

NM TSA Submission Instructions

Last Updated 2/3/2026



Pre-Conference Submissions

ADVISOR INSTRUCTIONS

1. To see which events require a Preliminary Round submission at NM TSA State Conference, please review [The Events at a Glance](#) spreadsheet as well as the specific event guidelines
2. Distribute the following information to your students:

- a. **Submission Link** - <http://judgespro.registermychapter.com/org/jpnm-tsastate/conf/jpnm-state/student>
<https://bit.ly/nmtsasub>
- b. **Participant ID** - Found on your **conference registration**

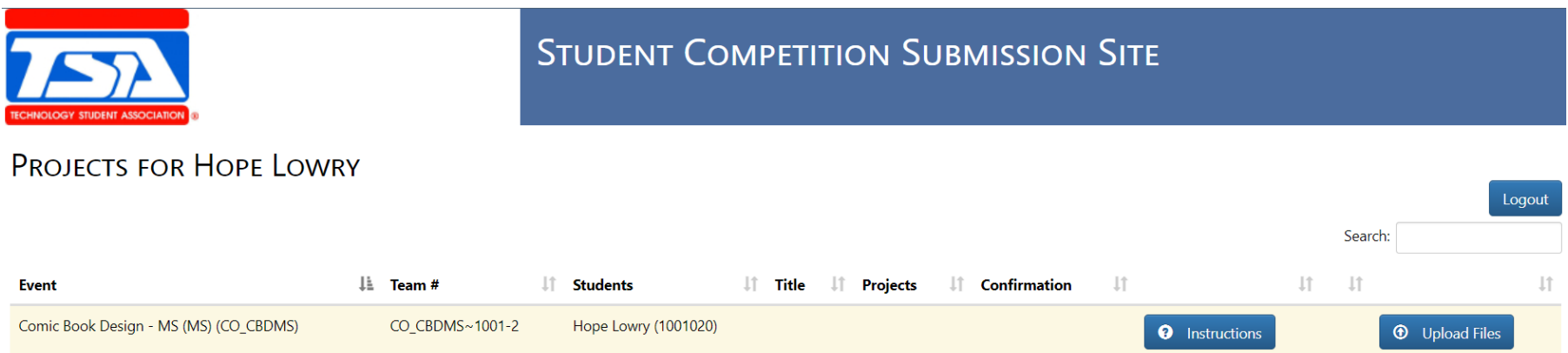
ID	Name
1001002	Acuff, Carlton

- c. **Judges System Student Password** - **Eras2026**
3. Advise your students to submit their projects before the deadline, **11:59pm on February 22, 2026**
 4. If your students experience issues with the Preliminary Round submissions, please refer to the Student Instructions below. If there is still an issue after reviewing these resources, please email nmtsa@nmsu.edu and a staff member will get back to you within 24 hours.
 5. Login to Advisor Project Submissions here: <http://judgespro.registermychapter.com/org/jpnm-tsastate/conf/jpnm-state>.

STUDENT INSTRUCTIONS

If you experience issues with the Preliminary Round submissions, please refer to the Student Instructions below. If there is still an issue after reviewing these resources, please contact your Chapter Advisor directly.

1. Visit the submission link provided by your Chapter Advisor
2. Log in using your **State Conference Participant ID** and the password provided above
 - a. Participant ID is **8 digits** and is given through the State Conference Registration. Member IDs are only 6 to 7 digits.
3. After logging in, you will see your events listed



The screenshot shows the TSA Student Competition Submission Site. At the top left is the TSA logo (Technology Student Association). To the right is a blue header bar with the text "STUDENT COMPETITION SUBMISSION SITE". Below the header, the text "PROJECTS FOR HOPE LOWRY" is displayed. On the right side, there is a "Logout" button and a search bar labeled "Search:". Below these is a table with columns: Event, Team #, Students, Title, Projects, Confirmation, and two empty columns. The first row of the table shows: "Comic Book Design - MS (MS) (CO_CBDMS)", "CO_CBDMS~1001-2", "Hope Lowry (1001020)", and two buttons: "Instructions" and "Upload Files".

Event	Team #	Students	Title	Projects	Confirmation		
Comic Book Design - MS (MS) (CO_CBDMS)	CO_CBDMS~1001-2	Hope Lowry (1001020)				Instructions	Upload Files

- a. **Note: For team events, only Team Captains will be able to upload materials on behalf of their team**
4. Click Instructions to view additional instructions, if any
 5. After viewing the Instructions, click Upload Files
 6. Check, double-check, and triple-check your documents and links to make sure they are in working order

a. Name your files appropriately

- i. **Individual Events:** File must be named IndividualID.pdf (e.g. 1001020.pdf)
- ii. **Team Events:** File must be named TeamID.pdf (e.g. 1001-1.pdf)

b. If you submit a blank or restricted file, judges will not contact you for a new submission and your event will not be judged

- c. *If you submit a broken link, judges will not contact you for a corrected link and your event will not be judged*
- d. *If you submit your files to the wrong event, judges will not contact you for the correct files and your event will not be judged*

7. Upload the appropriate documents and links

- a. If you are unsure of what these documents are, refer to the specific event guidelines or review [this](#) spreadsheet

8. After uploading, click Finished



PROJECTS FOR HOPE LOWRY

STUDENT COMPETITION SUBMISSION SITE

[Logout](#)

Search:

Event	Team #	Students	Title	Projects	Confirmation			
Comic Book Design - MS (MS) (CO_CBDMS)	CO_CBDMS~1001-2	Hope Lowry (1001020)		1001-1.pdf (62.0K)		? Instructions	i Upload Files	

- a. You will notice that the submitted files will be shown under Projects

- b. You can click the printer icon under Confirmation to save/print a confirmation of your submission

File Upload Confirmation

Printed: 01/19/2021 12:58 AM

Event: Comic Book Design - MS (MS)

Scoring Category: Judge 1

School: Admin MS (001)

Name(s): Hope Lowry (1001020)

Successfully Submitted at 01/19/2021 12:56 AM:

1001-1.pdf (62.0K), Uploaded: 01/19/2021 12:56 AM

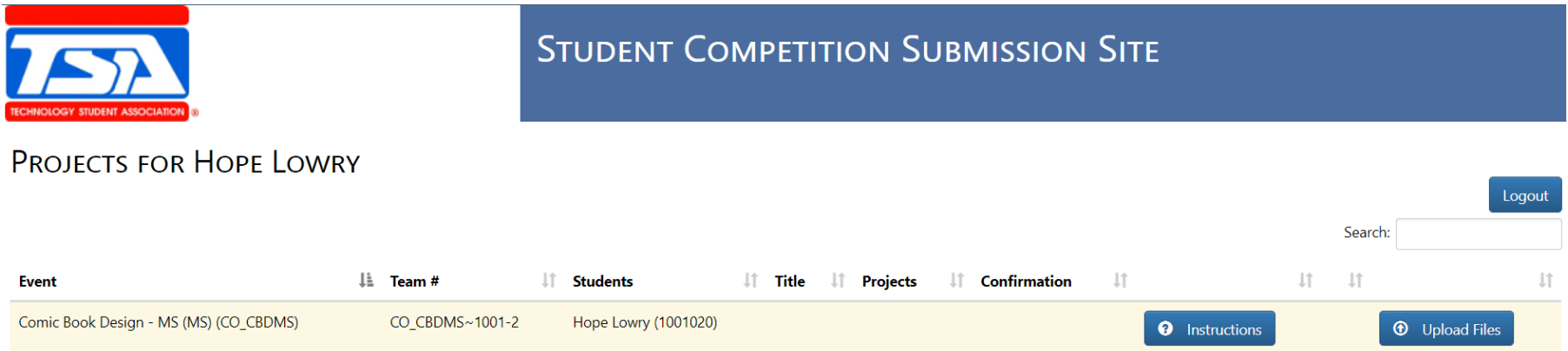
9. Last, but not least, please make sure you submit your Preliminary Round submissions by the deadline, **11:59pm on February 22, 2026**
- a. **Note: The system will log you out of the submission screen at 11:59pm on April 3 whether or not you have submitted your files, so it is important you click **Finished** before the deadline to avoid this hard close**
- b. *Late submissions will not be accepted nor judged*

On-site Submissions

STUDENT INSTRUCTIONS

If you experience issues with the on-site submissions, please refer to the Student Instructions below. If there is still an issue after reviewing these resources, please ask a judge directly.

1. Visit the link provided by the judge.
2. Log in using your Participant ID and the password provided by the State Advisor
3. After logging in, you will see your events listed



The screenshot shows the TSA Student Competition Submission Site. On the left is the TSA logo (Technology Student Association). The main header is a blue bar with the text "STUDENT COMPETITION SUBMISSION SITE". Below the header, the text "PROJECTS FOR HOPE LOWRY" is displayed. On the right side, there is a "Logout" button and a search bar labeled "Search:". Below these elements is a table with columns: Event, Team #, Students, Title, Projects, Confirmation, and two empty columns. The table has one row of data: "Comic Book Design - MS (MS) (CO_CBDMS)", "CO_CBDMS~1001-2", "Hope Lowry (1001020)". To the right of the table are two buttons: "Instructions" and "Upload Files".

Event	Team #	Students	Title	Projects	Confirmation		
Comic Book Design - MS (MS) (CO_CBDMS)	CO_CBDMS~1001-2	Hope Lowry (1001020)				Instructions	Upload Files

- a. **Note: For team events, only Team Captains will be able to upload materials on behalf of their team**
4. Click Instructions to view additional instructions, if any
 5. If the instructions are for a timed challenge, you will have access to the instructions for the entirety of the challenge, and submissions are due before the event closing time.
 6. After viewing the Instructions and/or completing the challenge click Upload Files
 7. Check, double-check, and triple-check your documents and links to make sure they are in working order
 - a. Name your files appropriately

i. **Individual Events:** File must be named IndividualID.pdf (e.g. 1001020.pdf)

ii. **Team Events:** File must be named TeamID.pdf (e.g. 1001-1.pdf)

b. If you submit a blank or restricted file, judges will not contact you for a new submission and your event will not be judged

c. If you submit a broken link, judges will not contact you for a corrected link and your event will not be judged

d. If you submit your files to the wrong event, judges will not contact you for the correct files and your event will not be judged

8. Upload the appropriate documents and links

a. If you are unsure of what these documents are, refer to the specific event guidelines or review [this](#) spreadsheet

9. After uploading, click Finished



STUDENT COMPETITION SUBMISSION SITE

PROJECTS FOR HOPE LOWRY

Logout

Search:

Event	Team #	Students	Title	Projects	Confirmation			
Comic Book Design - MS (MS) (CO_CBDMS)	CO_CBDMS~1001-2	Hope Lowry (1001020)		1001-1.pdf (62.0K)		 Instructions	 Upload Files	

a. You will notice that the submitted files will be shown under Projects

- b. You can click the printer icon under Confirmation to save/print a confirmation of your submission

File Upload Confirmation

Printed: 01/19/2021 12:58 AM

Event: Comic Book Design - MS (MS)

Scoring Category: Judge 1

School: Admin MS (001)

Name(s): Hope Lowry (1001020)

Successfully Submitted at 01/19/2021 12:56 AM:

1001-1.pdf (62.0K), Uploaded: 01/19/2021 12:56 AM

10. Last, but not least, please make sure you submit your Semi-Final Round submissions by each event deadline.

- a. **Note: The system will log you out of the submission screen at the event closing time whether or not you have submitted your files, so it is important you click Finished before the deadline to avoid this hard close**

- b. *Late submissions will not be accepted nor judge*