

# Judge Pro

## Judge Pro **Chapter Adviser** Instructions

### How to Login:

Login

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**User Name:**

**Password:**

1. Type the appropriate **"Adviser Submission URL"** in the Web Browser Address field located at the top of your Web Browser
2. Type the appropriate **"Username"** in the **"Username"** field
3. Type the appropriate **"Password"** in the **"Password"** field
4. Click on the **"Login"** button

**Note:** Your **"Username"** and **"Password"** are the same login credentials that you used to log into the Conference Registration System

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## Judge Pro **Chapter Adviser** Instructions **Continued**

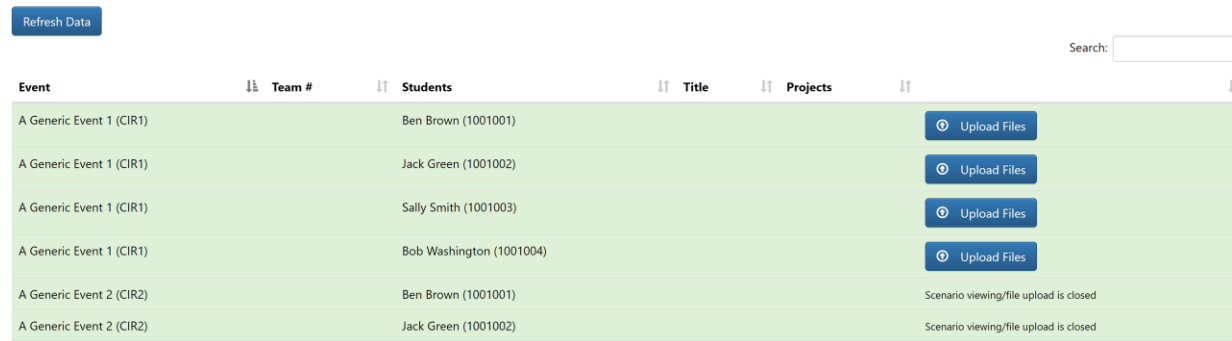
### How to Upload and/or Add URLs to Student Projects:



#### Welcome

1. Click on the "**Projects**" button located in the **Main Menu** at the top of the screen

#### Project List



Event	Team #	Students	Title	Projects
A Generic Event 1 (CIR1)		Ben Brown (1001001)		<a href="#">Upload Files</a>
A Generic Event 1 (CIR1)		Jack Green (1001002)		<a href="#">Upload Files</a>
A Generic Event 1 (CIR1)		Sally Smith (1001003)		<a href="#">Upload Files</a>
A Generic Event 1 (CIR1)		Bob Washington (1001004)		<a href="#">Upload Files</a>
A Generic Event 2 (CIR2)		Ben Brown (1001001)		Scenario viewing/file upload is closed
A Generic Event 2 (CIR2)		Jack Green (1001002)		Scenario viewing/file upload is closed

2. Click on the "**Upload Files**" button located on the right-hand side of the Student Project Name

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### PROJECT FILE(S)/URL(S) FOR HS ARCHITECTURAL DESIGN (HS)

Jeremy (2052024)

You can only add a combination of 3 File(s)/URL(s)

#### Files

**File Name**

StudentProjectAttachmentSample.pdf [Download](#) [Delete](#)

[Click Here To Upload a New File](#)

#### URLs

**URL**

<https://tsaweb.org> [Delete](#)

**Add New URL**

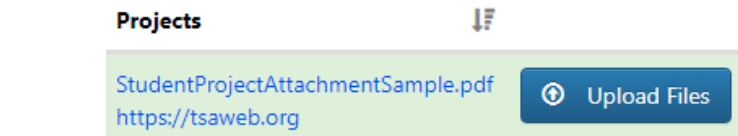
[Add](#)

1. Click on the **“Click Here to Upload a New File”** button to upload a .PDF file and follow the on-screen instructions (if applicable)
2. Type the appropriate **“URL”** in the **“Add New URL”** field
3. Click on the **“Add”** button
4. Once all Files/URL’s have been added, Click on the **“Back”** button to return to the main page

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## Judge Pro Chapter Adviser Instructions Continued

### How to View Student Projects:

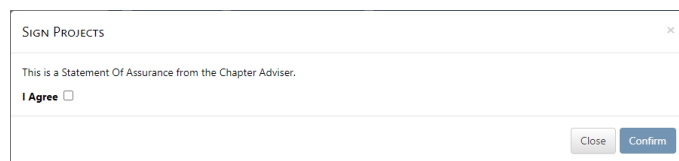


1. Click on the “Project Link” located under the **Projects** column to View the Files and/or URL’s

### How to Sign Student Projects:

**NOTE:** The Sign Projects button will only be available if the System Admin turned this requirement on for Chapter Advisers to sign off on projects. If this option is not turned on, then you will not see the Sign Projects button

## Project List



2. Click on the “Sign Projects” button to sign the Statement of Assurance
3. Click on the “I Agree” check box
4. Click on the “Confirm” button

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

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## Judge Pro **Chapter Adviser** Instructions **Continued**

**IMPORTANT: 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:**

1. Click on the **“Logout”** button located in the **Main Menu** at the top of the screen