MN FCCLA ADVISER’S IMPORTANT LINKS

1. **STATE CONFERENCE REGISTRATION**
   LINK FOR REGISTRATION FOR MN FCCLA STATE CONFERENCE AND STAR EVENTS
   https://www.registermychapter.com/fccla/mn

2. **LINK FOR UPLOADING MN FCCLA STAR EVENT MATERIALS** (not available until Feb 25)
   Advisor Project Submission Link:
   THIS LINK IS NOT ACTIVE UNTIL AFTER FEB 24.
   The window of time for uploading is Wednesday Feb 24 to Saturday Feb 27 at midnight

3. **STATE CONFERENCE INFORMATION**
   Candidate Applications https://mnfccla.org/leadership/candidates/
   Awards Applications https://mnfccla.org/upcoming-events/state-conference/
MN FCCLA ADVISERS

INSTRUCTIONS FOR STAR EVENT UPLOAD --STAR EVENTS MATERIALS- FOR URL AND PDF

In 2021, MN FCCLA is using a new system that is coordinated with the State Conference registration DLG system. It is called Judge Pro and works with data from the State Conference Registration system for student names and event entries. The State Conference deadline is Feb 23. We will then close that and import the data to the Judge Pro System. Both systems use the student names, chapter information from the chapter affiliation data. Therefore all students must be affiliated members.

First Step: Register your chapter members in the State Conference DLG site.

- Advancers from Midwinter level are imported and you will see their names listed, events and levels.
- Several State Events (not previously entered at Midwinter) are Show Me, See What We’ve Done, FCCLA Buzz and these student names need to be entered into the State Conference Registration site.
- This year, the Online STAR Events (Digital Stories for Change, FCCLA Chapter Website, Instructional Video Design) did not have preliminary levels, and need to be entered as state representatives to the National STAR Events system. Therefore, they are also on the State Conference registration site.
- Please also register the candidates for State and Area Officers as they will be taking a test through the systems we are using.
- Check your chapter’s entries into State Conference webportal and then hit submit. An invoice will be created for you.

Second Step: Ongoing....Work with your students to finish their STAR Events and prepare to do the required elements for that event. Oral presentations on video, portfolios and displays as PDF)

Third Step: After Feb 24 until Saturday Feb 27, you will prepare to upload of student materials for the STAR Events will not be available until after State Conference Registration webportal is closed on Feb 23. This link will not be available until after Feb 23 State Conference Registration has closed and the data is imported to Judge Pro.

Fourth Step: After Feb 24, you will upload files of students URL videos and pdf files to Judge Pro. Their materials will go into the event for which they have been registered. Judges who will be contacted for each event will be able to view and score the event they are evaluating. This judging will occur during the week of March 1-8. Rubrics will be scored electronically by evaluators.

On Feb 24 to Feb 17, Advisers can upload the student materials required for each STAR Event into the Judge Pro system. For 2021 and what is required, the rules in a virtual setting, please refer to that section of the National STAR Event handbook Event rules for each event. The files from your student submissions will automatically be dropped into the event category for evaluators to see and work with.

Announcements of STAR Events medals and national advancers: These award announcements will be made in the State Conference Virtual platform which will open March 25 -27 for Minnesota’s state
conference. The Virtual Platform will contain speakers, workshops, announcements, recorded sessions by state officers and be open March 25. A more details schedule of when sessions will occur will be available in March.

Frequently asked Questions:

1. **When do MN Chapters need to register for STATE CONFERENCE and STAR Events?**
   By Feb 23.

2. **When do Advisers need to have the videos and pdf files ready to upload?**
   After Feb 24 until Feb 27.

3. **What events can we have new entries in?**
   Show Me, See What We’ve Done, Parliamentary Procedure, FCCLA Buzz were not done for midwinter level, so these are new entries.
   The Online National Events (Digital Stories for Change, FCCLA Chapter Website, Instructional Video Design) were not done a preliminary level this year, so they need to entered by our state now for the National Virtual level. They will not be judged until National Virtual STAR Events are judged.

4. **What is new about the FCCLA Buzz event?**
   FCCLA Buzz is a team competition for knowing FCCLA facts. It is now opened to all levels.
   Teams can be entered now and this will be a 1) test of FCCLA facts and 2) A zoom competition scheduled in March. Entered teams will be contacted about their zoom and test scheduled times. Week of March 8-12.

5. **What are the fees?**
   State Conference Registration: For midwinter STAR Events entered- There is no additional fee.
   State Conference Registration: For new STAR Events entries- The fee is $20.
   State Conference registration: Chapter fee for State Conference registration: $50.
   State Virtual Conference Access: For the virtual platform: NO charge. All affiliated members with a working email will have access.

6. **What type of URL do we need?** The videos and pdf documents will need to be accessible to evaluators. Sometimes school systems technology is a closed firewall system not allowing outside person in to it. When determining your URL, have someone outside your system check for it being accessible to with access from a computer not in your student, adviser, teacher, school system. Advisers will upload the URL and pdf information. To the system. There is a check for acknowledging that you have assured it is accessible.

7. **When can advisers get into the Judge Pro system and start uploading?** Not until after Feb 23 deadline is done and the State Conference registration site is closed. After Feb 23, the data will be imported to Judge Pro and the link will be open for you.

8. **What is happening with National STAR Events in 2021?**
   National FCCLA has determined that all events (except Baking and Pastry, Culinary Arts) will be virtual. These will be evaluated in May or June. National FCCLA will be announcing deadlines soon. April 1 is the registration start date for National Conference. The National Conference will be a hybrid conference with some leadership training, candidate processes and general session held in Nashville as an in person event.

9. **When will Minnesota’s National Advancers be determined?**
On March 27, we will hold a zoom meeting of National Advancer’s advisers to determine the students who want to do their national STAR Event. We will determine a final list of advancers, upload that data to the National FCCLA Conference registration site during the first week of April. Upon hearing the MN STAR Events award announcements, advisers will be asked for your response to participating at the national level.

10. **MN FCCLA Board of Directors determination for National Conference:** With changes to the Nashville National Conference in 2021, MN FCCLA will not do a Minnesota package registration which included hotel state room block, trading pins, backpacks, t-shirts. We will monitor the National Conference plans, but most of the decisions for involvement will be a chapter decision to participate in-person in Nashville. STAR Events will be virtual. Members and advisers can attend in person or virtually and the registration cost is the same price.

11. **Where do Advisers find candidate application materials?**
   Information for candidates in on the MN FCCLA page for Candidates.
   https://mnfccla.org/leadership/candidates/

12. **Where do I find State Conference information?**
   Information for State Conference is on the State Conference pages.
   https://mnfccla.org/upcoming-events/state-conference/

13. **Where do I find information and links to the Speakers for State Conference?**
    https://mnfccla.org/state-conference-speakers/

    We have purchased a speakers tool kit and our agreement is not to make their proprietary work public. This set of speakers and workshops will be available on a page of the MN FCCLA website. Advisers will have as a password. There are also speakers in the Virtual Platform that will be accessible to a public audience to our own members and to other state’s members.

14. **Why is there no charge for the State Virtual Platform?**
    Some of the other state associations in our shared virtual platform may be charging a member registration, or a chapter fee such as up to $500. Because this is a challenging year, MN FCCLA knows that fund raising has been difficult. We know that the State Conference Virtual Platform is. Loaded with create content to help advisers, members and chapters learn about FCCLA opportunities! We want you to use this! We hope you will use the platform to it’s maximum benefit to build a stronger MN FCCLA after this pandemic.

15. **How long is the State Virtual Platform open?** The platform will be open March 25-27 for Minnesota “State Conference”. It will stay open for the other 5 state conferences and be accessible until May 10!

16. **How will you use the State Conference Virtual platform?**
    Some ideas:
    Schedule a FCCLA member’s watch party with the State Conference Virtual Platform on March 25 or March 26 as an in-school activity.
    Normally members would be travelling and out of school so possibly make it an “event” with the watch party, pizza or snacks.
    Use the State Conference Virtual Platform as a classroom activity and use the workshops or lesson plans as class assignments.
Use the State Conference Platform once a week until it closes May 10 for your members or classes.
Use the State Conference Virtual Platform for a chapter awards session, or senior recognition, and give out certificates and prizes.
Use the State Conference Virtual Platform and conduct a service activities April 23-25 for Global Youth Service Day and watch some speakers with snacks when finished with your chapter service.
DLG Judge Pro- Chapter Advisor Instruction Manual (10/22/2020)

DLG Judge Pro
Chapter Advisor Step-By-Step Instructions

How to Login:

1. Click on the URL provided by your Online Judges System Administrator
2. Type the appropriate "Username" in the "Username" field

   *Note: Your "Username" is the same "Username" that you used to log into the Conference Registration system*

3. Type the appropriate "Password" in the "Password" field

   *Note: Your "Password" is the same "Password" that you used to log into the Conference Registration System*

4. Click on the "Login" button

How to Upload and/or Add Video URL Student Projects:
5. Click on the "Projects" button
6. Click on the "Upload Files" button located on the right-hand side of the Student Project Name to upload an Individual or Team Project File or URL (Max size of each file is 30MB)

**PROJECT FILES/URLS FOR VIRTUAL PROMOTIONAL CAMPAIGN**

You can only add a combination of 1 file(s)/URL(s)

**Files**

There are currently no attachments

[Click Here To Upload a New File]

**URLs**

There are currently no urls

[Add New URL]

7. Click on the "Click Here to Upload a New File" button to upload a .PDF file and follow the on-screen instructions (if applicable) (Max size of each file is 30MB)
8. Type the appropriate "Video URL" in the "Add New URL" field
9. Click on the "Add" button
10. Once all Files/URL's have been added, Click on the "Back" button to return to the main page

**How to View Student Projects:**
Projects

This is a test file for demonstration purposes.pdf

This is a Test Link

11. Click on the "Project Link" located on the right-hand side of the Student Name to View the PDF and/or Video URL

How to Sign Student Projects:

*Note: The "Sign Projects" button will only be visible if the administrator has turned it on*

Project List

| Refresh Data | Sign Projects |

SIGN PROJECTS

This is a Statement Of Assurance from the Chapter Adviser.

I Agree □

12. Click on the "Sign Projects" to sign the Statement of Assurance
13. Click on the "I Agree" check box
14. Click on the "Confirm" button

*Note: All projects that have a file and/or video URL will be signed and submitted for scoring*

IMPORTANT:

1. *Once you have Signed Projects, the student project cannot be edited. You will have to contact the Online Judges System Admin to have the student project released back to you*
How to Log Out:

Click on the "Log Out" button

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Judge Pro - Chapter Advisor How to Upload Projects

Log in to the site by following the Login Instructions

Click on the "Projects" button

Once you click on the "Projects" button, your list of Events should populate and will look similar to this screen:
Select the appropriate "Student(s)/Team" and click on the "Upload Files" button

You will get a screen that includes the Event name, and the Student(s)/Team Name
If you are uploading a file (PDF format only accepted), click on the "Click Here To Upload a New File" and follow the on screen prompts to add the file (the MAX file size is 30MB)
if you are adding a URL, type the URL in the "Add A New URL" text field and click on the "Add" button

Files

There are currently no attachments

Click Here To Upload a New File

URLs

There are currently no urls

Add New URL

New URL

Add
Once all files/URLs have been added, click on the "Back" button located in the top left of the screen.

After clicking the "Back" button, the file(s)URL(s) uploaded will be visible as links underneath the "Projects" heading.

Project Will Show Up Here

https://desk.zoho.com/portal/digenterprises/en/kb/articles/chapter-advisor-how-to-upload-projects