

2021 National TSA Conference

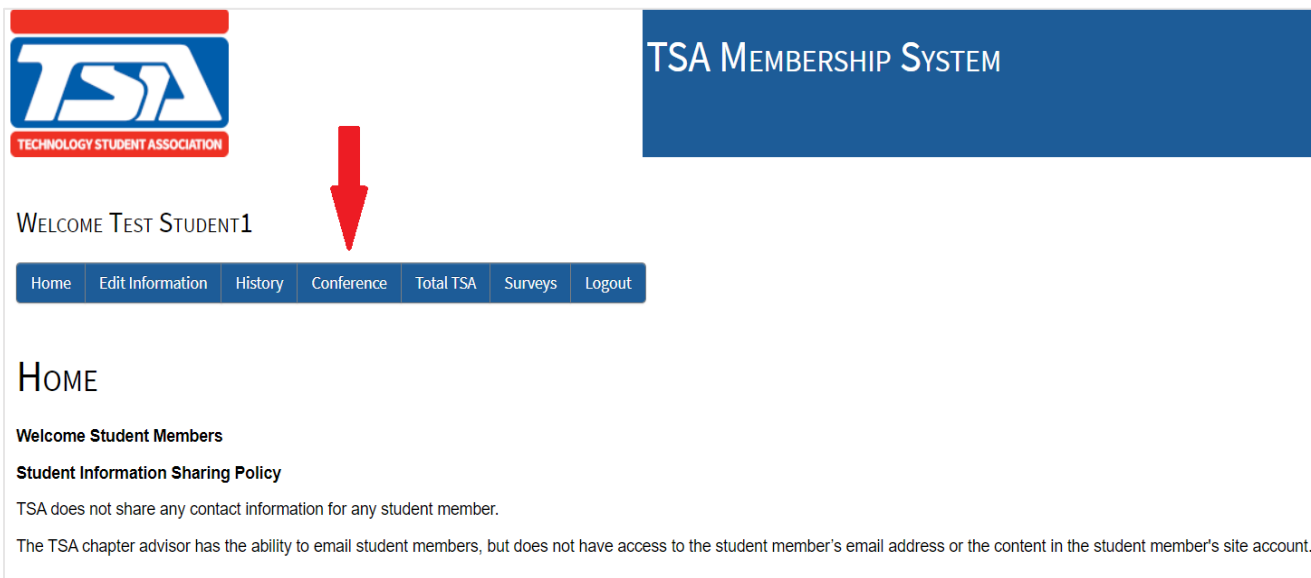
Competition Component Upload Instructions

Before starting this process:

- You must confirm with your chapter advisor that he/she has registered you for the virtual 2021 national TSA conference.
- Registration must be submitted and paid for before you can upload any files for your competitive event(s).

Steps to add competition components for the 2021 national TSA conference

- [Login](#) to your Student Member Site account.
- Click the Conference tab.



WELCOME TEST STUDENT1

Home Edit Information History **Conference** Total TSA Surveys Logout

HOME

Welcome Student Members

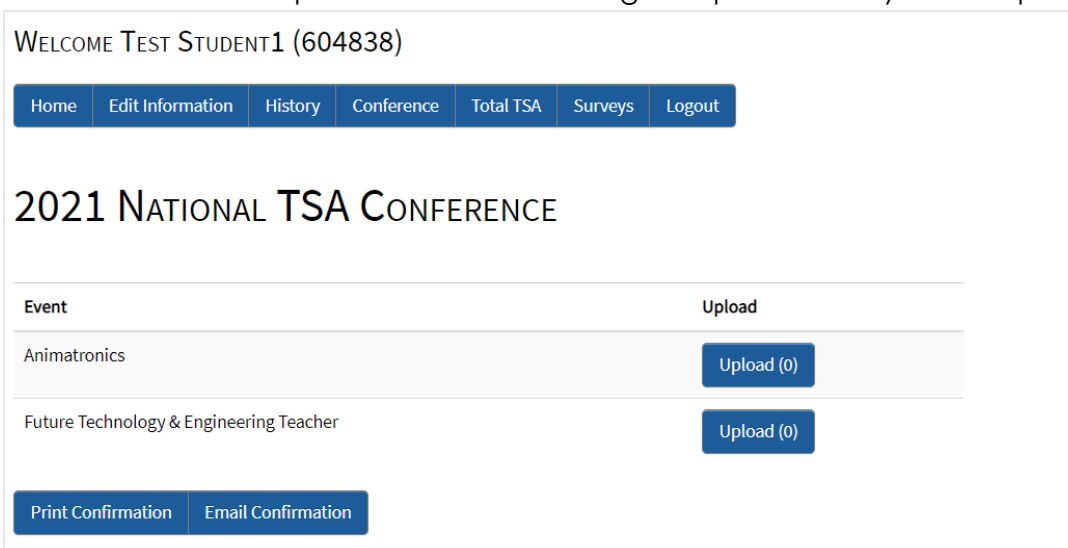
Student Information Sharing Policy

TSA does not share any contact information for any student member.

The TSA chapter advisor has the ability to email student members, but does not have access to the student member's email address or the content in the student member's site account.

The event(s) you are registered for are listed under the Conference tab.

- Click on the Upload button for adding components for your competitive events.



WELCOME TEST STUDENT1 (604838)

Home Edit Information History **Conference** Total TSA Surveys Logout

2021 NATIONAL TSA CONFERENCE

Event	Upload
Animatronics	Upload (0)
Future Technology & Engineering Teacher	Upload (0)

[Print Confirmation](#) [Email Confirmation](#)

Competition Component Upload Requirements

For the virtual 2021 national TSA conference, student members are responsible for uploading their competition components via the TSA Student Member Site. Once a student member has activated his or her account, the student will access the competition component upload platform. Competition component upload requirements are different for each competitive event. This [chart](#) identifies the submission deadline as well as the number and type of competition components required for the competitive events, including state advisor approval events.

- URL link: this is a URL address where judges will access competition components that are stored on a web-based platform such as Vimeo, Google Docs, You Tube, etc. *Contestants must ensure that access to these URLs is not private or password protected so judges will have access.
- PDF documents: All documents uploaded to the competition component upload platform must be in Portable Document Format (PDF). A PDF is a file format that has captured all the elements of a printed document as an electronic image that can be viewed or printed. PDF files are created using Adobe Acrobat, Acrobat Capture, or similar products. The competition component platform cannot accept any file types (such as Word documents) other than PDFs.

On the upload screen, you will be able to add a URL and/or upload files (PDF).

- To add a URL, choose your File Category then type in your link. Click Save.
- To upload a File (PDF), choose your File Category then upload your file. Click Save.
- When you are finished, click the Back button to return to the previous screen.
- Repeat these same steps for any other events in your list that require uploads.

The screenshot shows the user interface for uploading files. At the top, it says "WELCOME TEST STUDENT1 (604838)". Below this is a navigation bar with buttons for Home, Edit Information, History, Conference, Total TSA, Surveys, and Logout. A "Back" button is also visible. The main heading is "UPLOAD FILES FOR ANIMATRONICS" with a sub-message "There are no files added yet". There are two main sections: "ADD URL" and "ADD FILE". The "ADD URL" section has a "File Category" dropdown menu (currently showing "Select..."), a text input field for the "URL", and a "Save" button. The "ADD FILE" section has a "File Category" dropdown menu (currently showing "Select..."), a "Choose File" button, and a "Save" button. The "Choose File" button is currently disabled, showing "No file chosen".

When you have finished uploading your components and are back under the Conference tab, you will have the option to receive a confirmation of everything you have uploaded by clicking on Print Confirmation (produces a PDF for you to save or print) and/or Email Confirmation (sends an email to the address you entered in your student account).



A link will be provided on the Conference tab page for any event that has an exam requirement in the preliminary round.

**As stated in the TSA competitive event guides: any links or documents that cannot be accessed will not be judged (including those stored in Google Drive). Please ensure that the proper permissions are set for all links and competition documentation so that they are viewable by judges.*