Password**" field.
4. Click on the "**Principal's Information**" Accordion.
5. Confirm or Update "**Principal's Information**" (all fields highlighted in **RED** are required).
6. Click on the "**Addresses**" Accordion.
7. Confirm or Update "**Address Information**" (all fields highlighted in **RED** are required).
8. Click on the "**Save And Logout**" or "**Confirm Information**" Button.

Password Requirements:

- **Must be at least six (6) characters and include at least:**
  - **One (1) Uppercase Letter**
  - **One (1) Lowercase Letter**
  - **One (1) Number**

3

Membership System Navigation

Action Buttons: Located throughout the Membership System and when clicked on, these Buttons allow you to perform membership related actions.

Tabs: Located across the main page and groups like information and actions together.
   *Note: Not all tabs may be visible. Hidden tabs can be found by selecting the drop-down arrow on the far-right of the Tabs line.

Accordions: Located within a Tab and groups like information and actions together.

Search: When you see a **"Search"** field on a screen, this will allow you to search the information listed in the columns on that screen to filter your data on the screen.

Show Entries: When you see a **"Show Entries"** field on a screen, this will allow you to set the number of entries shown on screen.

Sort Columns: Allows you to sort information shown on the screen by clicking on the column you would like to sort.

Action Buttons

Home Action Button: When you click on the **"Home"** Button, it will return you to the Main Page.

Change My Password Action Button: When you click on the **"Change My Password"** Button, it allows you to change your password.

Logout Action Button: When you click on the "**Logout**" Button, it will log you out of the Membership system.

Action Buttons ➡ | Home | Change My Password | Logout |

Tabs ➡ | States | Manage | Utilities | Accounting |
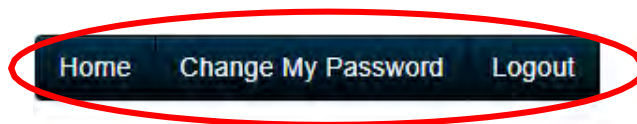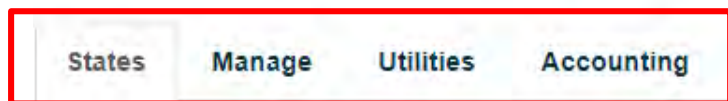
Membership Information Dashboard Toggle Button

When you click on the "**Membership Information**" Button, it will open a Membership Information Dashboard with various membership information and graphs. When you click on the "**Current**" number or the "**Graph**" links, it will display detailed membership information. If you want to collapse the Membership Information Dashboard, Click on the "**Membership Information**" Button.
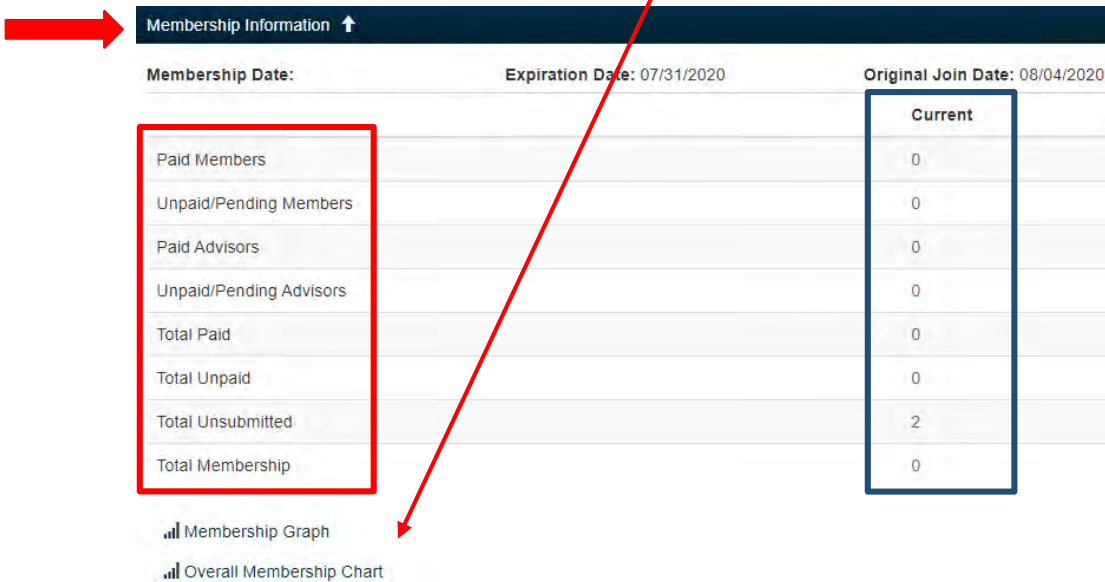
Paid Members: Total Number of Paid Members.
Unpaid/Pending Members: Total Number of Unpaid/Pending Student Members.
Paid Advisors: Total Number of Paid Advisors.
Unpaid/Pending Advisors: Total Number of Unpaid/Pending Advisors.
Total Paid: Total Number of All Paid Members.
Total Unpaid: Total Number of All Unpaid Members.
Total Unsubmitted: Total Number of ALL Unsubmitted Members.
Total Membership: Total Number of ALL Members Paid and Unpaid.

Membership Graphs Available:

- Membership Graph
- Overall Membership Chart

How to View / Print a Membership Graph or Chart:
1. Click on one of the **Membership Graphs or Charts** and click "**Print**."

5

Student Tab and Screens

1. Click on the "**Student**" Tab.

Status

- **Pending** = Student Member has been submitted, but the membership invoice has not been Paid.
  - o Submitted Student Members can be edited, but **NOT** deleted.
- **Member** = Student Member has been submitted and the membership invoice has been Paid.
- **Blank** = If the "**Status**" field is blank, the Student Member(s) have not been submitted.
  - o Unsubmitted members can be edited or deleted.

Membership ID

The "**Membership ID**" number will be a unique 8-digit number and will follow a member throughout their BPA journey.

- Click on the "**Membership ID**" link to display detailed Student Member Information. This link also gives you the option to "**Print**" the "**Student Membership Card**" if the student is a paid "**Member**."

Additional Features

- **Submitted Date** = Date the Student Member was submitted for membership.
- **Edit** = Click the "**Pencil**" icon under the "**Edit**" column to edit the Student Member Information.
- **More Options** = Click on the ⋮ " icon next to a student record to request a "**Name Change**", reset the student's password, import Torch Awards information from the previous year, and view their conference results.
  - When you submit a "**Name Change Request**", the State Advisor will be notified via email. The State Advisor will have to approve the name change request before you will see the Name Change on your screen.

How to Add a Student

1. Click on the "**Students**" Tab.
2. Click on the "**Add Students**" Button.
3. There are three (3) ways to add a Student Member.
   a. Individual Member Entry
   b. Bulk CSV Upload Method
   c. Bulk Member CSV Entry Method

Individual Member Entry Accordion

- Use this method to manually enter individual Student Members.
- All data fields highlighted in **RED** are required.

1. Select the **"Prefix"** from the **"Prefix"** field drop-down list (optional).
2. Type the **"Student First Name"** in the **"First Name"** field.
3. Type the **"Student Middle Name"** in the **"Middle Name"** field (optional).
4. Type the **"Student Last Name"** in the **"Last Name"** field.
5. Select the **"Suffix"** from the **"Suffix"** field drop-down list (optional).
6. Select the **"Student Grade"** from the **"Grade"** field drop-down list.
7. Select the **"Student Gender"** from the **"Gender"** field drop-down list.
8. Select the **"Student Ethnicity"** from the **"Ethnicity"** field drop-down list (optional).
9. Select the **"Student Membership Title"** from the **"Member Title"** field drop-down list.
10. Type the **"Student Email"** in the **"Email"** field (optional).
11. Type the **"Student Cell Phone Number"** in the **"Cell Phone"** field (optional).
12. Type the **"Student Home Phone Number"** in the **"Home Phone"** field (optional).
13. Type the **"Student Date of Birth"** in the **"DOB"** field (optional).
14. Type the **"Student Field of Employment"** in the **"Field of Employment"** field (optional).
15. Select the **"Student T-Shirt Size"** from the **"T-Shirt Size"** field drop-down list (optional).
16. Type the **"Student Number of Years as a Member"** in the **"Years As A Member"** field.
17. Select any **"Student Disability"** checkboxes from the **"I have a disability field"** checkbox fields (optional).
18. Type the **"Student Member Special Needs Information"** in the **"Special Accommodations"** field.
19. Click on the "**Save and Finish**" Button **OR** Click on the "**Save And Add Next Member**" if you want to enter another Student Member.

Bulk CSV Upload Accordion

- This method will require that you download a CSV template that you can complete on all of your student members.
- The same "**Required**" data fields listed above also apply to this method.

8
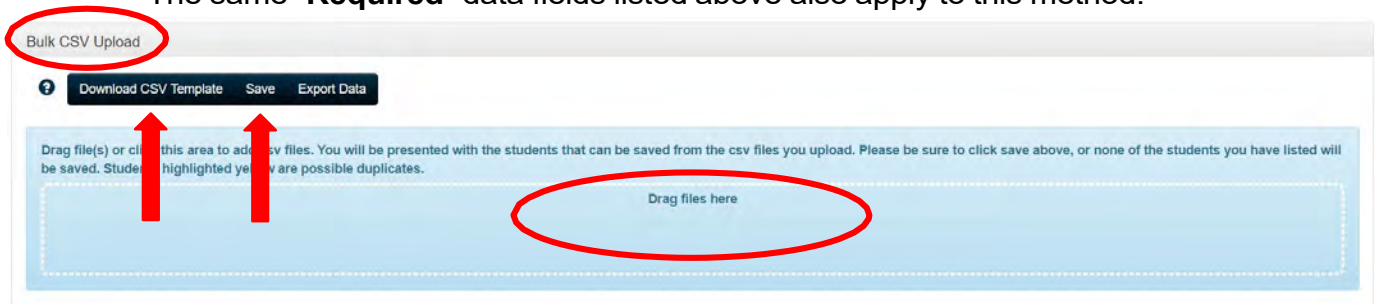
1. Click on the "**Download CSV Template**" Button.
2. Open the template and save it to your computer.
3. Type the "**Student Member Information**" in the spreadsheet.
   a. See all required fields on page eight (8).
4. Once you have entered all of the Student Members that you want to upload, **SAVE** the file again.
5. With your mouse, Left-Click and Hold the Student Member CSV Download Template File and Drag it to the "**Drag Files Here**" area of the screen and release the Left-Click on your mouse.
6. Once you have dragged the file to the screen and released the file, a screen will be displayed with all of the Student Members from the spreadsheet for review.
7. Click the "**Save**" Button.

IMPORTANT: If you do NOT click on the "**Save**" Button, your data will NOT be Saved to the Membership system)

Notes:
- If you have any student member information incorrect, it will be highlighted in **Red** and will not be Saved.

- If you have Student Members highlighted in **yellow**, that is an indication that the student information has been duplicated.

Bulk Member CSV Entry Accordion

Use this method to copy and paste Student Member information from a spreadsheet **OR** you can manually type the information directly into the on-screen form.

- The same "**Required**" data fields listed on page eight (8) also apply to this method.
- Be sure to click on the "**Save**" Button or Student Information will be lost.

How to Edit or Delete a Student Member

- **Edit** = Click on the "**Pencil**" icon under the "**Edit**" column for the Student you would like to edit.
    - o If the student has not been submitted, you will have the option to "**Edit**" ALL Student Member Information. If the Student Member has been sumbitted, you will only have the option to "**Edit**" some of the Student Member Information.
- **Delete** = Click on the "**X**" icon under the "**Delete**" column for the Student you would like to delete.
    - o If the student has not been submitted, you will have the option to "**Delete**" the Student Member. If the Student Member has been submitted, the "**Delete**" icon will no longer be available.

Once a student member has been submitted they cannot be deleted, substituted or edited after five (5) business days (no exceptions).

It is recommended that you double-check all student member information before submitting.

You must contact **membership@bpa.org** within five (5) business days of submitting your membership to request to have a member deleted.

How to Submit Student Members

1. Click on the "**Student**" Tab.
2. Select the "**Checkbox(s)**" of the Student Member(s) that you want to submit.

Status	Select	Membership ID	Last Name	First Name	Gender	Grade	Submitted Date	Invoice Number	Edit	More Options	Delete
⊕ PENDING		00007533	Test	John	Male	11	08/30/2021	6212	✎	⋮	
⊕ MEMBER		00040818	Smith	Samuel	Male	10	08/30/2021	6213	✎	⋮	
⊕	☐	00040819	Hill	Jack	Male	11			✎	⋮	✖
⊕	☑	00040817	Dough	Jane	Female	11			✎	⋮	✖

3. Click on the "**Submit Membership**" Button.

> Reset All Students' Passwords   Email All   **Submit Membership**

4. Read the National Disclaimer.
5. Click on the "**I have Read and Agree Disclaimer**" checkbox to continue.
6. Click on the "**Confirm**" Button.
7. Once you click on the "**Confirm**" button, a Confirmation Membership Fee Summary will be displayed on the Screen for your review.
   a. If you see a problem with the fees listed select the "**Close**" Button and contact your State Advisor or National BPA at membership@bpa.org.
   b. To download an overview of the membership fees, click the "**Export**" Button.
8. Once you have reviewed the Confirmation Membership Fee Summary, click on the "**Confirm**" Button to complete the submission of your Student Members.
9. Click on "**View Invoices**" if you want to "**View**" the invoice that was created when you Submitted Membership **OR** click on the "**Pay Invoice(s)**" Button, to Pay the Invoice that was created when you Submitted Membership **OR** Click on the "**Pay Invoice(s) Later**" Button, if you want review the Invoice that was created when you Submitted Membership at a later time.

Pay Or View Invoice(s) Now?

View Invoice(s) ⬅

Pay Invoice(s) ⬅

Pay Invoice(s) Later ⬅

Close
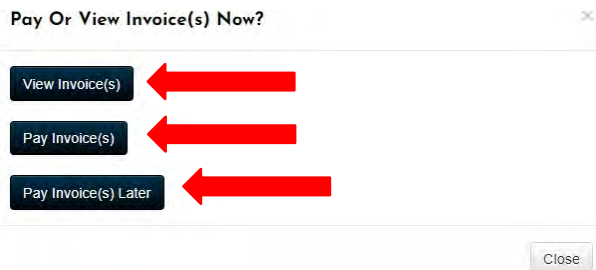
> Once a chapter member has been submitted for affiliation with your chapter, they cannot be deleted, substituted or edited after five (5) business days (no exceptions).

11

How to Change a Submitted Student Name

1. Click on the " ⋮ icon under the "**More Options**" column of the Student you would like to submit a "**Name Change**" request on.
2. Select the "**Request Name Change**" option.

Current Name

Prefix:	First Name:	Middle Name:	Last Name:	Suffix:
	Betty		White	

New Name

Prefix:	First Name:	Middle Name:	Last Name:	Suffix:
Select... ⌄	Beatrice	Middle Name	White	Select... ⌄

Reason For Change:

Student wishes to use formal first name rather than nickname

Save

3. Select the "**Prefix**" from the "**Prefix**" field drop-down list (optional).
4. Type the "**Student First Name**" in the "**First Name**" field.
5. Type the "**Student Middle Name**" in the "**Middle Name**" field (optional).
6. Type the "**Student Last Name**" in the "**Last Name**" field.
7. Select the "**Suffix**" from the "**Suffix**" field drop-down list (optional).
8. Type the "**Reason for Name Change**" in the "**Reason for Change**" field.
9. Click the "**Save**" Button.

How to View Student Transfer History

1. Click on the " ⋮ under the "**More Options**" column next to the Student Member you would like to view the "**Transfer History**" on.
   a. If the student has never been transferred to another Chapter, there will be no transfer information displayed.

Edit ⇅	More Options	⇅
✏	⋮	
✏	⋮	

12

How to Download a Membership Report

1. Click on the "**Students**" Tab.
2. Click on the "**Membership Download**" Button.
3. Select "**PDF**" if you want the Student Membership Information displayed in a "**PDF**" file format **OR** Select "**CSV**" if you want the Student Membership Information displayed in a "**CSV (Excel)"** format.
   - The Membership Download displays both affiliated and Non-Affiliated Student Members.
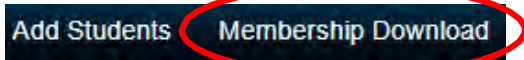
How to View Students with Access to Student Member Portal

1. Click on the "**Students**" Tab.
2. Click on the "**Students with Access to Portal**" Button.
3. Select "**PDF**" if you want the Student Membership Information displayed in a "**PDF**" file format **OR** Select "**CSV**" if you want the Student Membership Information displayed in a "**CSV (Excel)"** format.

> **Students will not have access to the Student Portal until their Student Membership has been submitted.**

How to Print Membership Cards

1. Click on the "**Students**" Tab.
2. Click on the "**Print Membership Cards**" Button.
3. Select the desired checkbox(es) located on the left-hand side of the Student Membership-ID for the Student Members that you want to Print Student Membership Cards for **OR** click on the "**Select All / Deselect All**" Button to print "**ALL**" Student Membership Cards.
4. Click on the "**Print Membership Cards**" Button.
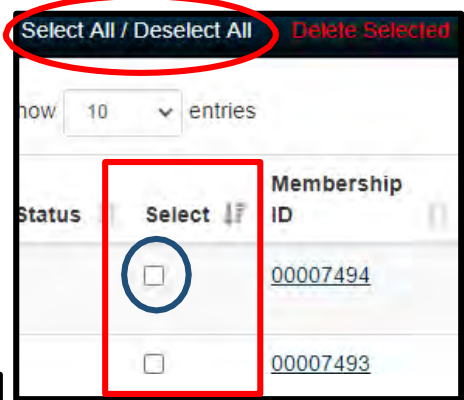
> BPA Membership Cards are formatted for use with
> **Avery #5371 Micro-perforated White Business Cards**
> (10 per sheet)

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How to Print Membership Certificates

1. Click on the "**Students**" Tab.
2. Click on the "**Print Membership Certificates**" Button.
3. Select the desired checkbox(s) located on the left-hand side of the Student Membership-ID for the Student Members that you want to Print Student Membership Certificates for **OR** Click on the "**Select / Deselect All**" link located under the "**Back**" Button to print ALL Student Membership Certificates.
4. Click on the "**Print Membership Certificates**" Button.

How to View Previous Year Count

1. Click on the "**Previous Year Count**" Button.
2. A "**CSV (Excel)"** file will be auto generated. The file will display the Total Students and Advisors from previous year membership.

How to Reset Student Passwords

Important: Once you click on the "**Reset All Student Passwords**" Button, the student passwords will be reset to the default password for the chapter. This process cannot be reversed! The default password is located under the Chapter Information tab.

1. Click on "**Reset All Student Passwords**" Button.

How to Email All Student Members

Students   Chapter Information   Chapter Advisor(s)   Conferences   Invoice History   Quick Links   State Information   Resources   E-Store   Surveys   Email

1. Click on the "**Students**" Tab.
2. Click on the "**Email All**" Button.

   Previous Year Count   Reset All Students' Passwords   Email All

3. The "**From**" field will be auto-populated with the Primary Chapter Advisor's email address.
4. Type your "**Subject Text**" in the "**Subject**" field.
5. Click on the "**Choose File**" Button to attach a File (optional).
6. Type your "**Email Message**" in the "**Text Editor**" field.
7. Click the "**Send**" Button.

New Email   ✕

Test Email:	☐
From:	Janet@gmail.com
Subject:	Subject
Attachments:	Choose File No file chosen

Type your email message here.

NOTE: This will send an email to ALL Student Members that have an active email address in the Membership System.

15

Chapter Information Tab and Screens

How to Update Chapter Information

1. Click on the "**Chapter Information**" Tab.
2. Click on the "**Chapter Information**" Accordion.

3. Complete ALL required fields (those highlighted in **RED**).
4. Click on the "**Addresses**" Accordion.
5. Complete ALL required fields (those highlighted in **RED**).
6. Click on "**Graduating**" Accordion.
7. Complete "**Highest Grade Level for this Chapter**" and "**How to Graduate Your Student Members**."
8. Click on the "**Save**." Button.

> **IMPORTANT**
> The student password is a generic password given to the Student Member to login to the Student Portal. A student will need their Membership ID and the generic password to login.

Chapter Advisor(s) Tab and Screens

Status Action Button = By clicking the "**Checkmark**" icon under the "**Status**" column you can make a "**Chapter Advisor**" inactive. To make a Chapter Advisor active click on the "🚫" icon under the "**Status**" column.

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How to Add History Information

1. Click on the "**History**" Button.
2. Click on the "**Create History**" Button.
3. Type the "**Date**" in the "**Service Date**" field.
4. Type the "**Subject Text**" in the "**Subject**" field.
5. Type the "**History Details**" in the "**Details**" field.
6. Click the "**Save**" Button.
7. Repeat above steps to add additional "**History**" entries for Chapter Advisors.
8. Click on the "**Back**" Button to return to the "**Chapter Advisors**" screen.

How to Edit or Delete History Information

Edit:
1. Click on the "**History**" Button.
2. Click on the "**Pencil**" icon under the "**Edit**" column next to the Chapter Advisor that you would like to edit.

Delete:
1. Click on the "**History**" Button
2. Click on "**X**" icon under the "**Delete**" column next to the entry you would like to delete.
3. Click on the "**Confirm**" Button to delete **OR** click on the "**Close**" Button to cancel the action.

How to Add an Existing Advisor
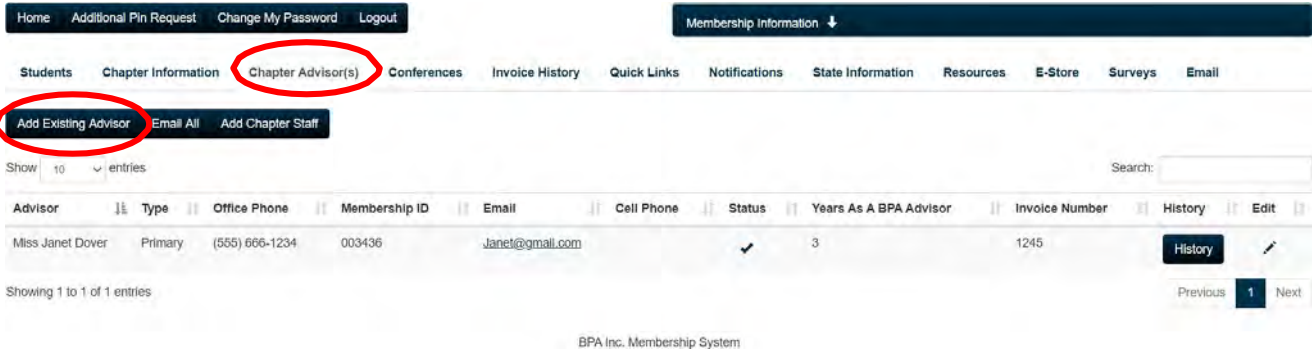
1. Click on the "**Chapter Advisor(s)**" Tab.
2. Click on the "**Add Existing Advisor**" Button.
3. Follow the on-screen instructions.

How to Add Chapter Staff

1. Click on the "**Chapter Advisor(s)**" Tab.
2. Click on the "**Add New Advisor**" Button.
3. Click on the "**User Information**" Accordion.
4. Complete "**User Information**" (all fields highlighted in **RED** are required).
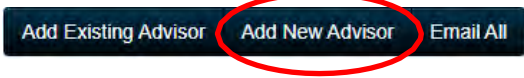
IMPORTANT: There can **ONLY** be one (1) Primary Advisor. Any additional Chapter Staff added MUST be Secondary Advisors. If you choose Primary, it will change the existing Primary Chapter Advisor to a Secondary Advisor.

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How to Email All Chapter Staff

1. Click on the "**Chapter Advisor(s)**" Tab.
2. Click on the "**Email All**" Button.

From: sallybooth@rmc.com

Subject:

Attachments: Choose File | No file chosen

Type your message here

3. The "**From**" field will be populated with the Primary Chapter Advisor's email address.
4. Type your "**Subject Text**" in the "**Subject**" field.
5. Click on the "**Choose File**" Button to attach a File (optional).
6. Type your "**Email Message**" in the "**Text Editor**" field.
7. Click on the "**Send**" Button.

Conference Tab and Screens

Note: This section will be updated soon (remainder of page left blank intentionally)

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Invoice History Tab and Screens.

| Students | Chapter Information | Chapter Advisor(s) | Conferences | Invoice History | Quick Links | State Information | Resources | E-Store | Surveys | Email |

1. Click on the "**Invoice History**" Tab.
2. Click on the "**Pay Invoices**" Button.

Pay Invoices | Historical Invoices | Invoice Payment History | Membership Statement

3. Select the "**checkbox(s)**" located in the "**Pay All**" column on the left-hand side of the invoice that you want to pay.
4. Click on the "**Pay by Credit Card**" Accordion if you want to pay by Credit Card **OR** Click on the "**Enter PO Number**" Accordion to record your "**PO information**."
5. Follow the on-Screen Instructions based on your Payment Method.
6. Click on the "**Pay**" Button.
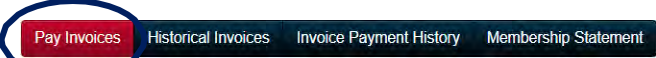
> **A 3% processing fee will be applied to all invoices paid by credit card.**

| Students | Chapter Information | Chapter Advisor(s) | Conferences | Make Payment | Quick Links | Notifications | State Information | Resources | E-Store | Surveys | Email |

Back

Pay All	Invoice #	Date	Invoice Type	Paid Status	Terms	Amount Due	Items
☑	1245	06/02/2020	Middle Level Membership	Unpaid	Net 30	$35.00	National Student Membership Dues — Total: $10.00 Balance: $10.00; National Chapter Adviser Dues — Total: $10.00 Balance: $10.00; Student State Dues — Total: $5.00 Balance: $5.00; Chapter Adviser State Dues — Total: $10.00 Balance: $10.00
☐	1247	06/03/2020	Middle Level Membership	Unpaid	Net 30	$30.00	National Student Membership Dues — Total: $20.00 Balance: $20.00; Student State Dues — Total: $10.00 Balance: $10.00
☑	1248	06/03/2020	Middle Level Membership	Unpaid	Net 30	$15.00	National Student Membership Dues — Total: $10.00 Balance: $10.00; Student State Dues — Total: $5.00 Balance: $5.00

How to View Invoices

1. Click on the "**Invoice History**" Tab.
2. The "**Invoice Screen**" will populate.
3. Click on the "**Payments**" Button to view "**Payments**" that have been made.
4. Click on the "**PO's**" Button to view "**P.O. information**."
5. Click on the "**Eye**" icon under the "**View**" column to view the desired Invoice.

BPA Inc. Membership System

How to View Historical Invoices

1. Click on the **"Invoice History"** Tab
2. Click on the "**Historical Invoices**" Button.
3. Click on the "**Payments**" Button to view "Payments" that have been made.
4. Click on the "**PO's**" Button to view "**P.O. information**."
5. Click on the "**Eye**" icon under the "**View**" column to view the desired Invoice.

> **NOTE:** Historical invoices are invoices that have been generated in previous years.

How to View Invoice Payment History

1. Click on the "**Invoice History**" Tab.
2. Click on the "**Invoice Payment History**" Button.
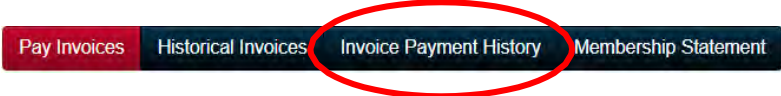
> **NOTE:** The Invoice Payment History screen includes the following: payment information, date paid, pay type, check number, invoice number, payment total, overpayment amount, refund amount and refund date.

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How to View the Membership Statement

1. Click on the **"Invoice History"** Tab
2. Click on the **"Membership Statement"** Button.
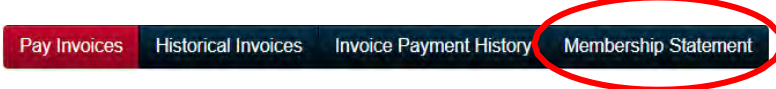
NOTE: The Membership Statement is generated as a PDF that can be **viewed |saved | printed.**

Quick Links Tab and Screens

Quick Links are setup by National BPA. These links may take you to 3rd party websites outside of the BPA Membership System.

1. Click on the "**Quick Links**" Tab.

Informational Links

- Click on the "**URL**" listed under the "**Informational Links**" list.

Notifications Tab and Screens

System Messages (Notifications) are sent through the Membership System by National BPA. When you log into the Membership System, the System Message will appear on your screen. Once you click on the "**Confirm**" Button, the System Message will no longer appear on your screen. If you want to go back and review the System Message, you would click on the "**Notifications**" Tab – See Example Below. System Notifications can have expiration dates that are set by National BPA. Once the notification has expired, you will no longer be able to see the System Message under the Notifications Tab.

1. Click on the "**Notifications**" Tab.
2. Click on the "**Eye**" icon under the "**View**" column to open the notification.
3. Click the "**Back**" Button to return the "**Notifications**" page.

| Chapters | Requests | State Staff and Permissions | Rates and Settings | Conferences | Accounting | Reports | Quick Links | Notifications | Resources | E-Store | Surveys |

Show 10 v entries   Search:

Title	Sent	View
Testing Notifications	06/04/2020	👁

Showing 1 to 1 of 1 entries   Previous 1 Next

BPA Inc. Membership System

State Information Tab and Screens

1. Click on the "**State Information**" Tab

| Students | Chapter Information | Chapter Advisor(s) | Conferences | Invoice History | Quick Links | State Information | Resources | E-Store | Surveys | Email | Torch Awards |

State Advisor Contact

State Dues

Show 10 v entries

Fee Type	Division(s)	Expiration	Amount	Minimum Affiliants	Flat Rate
Chapter Advisor	All	07/31/2021			No
State License Fee	All	Never Expires			No
Student	All	07/31/2021			No

Showing 1 to 3 of 3 entries

Current State Membership Date(s)

October 10, 2018
March 1, 2019

State Meeting Date(s)

Fall Conference Dates.   Starts On October 1, 2020
                                                             Ends On October 1, 2020

Resources Tab and Screens

How to Download Chapter Resources

Resources are managed by National BPA. You may see multiple "**Accordions**" under the "**Resources**" Tab.
1. Click on the "**Resources**" Tab.
2. Click on the "**Chapter Resources**" Accordion(s).
3. Locate the "**Resource**" you would like to download from the list.
4. Click on the "**Download**" icon located on the right-hand side of the "**Resource**."

E-Store Tab and Screens

E-Store items are offered and setup by National BPA. E-Store Items can have expiration dates that are also set by National BPA. Once the E-Store Item has expired, you will no longer be able to purchase the item under the E-Store Tab.

1. Click on the "**E-Store**" Tab.
2. Click on the "**Chapter Items for E-Store**."
3. Locate the "**E-Store Item(s)"** you would like to purchase.
4. Click on the "**Select**" checkbox to choose the "**E-Store Item**."
5. Type on the "**Quantity**" you would like to purchase in the "**Quantity**" field.
6. Click on the "**Create Invoice**" Button once you have added all of the "**E-Store Items**" you would like to purchase.
7. Click on the "**Export**" Button to download a PDF of the items you purchased.
8. Click the "**Confirm**" Button to confirm purchase and generate an invoice.
9. Click on the "**Close**" Button to close the window.

How to Request a Refund

1. Click on the "**E-Store**" Tab.
2. Click on the "**Refunds**" Button.
3. Select the "**Select All**" checkbox if you want a refund for all Items on the invoice **OR** Click "**Expand Items + icon**" and use the "**Select**" checkbox on the right-hand side of the item(s) that you want to have refunded.
4. Click on the "**Submit Refund Request**" Button.
5. Click on the **"Confirm"** button to **"Confirm"** that you want to receive a **"Refund"** on the Item(s) **OR** Click on the **"Close"** Button to **"Cancel"** the **"Refund"** request.

Refund Request

Back

E-Store Refunds

Expand Items	Invoice Number	Select
–	1248	Select All ☐

Item Name	Amount	Member	Select
Test Item	$10.00		☑

Submit Refund Request

How to View / Continue a Survey

Surveys are developed and managed by National BPA. You may see multiple Accordions under the "**Survey**" Tab.

1. Click on the "**Surveys**" Tab.
2. Choose an "**Accordion**" from the Survey Accordion List.
3. Click on the **"View"** Icon located beside the **"Survey"** that you want to take.
4. Complete the questions on the **"Survey."**
5. Click on the **"Save"** Button to save the survey to finish later **OR** Click on the **"Submit"** Button if you are finished and want to submit the survey.

Chapters	Requests	State Staff and Permissions	Rates and Settings	Conferences	Accounting	Reports	Quick Links	Notifications	Resources	E-Store	Surveys

Select A Category

Chapter Adviser Surveys

Show 10 ∨ entries   Search:

Survey Name	Name(s)	Status	Conference	Event	Team	View/Continue Survey
Chapter Adviser Test Survey	System Admin	Not Started				👁

Showing 1 to 1 of 1 entries   Previous 1 Next

BPA Inc. Membership System

Email Tab and Screens

How to Send an Email

The Email option allows you to send an email to ALL Student Members or you have the option to select specific Student Members to send an email to. **ONLY** Student Members that have an email address in their Student Member record will appear on this screen. Click on the "**Select/Deselect All**" option to select All Student Members or deselect ALL Student Members.

1. Click on the "**Email**" Tab.
2. Click on the "**Checkbox(s)**" located on the left-hand side of the student(s) that you would like to email.
3. Type your "**Subject Text**" in the "**Subject**" field.
4. Type your "**Email Message**" in the "**Message**" field.
5. Click on the "**Send**" Button.

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Recommendations Tab and Screens

How to Make a Recommendation

The Recommendations option enables you to make a recommendation to National BPA for program change or enhancement for subsequent membership years.

1. Click on the "**Recommendations**" Tab.
   - Any previously submitted recommendations will appear under the "Recommendation History" section of this screen.
2. Click on the "**Add Recommendation**" button.
3. Select the "**Subject**" from the "**Subject**" drop-down field.
4. Type your "**Recommendation**" in the "**Recommendation**" field.
5. Type your "**Rationale**" in the "**Rationale**" field.
6. Continue inputting the required information (all fields highlighted in **RED** are required).
7. Click on the "**Submit**" Button.

Add recommendation   Back

Subject

Select ⌄

Recommendation

Type your recommendation here.

Rationale

Type your rationale for the recommendation here.

Does this replace a current policy or procedure?	If this recommendation is adopted, would it require a similar change to other events?	State
Don't Know ⌄	Select ⌄	Select ⌄

Email   **Representing**

jsmith@bpa.org   Select ⌄

Attachment

Choose Files No file chosen
Max file size 50MB.

Submit

Note: Once reviewed and a determination made by National BPA, you will be notified of the outcome of your recommendation. The determination will also be found on the "Recommendation History" page.

Donation Campaigns and Screens

How to Make a Donation

The Donation Campaigns tab provides you the opportunity to contribute to a fundraising cause that is created by National BPA. Donation Campaigns may include fundraising for student scholarships, National Service Projects, and more.

1. Click on the "**Donation Campaigns**" Tab.
2. Select the "**Present**" icon under the "**Donate**" column for the campaign you'd like to contribute to.

3. Input your desired "**Donation Amount**" in the "**Donation Amount**" field.
4. Continue inputting the required information, including Credit Card and Billing Information (all fields highlighted in **RED** are required).
5. Click on the "**Submit Donation**" Button.
6. A receipt of your donation will be sent to the email address on file in your Advisor Profile.

Note: All donations to Business Professionals of America are tax-deductible. Contact finance@bpa.org at the end of the calendar year for a letter detailing your financial contributions to BPA.

Graduation and Roll-forward Process

How to Graduate Members

At the beginning of each membership year, the Membership system is refreshed and the chapter's membership roster is carried over from the previous year. With every new membership year, some students will renew their membership and others will have to be graduated or removed. The Graduate process is your opportunity to refresh the chapter membership roster for the new membership year.

1. Navigate to register.bpa.org and login using your credentials from the previous membership year.
2. After the initial login, the Chapter Advisor Confirmation screen will appear and you will need to complete all required information before proceeding into the chapter portal.

- "**Student Password**" = set the default password that you will give students for them to access their individual student portals.
- "**Principal's Information**" = verify/change your school principal's

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name and email address.

- "**Select Graduation Preferences**" = these fields determine which and how students are graduated from the chapter.
  - "**Select the Highest Grade Level for this Chapter**" = set the highest grade level offered at the school. For example, in a Secondary chapter, if you select "**12**" as the highest grade level, any students who were in 12th grade the previous membership year will be marked for graduation.
  - "**How To Treat Your Graduating Members**" = select the option that makes the most sense for the majority of your graduating members (Note: You will be able to change individual preferences later in the process).

GRADUATING MEMBER OPTIONS	
Eligible for Alumni	Ideal for graduating Post-secondary members, as well as graduating Secondary members not moving on to a Post-secondary chapter. An email will be sent to these members inviting them to join the Alumni Division.
Move onto One Chapter	Ideal for Middle Level members moving onto a single Secondary chapter.
Move onto Various Chapters	Ideal for graduating Secondary members moving on to various Post-secondary chapters.

- "**Advisor Partner Emails Opt-in**" = selecting "**Yes**" will enable you to receive email communications directly from our trusted partners, introducing services and resources to enhance your classroom curriculum.
3. After completing the Chapter Advisor Confirmation screen information, select the "**Confirm**" button.
4. Read the "Graduation" pop-up instructions carefully, and select "**Close**".
5. Select the red "**Graduate**" button on the Action buttons line.
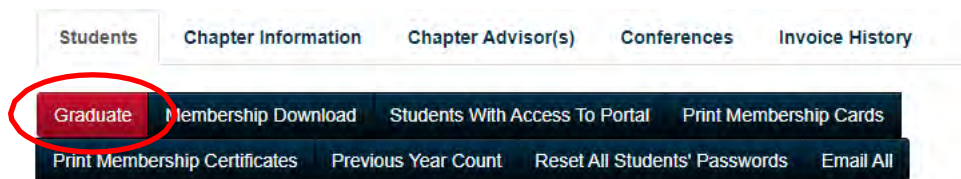
6. Read the instructions on the "**Graduate**" screen and continue the process.
    *   Verify student(s) listed are graduating from chapter; select all that will be graduating by selecting the "**Checkbox**" under the "**Graduating**" column, or by selecting the "**Select All**" button.
    *   For each student, input the student's email address in the "**Post-Graduation Email**" field. Note: this is especially important if the student destination is marked "**Eligible for Alumni**". They will be emailed an invitation to join the National BPA Alumni Division.
    *   Verify the "**Graduating School**" destination for each student. If it needs to be changed, select the "**Select**" button under the "**Change Destination**" column.
    *   Once all information is verified, select the "**Graduation Completed**" button.

Back

Please read the following information before completing the graduation process.

The purpose of the graduation process is to maintain the student's history throughout their academic career. This process will allow you to move a student's record on to the corresponding chapter for their continued education or makes them eligible for Alumni membership.

To complete this process, confirm the Graduating School of the students to the best of your ability. To modify a Graduating School, click on the **Select** button. Here you can select the city and chapter of which the student will be attending. If the student is graduating the 12th grade and is not continuing to a post-secondary institution affiliated with BPA, please select the **Move to Alumni** option and enter the student's post-graduation email. Then select **Confirm** to save changes.

Select all students who are graduating under the Graduating column. If a student is not advancing grades, do not select the student to graduate from the chapter. The unselected student will be retained on the chapter member roster.

Select the **Graduation Completed** button to save changes. If you have not completed the graduation process, please select **No** in the subsequent pop-up to complete the graduation process at a later time. If the graduation process is complete, select **Yes** to move on to the bulk editing process.

YOU WILL NOT BE ABLE TO BULK EDIT OR SUBMIT MEMBERSHIP UNTIL THE GRADUATION PROCESS IS COMPLETE.

Select All

Search: [   ]

Graduating	Membership ID	Last Name	First Name	Email Address	Post-Graduation Email	Advancing Grade	Graduating School	Change Destination
☐	00039790			▬▬▬▬▬▬▬▬	Post-Graduation Email		National Virtual Chapter - Secondary - 55-0001	Select

Showing 1 to 1 of 1 entries

Graduation Completed   Drop Selected

7. Review the "**Graduation Complete**" pop-up and select "**Yes**".
8. Select the red "**Edit Students**" button on the Action buttons line to continue onto the Roll-forward and Bulk Editing process.
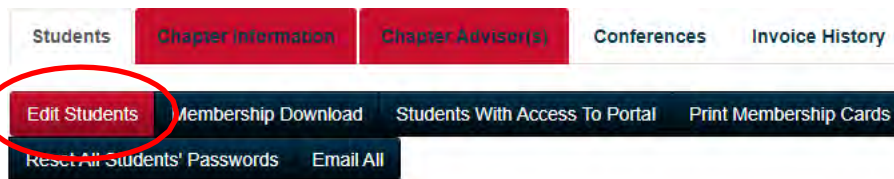
9. Read the instructions on the "**Bulk Edit**" screen and continue the process.
   - Review the student members listed on the roster and select the "**Bulk Grade Roll-forward**" button. This will move all students up by one grade level.
   - Verify all student information, including "**Member Title**", "**Cell Phone**", and "**Email**".
   - If there is a student on the roster that will not be renewing their membership, select the "**Drop**" button to remove them from the chapter.
   - Once all information is verified, select the "**Bulk Edit Complete**" button.

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10. Review the "**Bulk Edit Complete**" pop-up and select "**Yes**".
11. Select the "**Chapter Information**" tab to verify and update chapter information including the "**School Address**", "**Billing Address**", phone numbers, websites, default "**Student Password**", and more (refer to **Page 16**).
12. Select the "**Chapter Advisor(s)**" tab to add/remove chapter advisors, and update the information for each chapter advisor assigned to the chapter (refer to **Page 16**).
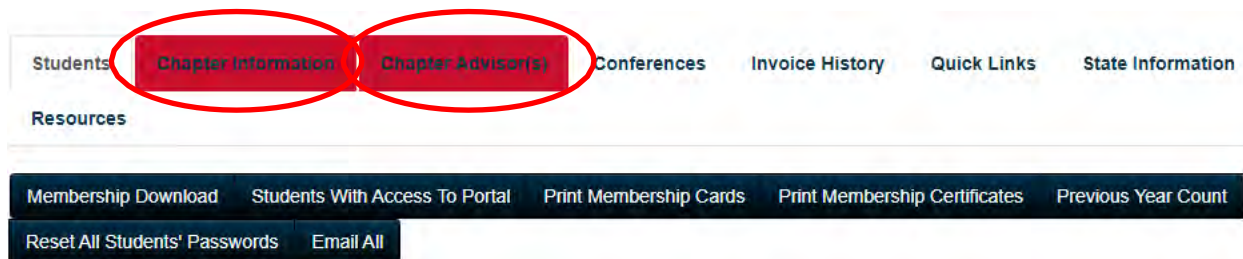
Congratulations! You have completed the "Graduation and Roll-forward Process" and are now ready to begin adding chapter membership (refer to **Page 6**).

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Membership Model Options: Individual Membership (Traditional Model) or Group Membership (Affiliation Model)

How to Select Membership Model

After completing the Graduation and Roll-forward process, you will be shown the red Choose Membership Model button (see below).

By clicking on the Choose Membership Model button, you will be shown the screen below which defines the differences between the individual membership (traditional model) and the group membership (affiliation model) options. Please select the model which you will use for the current membership year.

Choose Membership Model

You will need to choose from two membership options in 2023–2024. Benefits of membership are the same for both options, but the method of calculating dues is different.

Option 1: Individual Membership (Traditional Model)

Each student member and advisor is charged the national and state dues.

Option 2: Affiliation Membership (New Group Model)

A group of students (those enrolled in all business or technology classes, for example) can become members under the Affiliation model. Dues are determined by matching the number of members with the appropriate tier, as shown below. If you submit fewer than the maximum members for a tier, you can later add more members (up to the maximum for the tier) without additional cost. If you add enough additional members to elevate the chapter to the next tier, you will be invoiced for that new tier only. If you again submit fewer than the maximum members in the new tier, you can later add more members (up to the maximum for the tier) without additional cost. Chapter advisors are not counted in the membership tiers and are listed separately on the invoice. Affiliate membership may be eligible for Perkins V funds, which support Career and Technical Education (CTE). Check with your school's CTE director or other administrator if you need guidance on selecting the best membership option. The number of affiliate membership tiers varies per state, any additional members registered will be added under the affiliate membership model up to the state's maximum, any additional members added past the maximum will be automatically be invoiced as individual members (traditional model).

Member Tier (No. of students)	Chapter Affiliate Membership Fees
1–25	(National Dues $14 + State Dues) x 25
26–50	(National Dues $13 + State Dues) x 50
51–75	(National Dues $12 + State Dues) x 75
76–100	(National Dues $11 + State Dues) x 100
101+	(National Dues $10 + State Dues) x Actual Number of Members

Notes: "National Dues" and "State Dues" refer to the dues for a single student member.

Select Membership Rate Structure:

Individual Membership (Traditional Model)

Close   Confirm

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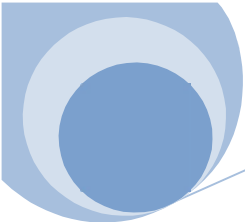
The items listed in the table of contents provided below are actually listed in sequence in which you will complete the initial registration process. Some items may only apply for the state leadership conference (SLC).

Contents

HOW TO LOG IN AS A CHAPTER ADVISOR:

1. Type the Chapter # in the "**Chapter ID**" field in format 56-####.
2. Type the primary advisor's password from the Membership Registration System (register.bpa.org) in the "**Password**" field.
3. Click on the **"Login"** button.
4. ***Can't remember your password?*** *Please return to the Membership Registration System (register.bpa.org) and click the "Forgot Password" to reset your password.*

HOW TO VERIFY AND UPDATE CHAPTER INFORMATION:

When you are logging on for the first time each membership year, you will see the following verification screen to complete:

Note: Any Text box with an asterisk * are Required fields

1. Complete the appropriate fields in the **Verification** form
2. If a field has an "**Asterisk (*)**", you must complete those fields before you can "**Save**" your information
3. If there are Custom Questions listed at the bottom they must be answered before you can "**Save**" your information
4. Click on the "**Save**" button
   Note: If any chapter information is pre-filled and is incorrect, the changes would need to be made in the Membership Registration System (register.bpa.org).

HOW TO ADD STUDENTS:

Note: The Adding Members Session will time out in 20 minutes. You do not have to add all the students at one time. You may enter them in multiple sessions. If it will take more than 20 minutes, you will need to start this step over from step 1 and you will be able to add additional participants from the members registered in the Membership Registration System (register.bpa.org).

1. Click on the "**Add Member**" button and the names of the students you submitted in the national membership registration system will appear. If names were not **submitted**, they will not appear on this list.
2. Select the appropriate **"Participant Type"** from the **"Participant Type"** field Drop-Down list
3. Click on the "**Save**" button. After Clicking "**Save**" all the Participants will appear on the Chapter list.
   *Note: If you do not change the Participant Type from "**Not Attending**" to some other setting that member will not be saved (transferred to your registration list).*

HOW TO ADD EVENTS FOR STUDENTS:

Note: There are two methods for adding students to events. Method 1 is adding all events for a student individually and can be accessed any time before submitting registration. Method 2 is for adding all students to each event individually and can only be accessed once and all events would need to be completed at this time.

METHOD 1:

1. Click on the "**Edit & Select Events**" link

2. Select the appropriate gender from the "**Gender**" field Drop-Down list
3. Type the email in the "**Email**" field *this field is required for advisors*
4. Type the phone number in the "**Phone**" field
   this field is required for advisors and voting delegates at the State Leadership Conference
5. Type the appropriate "**Special Needs**" in the "**Special Needs**" field
   Note: There are also two additional steps if there are special needs.
      1. There is also a custom question that will also need to be marked as YES if special accommodations are needed.
      2. Please make sure to also fill out the Special Accommodations Form.

Select	Team #	Team Captain	Event Name	Min Entries	Max Entries	Max # of Teams
			Business Administration			
⦿			Administrative Support Research Project (260–S)	1	6	
☐	1	☐	Administrative Support Team (255–S)	2	4	99
☐			Advanced Office Systems & Procedures (225–S)	1	7	
☐			Advanced Spreadsheet Applications (235–S)	1	7	

Note: Team # should remain 1 as there is only one team per chapter allowed.

6. Select the "**Select**" checkbox next to the Event
7. Select the "**Team Captain**" checkbox to be the Team Captain for this event (there may only be ONE team captain for each team, and there MUST be a team captain for all team events).
8. Click on the "**Save**" button

METHOD 2:

Member ID	Name	Status	Person Type	Events	Item Selection				
90000162	Henderson, Maurice	A	A	0	Items	$0.00	Sessions	Edit & Select Events	Delete
90000161	Duck, Daisy	VD	S	3	Items	$0.00	Sessions	Edit & Select Events	Delete
90000160	Duck, Donald	VD	S	0	Items	$0.00	Sessions	Edit & Select Events	Delete
90000155	Mouse, Mickey	S	S	2	Items	$0.00	Sessions	Edit & Select Events	Delete
90000156	Mouse, Minnie	S	S	0	Items	$0.00	Sessions	Edit & Select Events	Delete
90000157	Pan, Peter	S	S	0	Items	$0.00	Sessions	Edit & Select Events	Delete
90000158	Pooh, Winnie	S	S	0	Items	$0.00	Sessions	Edit & Select Events	Delete
90000159	Poppins, Mary	S	S	0	Items	$0.00	Sessions	Edit & Select Events	Delete

1. Click on the "**Add Students to Events**" button

Event Name	Category	Team?	
Administrative Support Research Project (260–S)	Business Administration	No	Assign Attendees
Administrative Support Team (255–S)	Business Administration	Yes	Assign Attendees
Advanced Accounting (110–S)	Finance	No	Assign Attendees
Advanced Desktop Publishing (405–S)	Digital Communication & Design	No	Assign Attendees

2. Click on the "**Assign Attendees**" button

3. Click on the "**Add**" button to add a student to the event (repeat this for all students in the event)
4. Once all students are added to the event, click on the "**Back to Events**" button
5. Repeat Steps 2-4 for all necessary events.

6. Although you have added students to their respective events using this Method 2 option, you will still need to provide additional information for each attendee. Click on the "**Edit & Select Events**" link for each student.

7. Select the appropriate gender from the "**Gender**" field Drop-Down list
8. Type the email in the "**Email**" field *this field is required for advisors*
9. Type the phone number in the "**Phone**" field
   this field is required for advisors and voting delegates at the State Leadership Conference
10. Type the appropriate "**Special Needs**" in the "**Special Needs**" field.
    Note: There are also two additional steps if there are special needs.
    1. There is also a custom question that will also need to be marked as YES if special accommodations are needed.
    2. Please make sure to also fill out the Special Accommodations Form.
11. Click on the "**Save**" button.

HOW TO VIEW COMPETITIVE EVENT REGISTRATION LIST:

Note: Only after adding all the participants and selecting events for them.

Quantity	Description	Each	Total
2	Student Regional Conference Registration	$20.00	$40.00
		SUB TOTAL	$40.00
	2 Participants	TOTAL	$40.00

View By Event

INDIVIDUALS	
Name	**Event(s) / Items / APG / Jobs**
00125710 **Bell, Tinker** (Student Regional Conference Registration) (Inv #)	240–S : Database Applications 260–S : Administrative Support Research Project
00125716 **Pan, Peter** (Student Regional Conference Registration) (Inv #)	145–S : Banking & Finance 260–S : Administrative Support Research Project

[Back to Registration]

1. Click on the "**View Registration**" link to see a Preview of your Registration Invoice that lists the students and their competitions.
2. Click on the "**Back to Registration**" button.
   Note: You can also view the list by event by clicking the View By Event link.
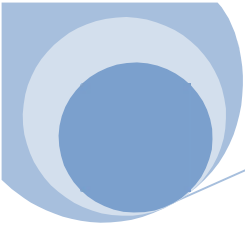
HOW TO ADD CHAPERONES:

| Add Member | Add Non-Student | Add Students To Events |

1. Click on the "**Add Non-Student**" button

Add Non-Student

First Name* [_____] MI [____] Last* [_____]
Participant Type* [Chaperone State Conference Registration ▾]
Gender* [Select... ▾]
Email* [_____] (required for advisors)
Phone [_____]
Special Needs [_____]
[Save]

2. Enter the appropriate name into the "**First Name**" and "**Last Name**" text boxes
3. Select the appropriate participant type from the "**Participant Type**" field Drop-Down list
4. Select the appropriate gender from the "**Gender**" field Drop-Down list
5. Enter the appropriate email address into the "**Email**" text box (required for advisors)
6. Enter the appropriate phone number into the "**Phone**" text box (required for advisors)
7. Enter any special needs into the "**Special Needs**" text box
   Note: There are also two additional steps if there are special needs.
   1. *There is also a custom question that will also need to be marked as YES if special accommodations are needed.*
   2. *Please make sure to also fill out the Special Accommodations Form.*
8. Click on the "**Save**" button

HOW TO ADD ITEMS TO PARTICIPANTS:

NOTE: Items include special meal requests at the SLC, Special Participant types, and T-Shirts. Some regions may collect information about lunch options in this menu.

Member ID	Name	Status	Person Type	Events	Item Selection			
90000161	Duck, Daisy	VD	S	4	Items	$0.00 Sessions	Edit & Select Events	Delete

1. Click on the "**Items**" link to add Items to a Participant

Description	Price	Quantity
Meal Requests		
Gluten-Free Meal Request	$0.00	☐
Vegan Meal Request	$0.00	☐
Special Participant Types		
Campaign Manager	$0.00	☐
State Officer Candidate	$0.00	☐
Statesman Award Recipient	$0.00	☐
Save		

2. Check the checkboxes in the "**Quantity**" field for each applicable item you wish to select for the Participant.
3. Click on the "**Save**" button.

HOW TO ADD PARTICIPANTS TO HOUSING (SLC only):

Housing – You MUST complete housing before you can submit

1. Click on the "**Housing**" button

Listed below are the individuals that have NOT been assigned to a room yet:

Select Room Type [Triple/Quad ▾]
Select Room # [2 ▾]

| Select	Name	Gender	Participant Type
☐	Daisy Duck	F	S
☑	Donald Duck	M	S
☑	Mickey Mouse	M	S
☐	Minnie Mouse	F	S
☑	Peter Pan	M	S
☑	Winnie Pooh	M	S
☐	Mary Poppins	F	S

Add To Room

2. Select the appropriate room type from the **"Select Room Type"** field Drop-Down list
3. Select the appropriate room number from the **"Select Room #"** field Drop-Down list
4. Select the **"Participant"** checkbox for the Student(s) that you want to put in the selected room
5. Click on the "**Add To Room**" button and the selected individuals will be added to the room

Room	Name
#1	Maurice Henderson ($421.83) (3/7 – 3/10 [3 Nights]) [Remove] [Override Dates]
#2	Donald Duck ($121.81) (3/7 – 3/10 [3 Nights]) [Remove] [Override Dates] Mickey Mouse ($121.81) (3/7 – 3/10 [3 Nights]) [Remove] [Override Dates] Peter Pan ($121.81) (3/7 – 3/10 [3 Nights]) [Remove] [Override Dates] Winnie Pooh ($121.81) (3/7 – 3/10 [3 Nights]) [Remove] [Override Dates]

6. If you wish to remove someone from a room, click on the "**Remove**" link to remove the participant that room.

HOTEL CHARGES	
Room Charge	$1,396.29
Housing Total	$1,396.29

Submit Hotel Reservation

7. As you continue to assign individuals to rooms, the **Housing total** will automatically update
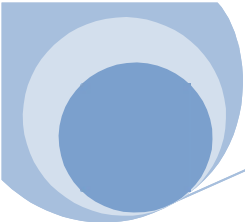
HOW TO EDIT CHAPTER ARRIVING AND DEPARTING DATE/TIMES (SLC only):

Hotel Name: Amway Grand Plaza Hotel

Chapter Arriving 3/7/2024 12:00 PM   Departing 3/10/2024 11:59 PM [Edit]

Chapter Comments to Hotel [Edit]

1. Click on the "**Edit**" link
2. Enter your "**Arrival Date**" in the "**Arrival Date**" field (mm/dd/yyyy)
3. Enter your "**Arrival Time**" in the "**Arrival Time**" field (hh:mm am/pm)
4. Enter your "**Departure Date**" in the "**Departure Date**" field (mm/dd/yyyy)
5. Enter your "**Departure Time**" in the "**Departure Time**" field (hh:mm am/pm)
6. Click on the "**Submit**" button
   *NOTE: You may also add special instructions for the hotel under the "**Chapter Comments to Hotel**" section by clicking on the "**Edit**" link*

HOW TO OVERRIDE DATES FOR A HOTEL ROOM (SLC only):
   NOTE: This is only if you need to make the arrival or departure date for any given room different from the rest of the chapter.

Room	Name
#1	Maurice Henderson ($421.83) (3/7 – 3/10 [3 Nights]) [Remove] [Override Dates]
#2	Donald Duck ($121.81) (3/7 – 3/10 [3 Nights]) [Remove] [Override Dates] Mickey Mouse ($121.81) (3/7 – 3/10 [3 Nights]) [Remove] [Override Dates] Peter Pan ($121.81) (3/7 – 3/10 [3 Nights]) [Remove] [Override Dates] Winnie Pooh ($121.81) (3/7 – 3/10 [3 Nights]) [Remove] [Override Dates]

1. Click on the "Override Dates" link

Arrival Date 3/7/2024   Time 12:00 PM
Depart Date 3/10/2024   Time 11:59 PM
Save

2. Enter your "**Arrival Date**" in the "**Arrival Date**" field (mm/dd/yyyy)
3. Enter your "**Arrival Time**" in the "**Arrival Time**" field (hh:mm am/pm)
4. Enter your "**Departure Date**" in the "**Departure Date**" field (mm/dd/yyyy)
5. Enter your "**Departure Time**" in the "**Departure Time**" field (hh:mm am/pm)
6. Click on the "**Save**" button

HOW TO SUBMIT YOUR REGISTRATION:

1. FOR SLC ONLY: In order to submit your registration, you must first ensure that your housing Registration is completed and submitted first. In the Housing menu, you MUST click on the "**Submit Hotel Reservation**" button to complete your reservation.
*NOTE: When your reservation is submitted the following message will be located to the right of the "**Housing**" button: "Your housing reservation has been submitted."*
2. Select the radio button located next to the Payment option.

○ Pay By Check [_____]
○ Pay By Credit Card (A 3% fee will be added to the invoice)

3. If you are paying by check, type the check number in the **"Pay By Check"** field. If you do not know the check number, insert "Unknown".
4. If you are paying by credit card, select the radio button located next to the **"Pay By Credit Card"** field.
Note: Paying by credit card may only be applicable for the State Leadership Conference.
Note: If paying by credit card, an invoice adjustment will be added for a credit card processing fee.
5. Click on the "**Submit**" button
Note: If you make any changes after submitting your invoice, you must contact the regional advisor (for regional conferences) or the state office (for state conference) to make allowable changes/corrections to your registration.

HOW TO VIEW PAYMENT INVOICE AND VIEW SCHEDULE:

1. Click on the **"View Payment Invoice"** link to view invoices.
2. Click on the **"View Schedule"** link to view the students' schedules.
Note: The regional advisor (for regional conferences) and the state office (for state conference) will let you know when student schedules are available to view.

HOW TO LOG OUT:

1. Click on the "Log Out" button on the left hand side of the page

Judge Pro Student Manual

Contents

Judge Pro Student Instructions

How to Login

1. Type the appropriate **"Student Submission URL"** in the web browser address field located at the top of your web browser
2. Type the appropriate member ID in the **"Member ID"** field
3. Type the appropriate password in the **"Password"** field
4. Click on the "**Login**" button

Student Login

Member ID:

| User Name |

Password:

| Password |

| Login |

Note: If your event is a TEAM EVENT, the Team Captain is the only one that can logon for the TEAM. Therefore, the Team Captain's member ID number will be used to login. (Refer to the Scenario and Upload Files Instructions for more details.)

Evaluation Submission Screen

Note: Depending on the event, the buttons in the screenshot provided may not all be visible to you or may not necessarily apply to your event.

- **Instructions Button** -Specific instructions for this event. The message will be provided in a pop up box; **read these instructions first**
- **Scenario Button** – Click on this button when you are ready to read the scenario provided for this event; this button may be labeled **"Begin After Reading Instructions"**
- **Upload Files Button** – If there is a PDF or URL to be uploaded for this event, click on "**Upload Files**" and follow the instructions provided; items that you are required to upload are explained via clicking the "Instructions" button.

Note: Files are limited to 30MB per submission
- **Scenario Viewing/File Upload is Closed** statement– this means that the event is not open at this time. If you have not logged in early and the event should be open, please contact your chapter advisor for assistance

How to Submit a Project that has a Scenario/Case Study/Job

The instruction on this page only apply to Fundamental Desktop Publishing and Advanced Desktop Publishing events

1. Click on the **"Scenario"** button to begin

Back

NOTE: Do not refresh your screen or press your back button, otherwise it will automatically submit.

⊙ Start Scenario

00:00

Finished Reading Scenario

2. Click on the **"Start Scenario"** button and read the Scenario displayed on the screen; this button may be labeled **"Start Test"** or some other label
3. If the Scenario has a time limit, the timer will begin the countdown
4. Click on the **"Finished Reading Scenario"** button once you have completed reading the Scenario and the Project upload screen will appear; this button may be labeled **"Finish & Submit Work"** or some other label

NOTE: If you do NOT Click the "Finished Reading Scenario" button and let the timer run out to 0:00, you will be re-directed to the home page. Then you will have to Click on the "Upload Files" button to go to the Project Upload screen. If there is a timer on the Project upload screen, you will need to submit your Files/URL's prior to the timer running out.

Student Project Upload Screen

Note: Based on the event instructions, there could be a file upload option, URL(s) upload option, or both. If the upload process has a time limit it will be displayed in the upper right hand corner. If the timer runs out, the ability to submit your project/presentation will disappear.
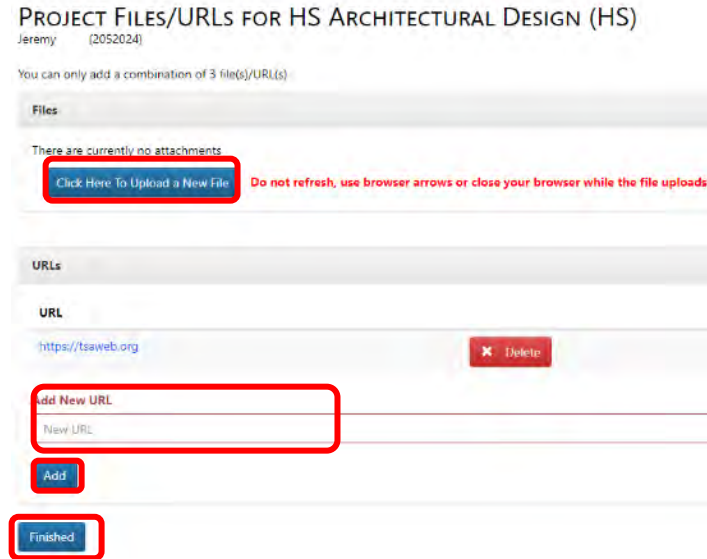
How To Add a File

1. Click on the **"Click Here to Upload A New File"** button
2. Locate/Select the appropriate file on your local machine to upload
3. Repeat the above steps if you are allowed to upload more than one File
4. Click on the **"Finished"** button if you are completely finished

How To Add a URL

1. Type in the appropriate **"URL"** in the **"Add New URL"** field
2. Click on the **"Add"** button
3. Repeat the above steps if you are allowed to add more than one URL
4. Click on the **"Finished"** button

IMPORTANT: IF THE EVENT IS SETUP WITH AS A TIMED EVENT, DO NOT CLICK ON THE FINISHED BUTTON UNTIL YOU HAVE EVERYTHING UPLOADED AND ENTERED CORRECTLY. YOU WILL NOT BE ABLE TO CHANGE ANYTHING AFTER YOU CLICK ON THE FINISHED UPLOADING FILES BUTTON.

How To Remove a File and/or URL

Note: If the Administrator has the Upload file setting to **"Lock File Submit After Submit",** the option to remove a file or URL may not be available

1. Locate the **"File"** and/or **"URL"** on the screen and click on the **"Delete"** button

How to View your Uploaded Project and Print Project Confirmation Submission

1. To View your Project, Click on the "**Project**" link(s)
2. To Print your Project Confirmation, Click on the **"Print"** icon

How to Submit a Project that Does Not Have a Scenario (for Presubmitted Events)

How to Upload a File
1. Click on the **"Upload Files"** button
2. Click on the **"Click Here to Upload A New File"** button
3. Locate/Select the appropriate file on your local machine to upload
4. Repeat the above steps if you are allowed to upload more than one File
5. Click on the "**Finished**" button if you are completely finished

How to add a URL
1. Click on the **"Upload Files"** button
2. Type in the appropriate **"URL"** in the **"Add New URL"** field
3. Click on the **"Add"** button
4. Repeat the above steps if you are allowed to add more than one URL
5. Click on the "**Finished**" button

How to Log Out

1. Click on the **"Log Out"** button

Contents

Judge Pro **Chapter Advisor** Instructions

How to Login:

Login
_____

Chapter ID:

| Chapter ID: |

Primary Advisor Password:

| Primary Advisor Password: |

| Login |

1. Type the appropriate **"Advisor Submission URL"** in the web browser address field located at the top of your web browser
2. Type the appropriate Chapter ID number n the **"Chapter ID"** field
3. Type the appropriate password for the primary advisor in the **"Primary Advisor Password"** field
4. Click on the "**Login**" button

Note: Your password is the same password used by the primary chapter advisor for their login credentials for the Membership and Conference Registration websites

How to View Student Projects

1. Click on the **"Project"** menu button located in the top navigation menu to view the files and/or URL's that have been submitted by the student(s) in your chapter

How to Log Out

1. Click on the **"Logout"** menu button located in the top navigation menu at the top of the screen

Chapter Advisor FAQ

Q: When I navigate to the Chapter Advisor "**Project Admission Site**", there is a message, "**Advisor Login is disabled at this time**"
A: Contact your system administrator, this message means they have not opened Login for Chapter Advisors yet

Business Professionals of America
AnswerWrite Student Testing Instructions

Student Login Credentials

Locate your Student Testing Ticket or testing login credentials from your Proctor or System Administrator. An example of the testing ticket is show below.

Student Testing Ticket

DEMO Sr. High School (FL)
Student, Test

Student Login Credentials

Participant ID: 12345 **Password:** 46826d32
URL: https://qa.registermychapter.com/aw/Login.aspx?id=117

I understand that sharing or getting unauthorized help during the test is considered cheating. I understand that if I share or receive said help during this test, it will disqualify my test score:

Signature:

How to Login as a Student

AnswerWrite Testing Login

Please enter the Student ID and password you were given for this test

Enter Student ID

Password

Login

1. Read any instructions that appear at the top of the Login page.
2. Type the appropriate **"Student ID"** in the **"Student ID"** field.
3. Type the appropriate **"Password"** in the **"Password"** field.
4. Read the Student Agreement and click the **"Check to Agree"** box.
5. Click on the **"Login"** button.

How to Verify Participant Information

Your Information

Name		Member ID	Participant ID
John Doe		12345678	12345678
School			
Demo High School (MI)			

1. Review your name, member ID number, and school in order to ensure you have logged in with the proper credentials.
2. Notify the Proctor or System Administrator if your information is incorrect.

How to Select an Exam

NOTE: Once you click on a link to select a test, you will be taken to an instruction page before the test starts

Please select a test to take

ADMINISTRATIVE SUPPORT CONCEPTS (290)	Select
COMPUTER PROGRAMMING CONCEPTS (390)	Select
FINANCIAL MATH & ANALYSIS CONCEPTS (190)	Select

1. The events in which you have been registered are listed on the screen. If an event is missing from the list, notify the Proctor or System Administrator.
2. Click on the **"Select"** button next to the appropriate event you wish to complete.
3. The exam instructions will appear on the next screen.

Start Test

Once you click on the START TEST button, the timer will be started!

START TEST

4. Once you are ready to begin the event and start the timer, click the **"Start Test"** button.

IMPORTANT: Before you actually begin your first event, make sure you have read the remainder of this document for the purpose of becoming familiar with the entire website and testing process.

Calculator

If your test allows a calculator to be used, click on the calculator icon located above the test name to use the calculator on the computer. If your test does not allow calculators to be used, the calculator icon will not be visible. **NOTE:** You may have to click the plus symbol (+) or multiply symbol (x) in order for the calculator to open. Once the calculator is open, a sample of what the calculator looks like appears in the image below.
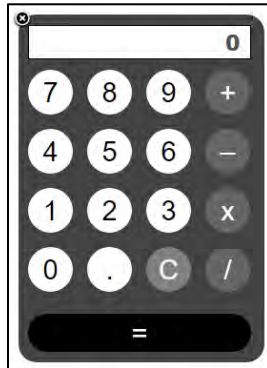
NOTE: If the calculator icon appears for your event, which includes a calculator is allowed, you may use your own calculator. The calculator you use must meet the BPA Calculator Guidelines (i.e., must be an ACT-approved calculator).
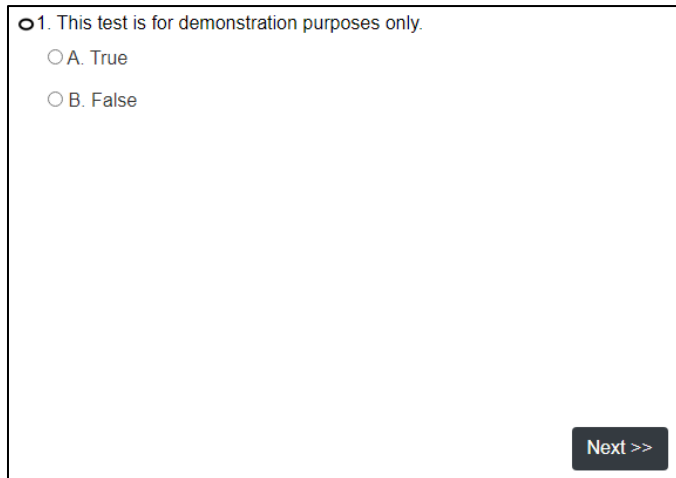
How to Review Exam Questions, verify Wi-Fi connection and Hide Time Remaining to Finish Exam
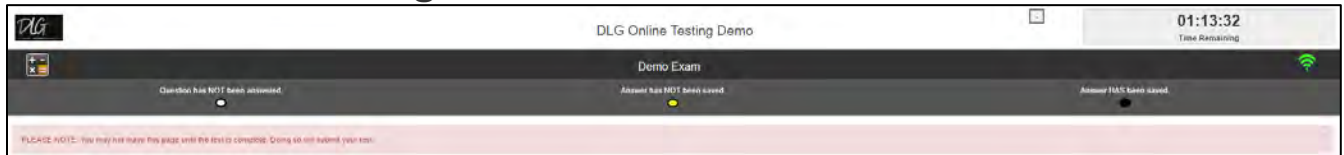
The following items apply to the main header area that appears at the top of the screen:
- If a question has NOT been answered, the oval next to the question number will be white.
- If a question has NOT been saved, the oval next to the question number will be yellow.
- If the question has been saved, the oval next to the question number will be black.
- Review the Internet/Wi-Fi icon connection. If the icon is green, there is a good connection and it will be red if the Wi-Fi connection is lost. Once the Internet connection has been restored, the questions you have answered will be saved.
- To hide the Time Remaining clock, click on the minus symbol to the left of the time clock.

How to Answer Questions and Submit an Exam
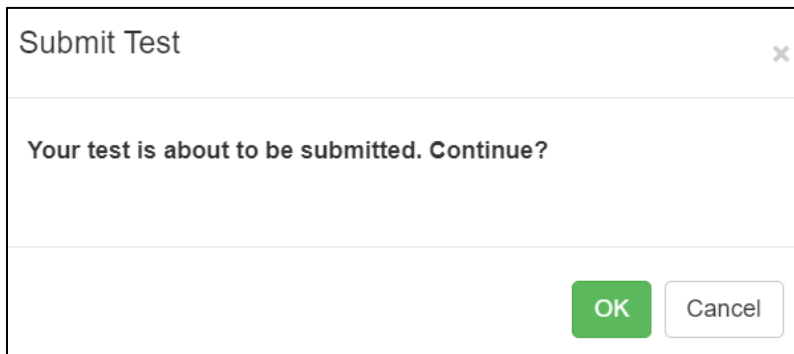
1. If the test style is one question at a time, click the "**Next**" button to go to the next question and the "**Back**" button to review the previous question. (See image above.) Otherwise, all questions will appear on one continuous screen.

Please review all your answers. When you are sure you are finished, click the Submit Test button *ONLY ONCE* to submit your test.

Submit Test

2. When you answer the final question **and** have reviewed all your answers if you wish to do so, click on the **"Submit Test"** button to submit the test.

3. If you are certain you are ready to submit your exam, click the **"OK"** button in the confirmation box. Otherwise, click the **"Cancel"** button in order to return to your exam.

Move Away: Do not open any other Windows

You may have moved away   ✕

You have moved away from the test. You must return in 10
seconds or your test will be submitted
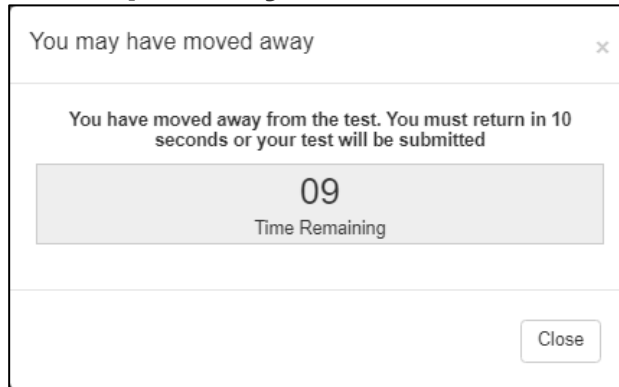
09
Time Remaining

Close

You are not allowed to have any other browser or application windows open during the testing time.

If you open or switch to another window, the Move Away dialog box will appear and a 10 second countdown clock will begin. After 10 seconds, the exam will be automatically submitted. The Move Away dialog will not be visible in the window you moved to. It will remain on the AnswerWrite page and will continue to count down. If 10 seconds have expired before you return to the AnswerWrite page, you will receive a notification that the exam has been submitted.

You moved away from the test. The system has saved your score and submitted your test.

What to do if there is an Emergency while taking an Exam

If you have an emergency situation, notify your Proctor immediately.

To close the exam for an emergency, click on the X in the upper right-hand corner of the page to close the browser window. You may receive a browser message that your work may not be saved, click the button to **"Leave"** the page. The exam will be closed and your work will indeed be saved at that point. When you are ready to begin your exam again, log in to the website and select the exam again.

IMPORTANT: You may not leave the exam for any situation if you are taking the exam without a Proctor in the room with you.

How to Logout as a Student
Click on the **"Logout"** button located in the upper right-hand corner of the screen. If you have just completed an exam, the Logout button may be in the bottom left corner of the screen.

Resources

SPORTS & ENTERTAINMENT BUSINESS CONFERENCE
AT LITTLE CAESARS ARENA

DETROIT PISTONS VS **PACERS**

MONDAY, DECEMBER 11th | 7:00PM

Join us at Little Caesars Arena for the Sports & Entertainment Business Conference and an exciting night of Detroit Basketball! Take advantage of this unique opportunity to hear from Detroit Pistons professionals about the business of basketball including topics on management, finance, information technology, and business administration.

REGISTRATION PRICING

100-LEVEL ENDZONE: $32

200-LEVEL CORNER: $22

Call to ask about Mezzanine Level or 100-Lower Level seating availability and discounts

REGISTRATION INCLUDES ACCESS TO THE CONFERENCE AT 1:45PM, A TICKET TO THE PISTONS VS PACERS GAME, SCHOOL WELCOME MESSAGE ON SCOREBOARD, AND FREE BPA SHIRT (PICTURED LEFT)

Deadline to register is November 17, 2023.

To Register your School Please Contact:

Brandon Goebel at (313) 771-7466 or bgoebel@pistons.com

BUSINESS PROFESSIONALS *of* AMERICA
Chapter Logo Request Form

BPA Chapter Advisors:

Show your BPA pride with a set of custom logos for your chapter!

Chapter logos include National BPA branding along with your state and chapter name. To request your chapter logos, complete the form below and email it to **Patrick** at **PSchultz@bpa.org**. You will receive logo files suitable for print and electronic uses (eps, jpg, and png formats). **This service is free for any active chapter!**
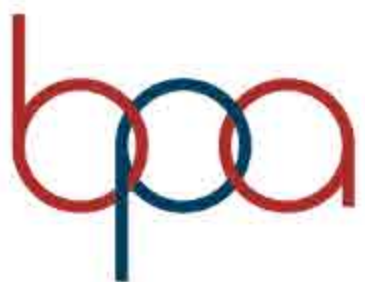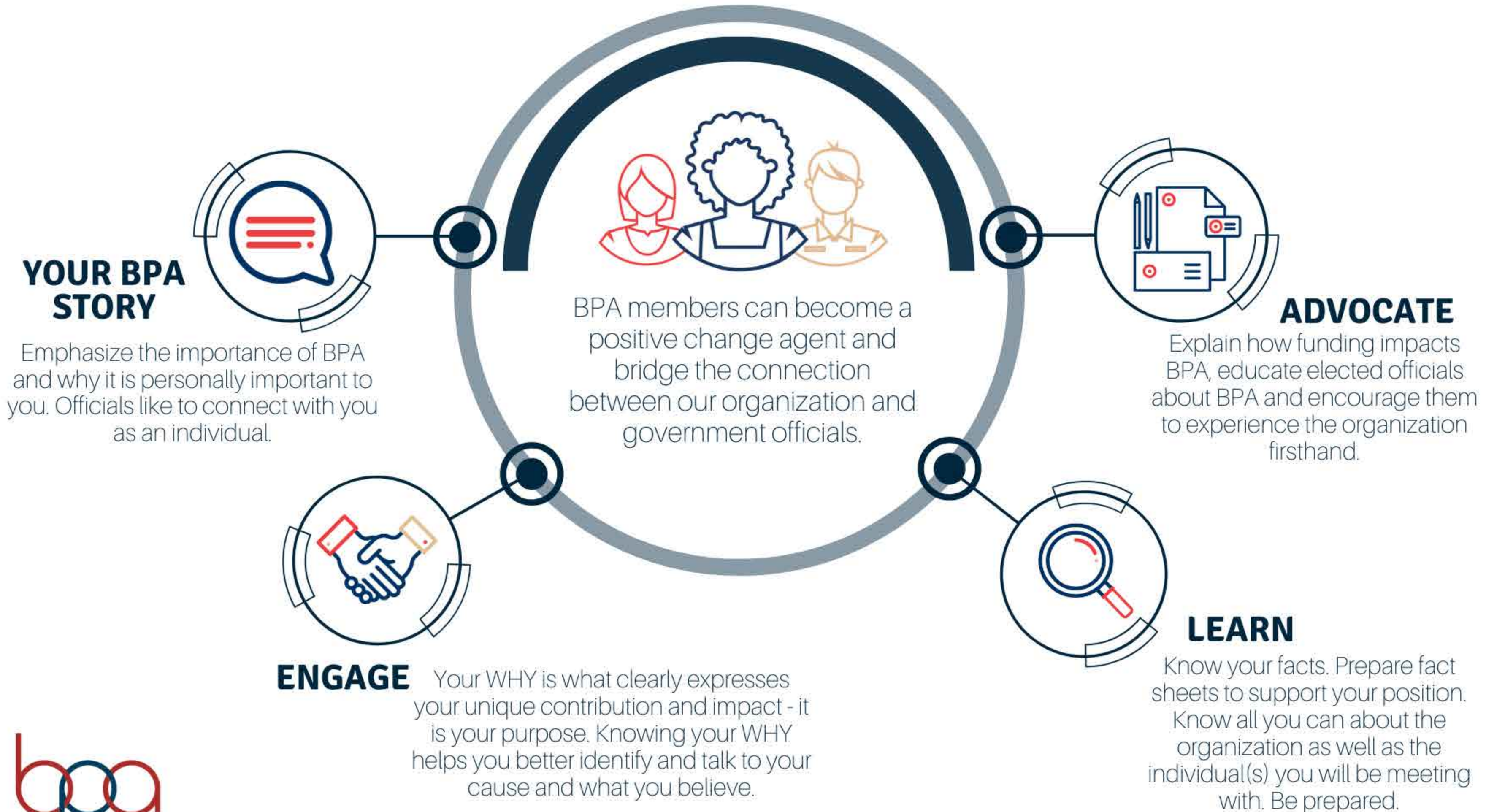
Date:

State:

Chapter Name:

Advisor Name:

Advisor Email:

SAMPLES

ADVOCATING FOR BUSINESS PROFESSIONALS OF AMERICA

BPA members can become a positive change agent and bridge the connection between our organization and government officials.

YOUR BPA STORY

Emphasize the importance of BPA and why it is personally important to you. Officials like to connect with you as an individual.

ADVOCATE

Explain how funding impacts BPA, educate elected officials about BPA and encourage them to experience the organization firsthand.

ENGAGE

Your WHY is what clearly expresses your unique contribution and impact - it is your purpose. Knowing your WHY helps you better identify and talk to your cause and what you believe.

LEARN

Know your facts. Prepare fact sheets to support your position. Know all you can about the organization as well as the individual(s) you will be meeting with. Be prepared.

bpa

HIGH QUALITY PROGRAM

Business Professionals of America is your way to guarantee your CTE Business Education program meets the high quality program framework.

Certifications
We offer certifications in 11 Microsoft programs and 25 Precision Exams. It's the one-stop, total learning solution for helping your students get noticed.

Career Exploration
Our program provides new avenues for career exploration to everyone. This will help today's student's become tomorrow's business professionals.

Leadership
Even the most powerful people can improve their leadership skills. Our program offers that opportunity to all participants.

Learn, Practice, Certify.

Preparation is the key to success, so take advantage of the industry's best certification, leadership, and career development materials today.

For more information, contact us at 734.487.1700 or visit our website at michiganbpa.org.

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FOR IMMEDIATE RELEASE

From [Insert name]
[Insert Full Address]
[Insert Phone Number]
[Insert E-mail Address]

[Insert current date]

[Change this title of the news release as needed]
<div align="center">Business Professionals of America Chapter
Attending State Leadership Conference</div>

Business Professionals of America is a dynamic youth organization which provides leadership and business opportunities for high school students to prepare them in their selection as they make decisions on their future careers. The skills that students learn through participating in a variety of business experiences are beneficial and will help prepare them for a career in the workforce.

The State Leadership Conference is taking place March _____ at the Amway Grand in Grand Rapids. At this conference, students are participating in business related events and competing for the top spots. Some students who place are eligible to go to national competition taking place in _____ this year.

Every year, local chapters participate in service projects. This year's service project is the _____.   Local chapters will be _____. You may help your local chapter by _____.. All you have to do is contact your local chapter.

Business Professionals of America is full of bright, young people wishing to enter a business professional career. This beneficial organization is helping our youth to have a brighter future.

<div align="center"># # #</div>

WHY BPA?

Networking

Leadership Development
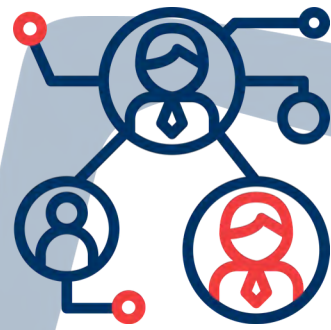
Service Learning

Travel

Scholarships

Industry Certifications

Academic Competitions

Career Exploration

DISCOVER YOUR PASSION. CHANGE THE WORLD.

Join BPA and Start Building Your Future!

bpa

BUSINESS
PROFESSIONALS
of AMERICA

bpa.org

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