



How to Submit Prejudged Entries

Contents

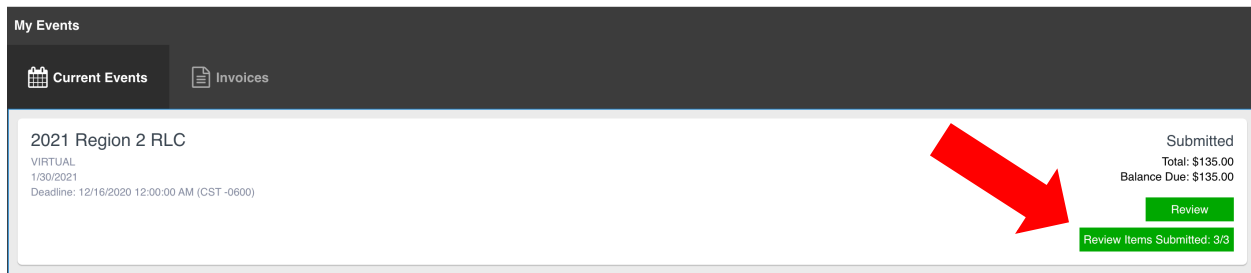
Logging In	2
Uploading Prejudged Materials: Step 1	2
Uploading Prejudged Materials: Step 2	2
Uploading Prejudged Materials: Step 3	3
Prejudged & Performance Events Uploads.....	3
Customer Support.....	4

Logging In

- Visit <http://app.gobluepanda.com/>
- Advisers must login using the “Login with FBLA Connect” button

Uploading Prejudged Materials: Step 1

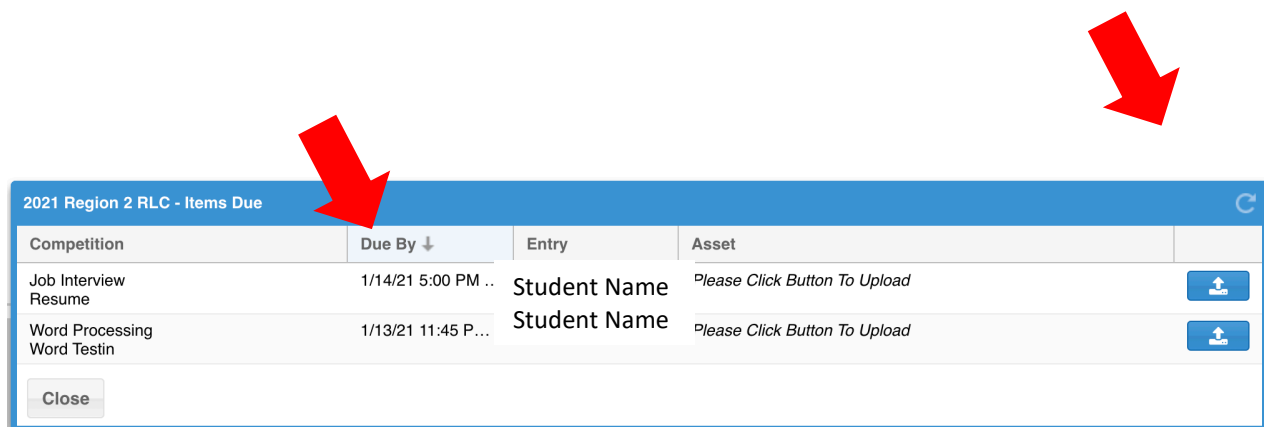
- Prejudged materials are referred to as “assets” in Blue Panda
- Upon logging in, click on the “Review Items Submitted” button
 - Note, this sometimes looks like a date when it says 3/3 – this means there are 3 items due/submitted – **this is not a date**
- All screenshots are developed in a test environment and may not portray the actual system.





The screenshot shows the 'My Events' interface. On the left, there are tabs for 'Current Events' and 'Invoices'. The main content area displays event details for '2021 Region 2 RLC', including 'VIRTUAL', '1/30/2021', and a 'Deadline: 12/16/2020 12:00:00 AM (CST -0600)'. On the right, there is a 'Submitted' section with 'Total: \$135.00' and 'Balance Due: \$135.00'. Below this, there is a green 'Review' button and a status bar that says 'Review Items Submitted: 3/3'. A red arrow points to the 'Review' button.

Uploading Prejudged Materials: Step 2

- Review the Asset Collection Items that need to be submitted by the due date
- Click the blue button to begin the upload process
- All screenshots are developed in a test environment and may not portray the actual system.



The screenshot shows a table titled '2021 Region 2 RLC - Items Due'. The table has columns for 'Competition', 'Due By', 'Entry', and 'Asset'. There are two rows of data. The first row is for 'Job Interview Resume' with a due date of '1/14/21 5:00 PM ..' and an entry of 'Student Name'. The second row is for 'Word Processing Word Testin' with a due date of '1/13/21 11:45 P...' and an entry of 'Student Name'. Both rows have a blue upload button with an upward arrow icon. A red arrow points to the first upload button. Below the table is a 'Close' button. Another red arrow points to the right side of the table area.

Competition	Due By ↓	Entry	Asset	
Job Interview Resume	1/14/21 5:00 PM ..	Student Name	Please Click Button To Upload	
Word Processing Word Testin	1/13/21 11:45 P...	Student Name	Please Click Button To Upload	

Uploading Prejudged Materials: Step 3

- Asset Collection will be one of two types:
 - File – PDF of files
 - URL – Cloud based link of files
 - Note, all URLs **must** be public for judges to score. If judges cannot access the link or has technical issues with audio/visual, then the submission cannot be scored. Make sure to check this outside a school network.
- Click Save after uploading the correct file/link
- All screenshots are developed in a test environment and may not portray the actual system.

Word Processing - Word Testin

Competition: Word Processing

Entry: Student Name

Item Due: Word Testin
Deadline

File: Browse...

Cancel Save

Job Interview - Resume

Competition: Job Interview

Entry: Student Name

Item Due: Resume
Resume

URL:

Cancel Save

Prejudged & Performance Events Uploads

- All prejudged components must follow the event's guidelines on how to save the submission.
 - If using a software like Google Drive, Dropbox, etc. there should be **NO password protection on the links and must be publicly accessible.** If judges cannot access the link, then it cannot be scored.
- Events that have a prejudged component
 - American Enterprise Project
 - Business Ethics
 - Business Plan
 - Community Service Project
 - Digital Animation
 - Digital Video Production
 - Future Business Educator
 - Future Business Leader
 - Graphic Design*
 - Job Interview
 - Local Chapter Annual Business Report
 - Partnership with Business
 - Website Design *

*Prejudged component only in Missouri for DLC and SLC

Customer Support

If you are having technical issues please contact during business hours:

Blue Panda

- support@gobluepanda.com
- Main phone line: 256-808-2583
- Backup phone line: 256-824-0084

Missouri FBLA

- Dylan Kennedy, dylan@missourifbla.org
- Susan Kulyan, susan.kulyan@dese.mo.gov