

2021 Community Problem Solving Submission Process

Please read these instructions in their entirety before beginning the submission process.

These apply to both team and individual projects, and work in conjunction with the accompanying Submission Checklist document.

OVERVIEW OF PROCESS

All 2021 Community Problem Solving (CmPS) submissions for the International Conference (IC) will occur through the FPSONline system. These instructions are for both on-site and virtual projects.

Gather the following files for each CmPS submission:

1. Written Report as a Word document (.doc or .docx)
2. Written Report as a PDF (.pdf)
3. Project Proposal as a as Word doc (.doc or .docx)
4. Project Proposal as a PDF (.pdf)

Note: Please make sure that you have the complete and correct documents for each project before uploading.

Prior to uploading files, each must be named in accordance with the assigned codes and conventions provided.

1. Code-Written Report Ex: JT-3012-Project Recycle.doc
2. Code-Written Report Ex: JT-3012-Project Recycle.pdf
3. Code-Project Proposal Ex: JT-3012-Proposal Project Recycle.doc
4. Code-Project Proposal Ex: JT-3012-Proposal Project Recycle.pdf

Please note that since there is not a “cover sheet” this year and instead all information will be typed into fields on the CmPS Submission Dialogue Box, it may be helpful to have all of this on a document prior to logging onto FPSONline in order to streamline the process.

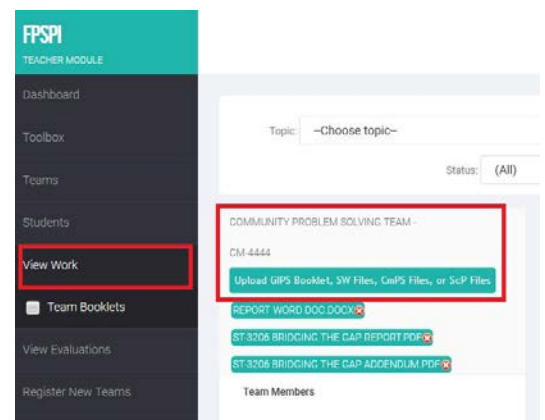
The required information for submission is as follows:

- Project Title
- Video Link (unlisted)
- Division
- Summary (100 word limit)
- Affiliate Program
- Affiliate Director Email
- Coach Name
- Coach Email
- School
- City
- State
- Team or Individual
- Type of Project (single year, evolving, multi-year)
- First and last names of **all** students who worked on the project

READY TO UPLOAD PROJECT

Complete the following steps in order to upload your project. Screenshots are attached as visual reference.

1. Go to <https://fpsonline.org/coaches/logon.php> to login to the FPSONline system.
2. Once you are on Dashboard (home screen), select “View Work” from the menu on the left side of the screen.
3. Locate the box that says, “Community Problem Solving Team” or “Community Problem Solving Individual” followed by the team code. Ex. CM-1234
4. Click the button that says, “Upload GIPS Booklet or SW Files or CmPS Files.”
5. A dialogue box will appear with the default option being, “Booklet.” **Make sure that you change this to “CmPS,” or the necessary fields**



to complete will not appear. This is where your will upload the Written Report and Project Proposal.

6. To upload the Word file (.doc) of your Written Report, click “Choose File,” and select the Word document to upload. Remember that it **must not** have a cover sheet as part of the original file. **Make sure that the file name ends in “.docx or .doc” and that the name of the uses the appropriate code and convention.**
7. To upload the PDF file (.pdf) of your Written Report, click “Choose File,” and select the PDF document to upload. Remember that it must not have a cover sheet as part of the original file. **Make sure that the file name ends in “.pdf” and that the name of the uses the appropriate code and convention.**
8. To upload the Word file (.doc) of your Project Proposal, click “Choose File,” and select the Word document to upload. Remember that it must not have a cover sheet as part of the original file. **Make sure that the file name ends in “.docx or .doc” and that the name of the uses the appropriate code and convention.**
9. To upload the PDF file (.pdf) of your Project Proposal, click “Choose File,” and select the PDF document to upload. Remember that it must not have a cover sheet as part of the original file. **Make sure that the file name ends in “.pdf” and that the name of the uses the appropriate code and convention.**
10. Please complete the “cover sheet” fields as follows:
 - a. **Project Title:** Title of the project
 - b. **Video Link:** Link to Media Presentation as an unlisted YouTube video.
 - c. **Division:** Select from the dropdown menu.
 - d. **Summary:** A summary of the project (100 word limit)
 - e. **Affiliate Program:** In which Affiliate or Mentored Region the project qualified for IC
 - f. **Affiliate Director Email:** The email of the Affiliate Director
 - g. **Coach Name:** The name of the coach associated with the project. If there is more than one coach assigned to the team/individual, be sure to list them as well so we can get their name added to the CmPS Summaries Publication.
 - h. **Coach Email:** The email of the coach
 - i. **School:** The school(s) that the project represents or is associated with
 - i. “Homeschool” or a club name may also be appropriate
 - j. **Team or Individual:** Select from the dropdown menu
 - k. **Type of Project:** Select from the dropdown menu
 - l. **Has any team member or coach submitted this project or a project with similar findings to the Affiliate FPS program or FPSPI in the past?** Select from the dropdown menu
 - m. **All Participant Names:** Enter all student First and Last Names. Separate each name with a comma. Please note that this submission will be how the student names are written in the Celebration of Champions so double check for accuracy.
11. Check the box verifying that the project meets all eligibility requirements for the current year.
12. When you have completed the required fields, click “Submit.” Confirm that the correct files were uploaded by clicking each file link displayed to bring up the cover sheet window with the file name listed as a clickable link right above the Project Title. You can then click that link to view and ensure the correct file was uploaded. Do this for each file.

Upload Files

Please upload your GIPS booklet in PDF file format, your SW CmPS submissions in PDF and Word file formats, and your ScP PDF file format.

GIPS Booklet SW CmPS ScP

Upload CmPS Written Report in Word format
Report Word Doc.docx **Clickable file link**

Project Title
Bridging the Gap

Youtube Video Link
<https://www.youtube.com/watch?v=bYW7N4E67J>

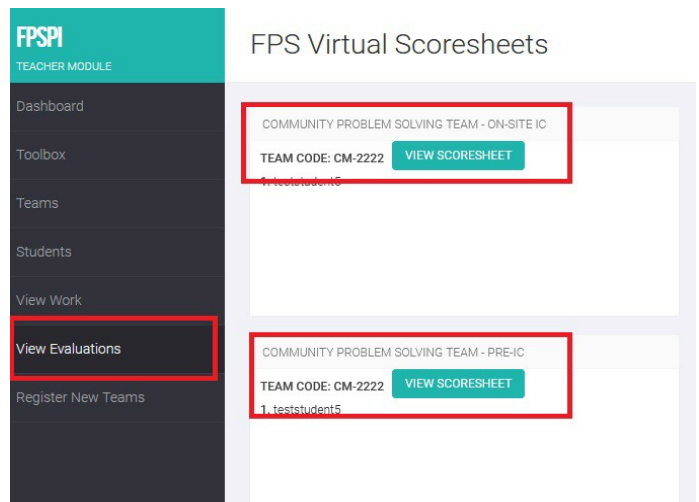
13. A verification email will be generated from the system for each successful file upload and sent to the coach. If you upload 3 files, then you should get 3 emails confirming each successful file upload.
 - a. If you realize that you need to edit the “cover sheet” information, click on the name of one of the uploaded files and the fields will reappear to be completed.
 - b. If an incorrect file was uploaded, you must delete all three files from the system and begin the process again.
14. After successfully uploading all information and documents for a CmPS, logout from FPSOnline in the top right corner.
15. Repeat these steps for each CmPS submission.

AFTER SUBMISSION

At the conclusion of the International Conference, winners will be announced by FPSPI, and all coaches will be notified with instructions of how to retrieve their score sheets. Coaches will be able to download a copy of the score sheet to share with students.

In order to view evaluation of student work:

1. Login to your coach account using the username and password enclosed used to submit student work.
2. From the left menu, select “View Evaluations.” This will display the Topic or Problem that the students worked on; each scoresheet will have its own button to click.
3. Click, “View Scoresheet” to view the score and comments that the project received.



To download or print the scoresheet, scroll to the top of the page and click the ‘mPDF Version’ link.

