



CmPS Project Submission in FPSOnline

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

These instructions apply to both team and individual projects. All Proposals, Written Reports, and Promotional Videos for IC 2023 must be submitted in the [FPSOnline system](#). Chrome, Firefox, and Safari are the recommended browsers for the FPSOnline system. Other browsers have not been tested, and may not provide the best user experience. FPSOnline is designed for access via a computer – not a tablet or smartphone. Use of non-preferred devices is not recommended.

Login information for FPSOnline will be provided to coaches within one week of Affiliate champions being submitted to the International Office. Each coach will be provided with login information and project code for submitting the project. All project submissions will be handled through the coach account. There are [instructional videos](#) available to walk you through the CmPS submission process.

FPSOnline will be open for submissions beginning April 6. Submission of the Proposal, Written Report, and Promotional Video must be completed by **Thursday, May 4, by 8pm EDT**. The submission window will automatically close at 8pm EDT Thursday, May 4 – please plan accordingly to complete the upload process in advance of this deadline. Late or incorrectly formatted/submitted entries will be evaluated, but may not be eligible for awards.

PREPARATION

Documents

- Please make sure that you have all the complete and correct documents for the project before uploading.
- Submitted documents will be scored as is.
- Do not include a cover sheet in any of the files.
- The Proposal must be uploaded as a Word Document and a PDF.
- The Written Report must be uploaded as a Word Document and a PDF.
- Prior to uploading files, each must be named in accordance with the assigned codes and conventions provided.

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

Information

In addition to all required documents, the following information is needed at the time of submission:

- Project Title
- Promotional 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 (whether or not they are attending IC).

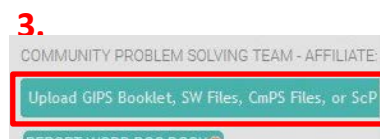
The information entered into FPSOnline system will be used “as is” for IC publications and postings. Please pay careful attention to your spelling and capitalization.



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SUBMITTING A PROJECT

1. Go to <https://fpsonline.org/coaches/logon.php> to login to the FPSOnline system as a coach, using the information provided specifically for IC.
2. Select “View Work” from the left-hand menu.
3. Locate the box that says, “Community Problem Solving Team” or “Community Problem Solving Individual” followed by the project code. Ex. CM-1234. Click the button that says, “Upload GIPS Booklet, SW Files, CmPS Files or ScP files”
4. A dialogue box will appear with the default option being, “GIPS Booklet.” **Select “CmPS,” for the necessary fields to appear.**
5. Confirm that all the Word and PDF files have been named appropriately with the correct code and convention. **Do not** include a cover sheet in any of the files.
6. Upload the corresponding Word or PDF file for the Project Proposal, by clicking “Choose File,” and selecting the appropriate document to upload.
7. Upload the corresponding Word or PDF file for the Project Written Report, by clicking “Choose File,” and selecting the appropriate document to upload.
8. Please complete the project info fields as follows:
 - a. Project Title
 - b. Video Link: Link to Promotional Video as an unlisted YouTube video.
 - c. Division: Select from the dropdown menu.
 - d. Summary: 100 word limit
 - e. Affiliate Program: The Affiliate from which the project qualified
 - f. Affiliate Director Email
 - g. Coach Name: The name of the coach(es) associated with the project.
 - h. Coach Email
 - i. School: The school(s) that the project represents. “Homeschool” or a club name may also be appropriate
 - j. Team or Individual
 - k. Type of Project: Most projects are single-year projects. Multi-year or Evolving projects must be noted here.
 - 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?
 - m. All Participant Names: Enter all student First and Last Names. Separate each participant’s name with a comma. Please note that this submission will be how the student names are included in IC publications.
9. Check the box verifying that the project meets all eligibility requirements.
10. Once all fields have been completed, click “Submit.”
11. Confirm the correct files were uploaded. Click each file link displayed to bring up the project info details with the file name listed as a clickable link. Click the link to view and ensure the correct file was uploaded. Do this for each file.
12. A verification email will be generated from the system for each successful file upload and sent to the coach. If you upload 4 files, then you should get 4 emails confirming each successful file upload.
13. If an incorrect file was uploaded, you must delete all files from the system and begin the process again.



Upload Files

Please upload your GIPS booklet SW or CmPS submissions in PDF and your ScP in PDF file format.

GIPS Booklet SW CmPS

6. Upload CmPS Project Proposal in Word I
 No file selected.

Upload CmPS Project Proposal in PDF fo
 No file selected.

7. Upload CmPS Project Report in Word for
 No file selected.

Upload CmPS Project Report in PDF form
 No file selected.

QUESTIONS?

Competition questions should be directed to Kyla Mocharnuk, FPSPI Competition Director, kyla@fpspi.org. Technical concerns with FPSOnline should be directed to Damien Milner, FPSPI IT Administrator, damien@fpspi.org. Email is the preferred method of communication for IC related questions. Please allow 48 hours for a response.