

2023 National TSA Conference

June 28 – July 2, 2023 • Louisville, KY

“A Legacy of Innovation”



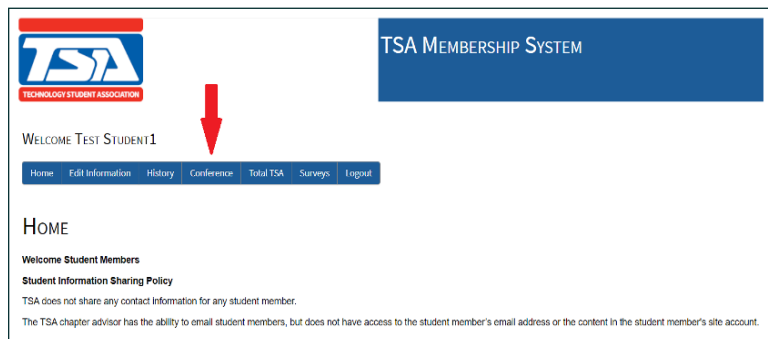
Competition Component Upload Instructions

Before starting this process:

- You must confirm with your chapter advisor that you have been registered for the 2023 National TSA Conference.
- Registration must be submitted and paid for before you can upload components for your competitive event(s).

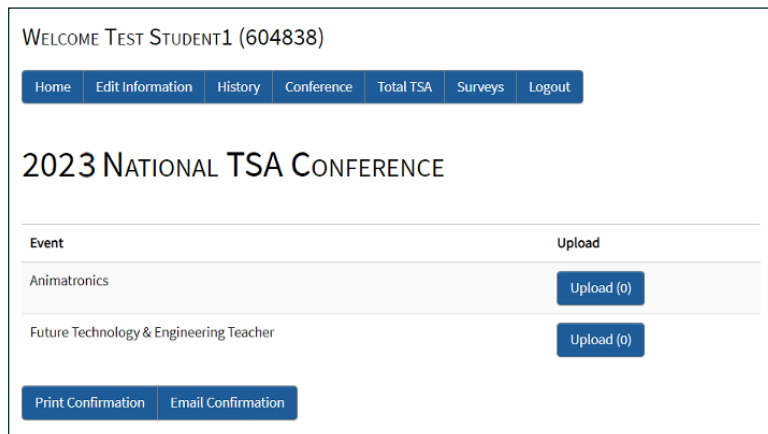
Steps to upload competition components:

- **Log in** to your **Student Member Site** account.
- Click the **Conference** tab.



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

- Click on the **Upload** button to add components for your competitive events.



2023 National TSA Conference

June 28 – July 2, 2023 • Louisville, KY

“A Legacy of Innovation”



Competition Component Upload Requirements

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 can access the competition component upload platform. Upload requirements vary for each competitive event.

- **URL link:** This is a URL address that judges will use to access and view competition components stored on a web-based platform such as Vimeo, Google Docs, You Tube, etc. Competitors **must** ensure that access to these URLs is not private or password protected.*
- **PDF documents:** All documents uploaded to the platform must be in Portable Document Format (PDF). A PDF file captures 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 upload platform accepts only PDF files.** The file size limit is 30 MB.

On the upload screen for a competition, you will be able to add a URL link 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.

A screenshot of the TSA Student Member Site interface. At the top, it says "WELCOME TEST STUDENT1 (604838)". Below that 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 sections: "ADD URL" and "ADD FILE". The "ADD URL" section has a "File Category" dropdown menu (set to "Select..."), a "URL" text input field, and a "Save" button. The "ADD FILE" section has a "File Category" dropdown menu (set to "Select..."), a "Choose File" button, and a "Save" button. The "Choose File" button shows "No file chosen".

Once you have finished uploading your components and have returned to the **Conference** tab, you will have the option to receive a confirmation of your uploads. To do so, click 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 row of two buttons: "Print Confirmation" and "Email Confirmation". Both buttons are blue with white text.

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

**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.*