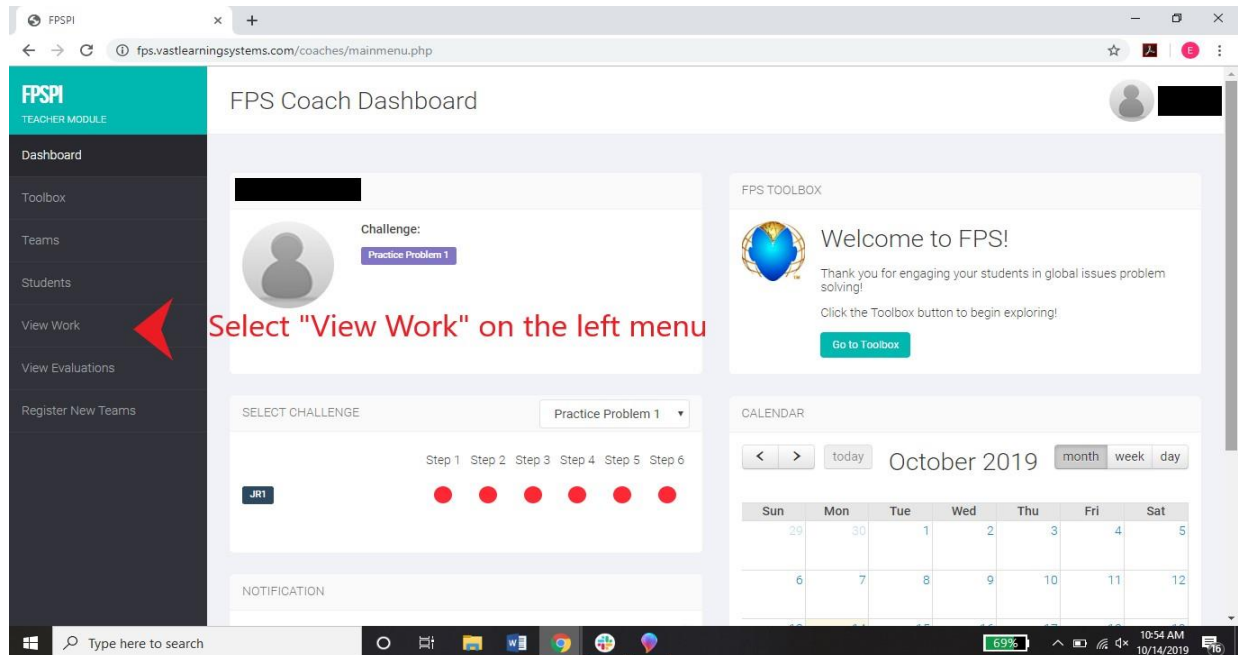


Uploading Scenario Files and Completing Cover Sheet Information for Scenario Writing

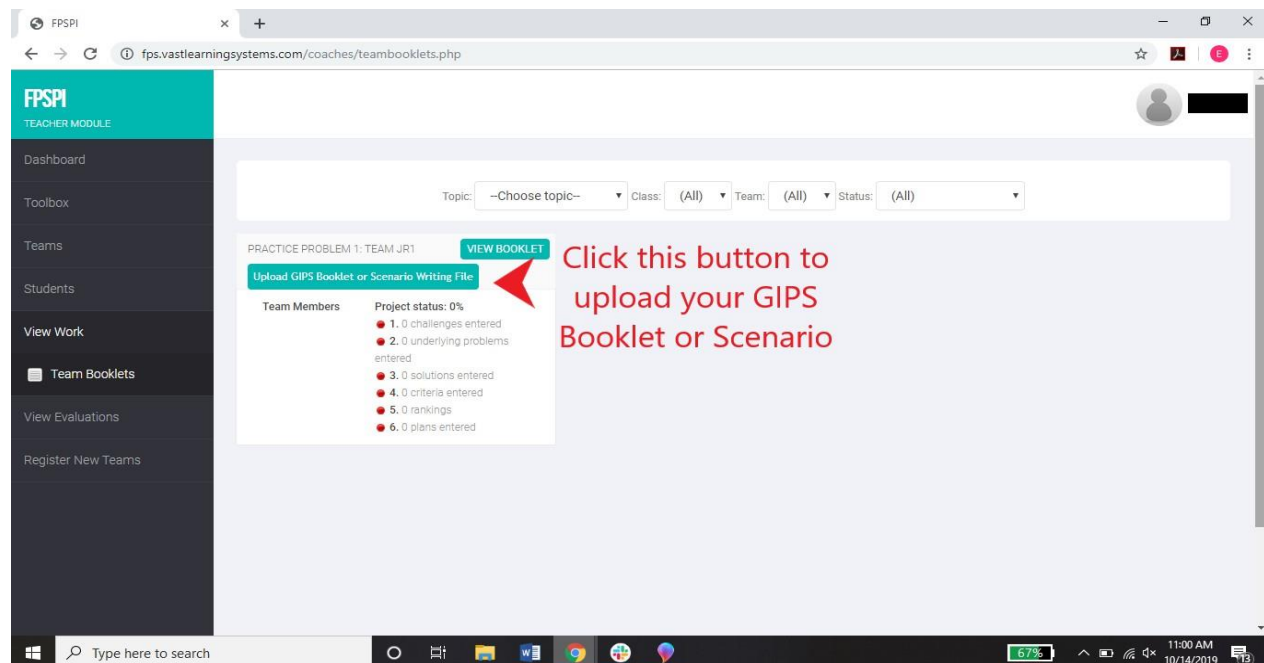
Go to <https://fpsonline.org/> to login to the FPS Online System.

On your Dashboard, select, "View Work" from the left menu.



The screenshot shows the FPS Coach Dashboard. The left sidebar menu has "View Work" highlighted with a red arrow. The main content area includes a "Challenge" section with "Practice Problem 1", a "SELECT CHALLENGE" dropdown, a progress bar for "JR1" with six steps, and a "CALENDAR" for October 2019. A red arrow points to the "View Work" menu item with the text "Select 'View Work' on the left menu".

Click, "Upload GIPS Booklet or Scenario Writing File."



The screenshot shows the FPS Coach Dashboard with the "View Work" menu item selected. The main content area displays "PRACTICE PROBLEM 1: TEAM JR1" and a "VIEW BOOKLET" button. A red arrow points to the "Upload GIPS Booklet or Scenario Writing File" button with the text "Click this button to upload your GIPS Booklet or Scenario". Below the button, there is a "Team Members" section and a "Project status: 0%" section with a list of progress items:

- 1. 0 challenges entered
- 2. 0 underlying problems entered
- 3. 0 solutions entered
- 4. 0 criteria entered
- 5. 0 rankings
- 6. 0 plans entered

A dialogue box will appear with radio buttons for GIPS and Scenario Writing. Click on the radio button for Scenario Writing and several fields will appear, including three fields for uploading files, as well as cover sheet data fields. Each field for uploading a file is labeled with the specific file that should be uploaded (e.g. Scenario in PDF Format).

The Scenario is submitted as both a Word Doc and a PDF, and the Publication Release is uploaded as a PDF. To browse and locate the files to be uploaded, click, "Browse," locate the file, and select it.

Next all of the cover sheet fields will need to be completed.

Here is a list of the fields required on the cover sheet:

- Scenario Title
- Division (should be auto populated and can be left as is)
- Topic
- Word Count
- Author
- Summary (100 words or less)
- Affiliate Program
- Affiliate Director Email Address
- Coach Name
- Coach Email Address
- School Name
- Affiliate Place or Rank
- Check the box stating that you agree to the terms (required for submission)

Once all fields have been completed and all files have been uploaded, click, "Submit."