

## Scenario Performance Submission Process

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

### OVERVIEW OF PROCESS

**Gather the following file for each ScP submission:**

1. Publication Release and Statement of Authenticity (.pdf)

Prior to uploading the Publication Release and Statement of Authenticity be sure that it is dated and signed by both the competitor and parent/guardian.

Please note that all identifying information will be typed into fields on the ScP Submission Dialogue Box.

### READY TO UPLOAD PROJECT (COACH)

Complete the following steps in order to upload your performance. 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, "Scenario Performance," followed by the team code. (e.g. PS-1234)
4. Click the button that says, "Upload GIPS Booklet, SW Files, CmPS Files, or ScP Files."
5. A dialogue box will appear with the default option being, "GIPS Booklet." **Make sure that you change this to "ScP," or the necessary fields to complete will not appear.** This is where you will upload the Publication Release and Statement of Authenticity PDF file.
6. To upload the PDF file (.pdf) of your Publication Release and Statement of Authenticity, click "Choose File," and select the PDF document to upload.
7. Please complete the dialogue box as follows:
  - a. **Competitor Name:** First and Last
  - b. **Coach Name:** The name of the coach associated with the project. If there is more than one coach assigned to the individual, be sure to list them as well for inclusion in the ScP Summaries Publication.
  - c. **Coach Email:** The email of the coach
  - d. **School:** The school(s) that the project represents or is associated with
    - i. "Homeschool" or a club name may also be appropriate
  - e. **Division:** Select from the dropdown menu.
  - f. **Summary:** A summary of the project (100 word limit)
  - g. **ScP Competitor Code:** Code assigned to you ex. PS-1234
  - h. **YouTube Video Link:** Link to Scenario Performance as an unlisted YouTube video.
8. Check the verification box indicating that the submission meets all eligibility requirements and guidelines.
9. When you have completed the required fields, click, "Submit." Confirm that the correct files were uploaded.
10. A verification email will sent to the coach's email from FPSONline for each successful submission.
  - a. If there is an error on the information submitted, click on the Publication Release file, and the dialogue box will reappear. Remember to click, "Submit" when editing is complete.
  - b. If an incorrect file was uploaded, delete the uploaded file from the system and begin the process again, including completion of the dialogue box.
11. Repeat steps 3-10 for each ScP submission.

