



# **MISSOURI**

## **STATE ASSOCIATION**

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# **Regional STAR Events Management Manual**

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*Revised October 2025*

## TABLE OF CONTENTS

<b>How to Use the Manual</b>	3
<b>Host Institution Information</b>	3
Procedures for Hosting STAR Events	3
Reminder Checklist	5
Instructions: Event Coordinator	6
<b>Consultant Information</b>	7
Instructions: Lead Consultants	7
Instructions: Room Consultants (Youth and Adult)	8
<b>Evaluator Information</b>	9
Evaluators: General Information and Instructions	9
The Evaluation Process	10
<b>Appendices</b>	11
Entries per Chapter	11
Required Materials per Event	12
State Qualifiers	13
JudgePro Administrative Manual	14
Scheduling Events	15
JudgePro: Judges Instructions	16
Exporting and Submitting Results	17
<b>Contact the State Office</b>	18

## HOW TO USE THE MANUAL

The *Missouri Regional STAR Events Management Manual, Revised 2025*, is designed to help event coordinators with the task of organizing regional/district STAR Events. Divided into sections, the manual has pertinent information that must be distributed to FCCLA chapters, event consultants, and evaluators. Make copies as needed.

**All State Qualifiers must be sent to the state coordinator. Please remember it is required to pull and send the final report using the instructions provided.**

1. Please be sure to email a final report to Kelsi Neill at [Kelsi.Neill@missourifccla.org](mailto:Kelsi.Neill@missourifccla.org) with all the final qualifiers from your region. All of these are due ideally within 48 hours of completing your Regional STAR Events. Every region no matter the competition date has a hard deadline of Feb. 1, 2026 by 6:00pm.
2. Go into the DLG conference side as admin >Conference>Conference Reports>After Scoring Reports>Export
  - Then click the (Area/District/Region/State Qualifier) Button
  - Run that report- once downloaded please email it directly to state. (It must stay in the format DLG creates please)

## PROCEDURES FOR HOSTING STAR EVENTS

Missouri FCCLA state staff will be responsible for the set-up and management of regional STAR Events registration sites as well as collecting registration payments. Upon completion of the regional competition, Missouri FCCLA will pay the DLG registration fee and issue a refund of total registration income less the DLG registration fee to the regional treasury. The regional STAR Events coordinator will be responsible for competition schedules, recruiting and scheduling evaluators, and submitting post-competition data and state qualifiers.

1. All regions will follow the state-established registration deadline of **6:00pm on December 1**.
2. An entry fee for each participant will be established by the host institution in consultation with the first vice presidents and advisers from the regions involved, as well as state staff. The fee should be adequate to cover the costs of such items as room rental, certificates and awards, supplies for the events, recognition session, and online management system expenses. The fee for the Culinary Arts and Baking & Pastry events may be higher than the other fees to cover the cost of food and facility use. Regions should be mindful of cost, keeping registration as affordable as possible for participants.
3. An announcement of the Regional STAR Events, scheduled date(s), entry deadline, entry fee information, and any other information determined by the host institution will be mailed or emailed to all schools in the region which have Family and Consumer Sciences programs. All schools, regardless of the status of FCCLA in those programs, will receive this communication. This information should be distributed no later than **November 1** and may be distributed via the Missouri FCSHS List-Serv and the Missouri FCCLA website. Additionally, this communication should include links to STAR Events information available on the National FCCLA and Missouri FCCLA websites. It may be helpful to include a map marking the location of the event on campus, parking areas, and information about sources for lunch and estimated costs.
4. Due to Regional STAR Events being scheduled at a time when inclement weather may cause cancellation, an alternate date must be set and procedures to be followed in case of cancellation and must be published. The alternate date must still allow for the post-competition data to be submitted by the February 1 deadline. Virtual competition may NOT be used as an alternative to in-person competition, no matter the circumstances.
5. Entry for regional STAR Events is completed through an online process. A registration link will be provided to the event coordinator for each region and posted on the Missouri FCCLA website no later than **November 1**.
6. All chapters and members affiliated by **November 1** and paid with the regional, state, and national associations

by **December 1** will be eligible for STAR Events competition. Any chapters not affiliated and paid by the set deadlines are ineligible for STAR Events competition.

7. The host institution will prepare a general time schedule for the participants in STAR Events. This general schedule should be released no more than **one month** prior to the competition date via the Missouri FCSHS List-Serv and the Missouri FCCLA website.
8. The event coordinator of STAR Events at the host institution will obtain suggestions from the regional first vice presidents and advisers of FCCLA members to serve as youth room consultants, advisers to serve as lead consultants, and other professionals to serve as evaluators, but will be responsible for the final decision regarding who will serve in these roles. Upper division college and university students may be used for evaluators and room consultants. The event coordinator will be responsible for inviting these individuals to serve and providing them with copies of the procedures and guidelines for the specific event in which they will assist, their responsibilities, and the time schedule involved.
9. The host institution will be responsible for registration of participants and guests on the day of the STAR Events. Students from the host institution may serve at the various registration desks and as guides to help participants locate the room in which their event is scheduled. It may be helpful to post maps around the event location to assist participants in finding their event location.
10. A hospitality room for advisers and/or volunteers is a nice gesture if space is available. A waiting area for participants may also be needed.
11. **All scoring will be via JudgePro online scoring. No scores shall be changed once scores are submitted, and JudgePro will automatically calculate state qualifiers.** The top two entries scoring an 80% or higher (with some exceptions as noted on page 13) from each region in each level of each event will be eligible to participate in state STAR events. A list of all participants and the recognition received should be made prior to the recognition session.
12. The coordinator of the event, first vice president or other individual(s) selected to represent the host institution will prepare a recognition session for participants and serve as master of ceremonies.
13. The First Vice President of the region will provide a news release form for each participant to take to his/her local paper or provide news releases, through the institution's news and information service, and to the local newspapers of participants.
14. Within one week of regional STAR Events (or by February 1 – whichever comes first), the regional STAR Events coordinator will release score sheets to chapters via DLG and JudgePro. Notification and instructions for accessing results will be made to participating chapters when made available.
15. The host institution will provide name tags to identify the event coordinator, lead consultants, room consultants, evaluators, and participants.

## REMINDER CHECKLIST

Use this checklist to help plan regional STAR Events. This list may change based on the needs of the region.

- Confirm settings in the online management and electronic scoring systems for entries and competition.
- Decide if a hospitality room for advisers, chaperones, bus drivers, etc. and/or a meal for participants will be provided and make necessary arrangements, including volunteers to manage.
- Order materials.
  - Medals and other awards, as determined by the regional council
  - Volunteer gifts (optional)
  - Evaluator/Consultant folders
  - Secure copies of the most recent edition of *Roberts Rules of Order* (Parliamentary Procedure event)
- Continually check for state and national updates to events.
- Secure volunteers.
  - Lead consultants, room consultants (may be youth), evaluators, and food services, as needed.
  - Remember to secure substitute volunteers that will be available on short notice.
  - Send information to volunteers prior to their arrival, including:
    - Guidelines and rubrics
    - Event schedule
    - General evaluator information, what to bring.
    - Role responsibilities from *Regional STAR Events Management Manual*
- Make copies of necessary materials.
  - See table on page 12.
- Culinary Arts and Baking & Pastry
  - Secure location for event.
  - Determine and purchase the necessary amounts of ingredients based on number of entries.
  - Distribute the state-provided equipment list to participants prior to the event.
    - Participants should supply almost all equipment, except items that cannot be transported.
- Prepare event folders, including:
  - See table on page 12.
- Prepare chapter packets, as needed (to be provided at the conclusion of the event).
  - Press release.
  - Instructions for retrieving results.
  - Certificates (if not given at recognition session)
- Contact information for advisers and/or other school personnel or media, in case of cancellation.
- If using a large area for multiple events, create a layout of the room identifying events. Also create a sign for each station. If doing this, it is important to stagger the events to prevent multiple groups from presenting next to each other at the same time.
- Create script or checklist of what needs to be discussed at various orientations and the recognition session.
- Have a copier available the day of event.
- Headquarters room
  - Pre-labeled chapter packets
  - Certificates (or paper if printing day of event), as needed
  - 2-3 volunteers to confirm results and help with other tasks.

## **EVENT COORDINATOR**

### **Prior to the Event**

1. Prepare mailing to all school districts with a Family and Consumer Sciences and Human Services program.
2. Working with the state Competitive Events Coordinator and/or Depend On Us, prepare the online management system for entries and competition.
3. Throughout the process, it is important to check the national portal for updates to the national competitive events manual.
4. Secure the lead consultants for each event, official scorekeepers, and other volunteers.
5. Work with regional first vice president and advisers to identify youth and adult room consultants and evaluators.
6. Develop master lists of participants, room consultants, and evaluators. Enter evaluator and room consultant assignments in JudgePro, as needed.
7. Reserve rooms and purchase supplies (medals, certificates, etc.) for each event.
8. Develop a schedule for the events. If not using DLG to create the schedule, it must be entered into DLG and JudgePro.
9. Prepare arrangements for food functions (as needed).
10. Compose letters and assemble packets of information going to participants, room consultants, and evaluators.
11. Compose a letter to Culinary Arts and Baking & Pastry participants telling them what equipment to bring and what they can expect at the event. Include the state-assigned menus and equipment lists.
12. Develop forms as necessary for management of the events.
13. Plan orientation and recognition sessions.
14. Make arrangements for photography at the recognition session (optional).
15. Prepare certificates for day of event.
16. Prepare news release.
17. Prepare nametags.

### **During the Event**

1. Set up STAR Events information center and registration area.
2. Post any information that would be beneficial the day of the event for participants, volunteers, and advisers.
3. Assemble STAR Events supplies and equipment.
4. Register participants at least 30 minutes before general orientation session. Check attendance on master participation list.
5. Meet with lead consultants, room consultants, and evaluators.
6. Provide checklist of information for lead consultants.
7. Preside over orientation session.
8. Oversee the events.
9. Oversee the submission of scores on JudgePro and confirm submission before allowing evaluators and room consultants to leave.
10. Prepare listing of participants and recognition received.
11. Coordinate the recognition session.

### **Following the Event**

1. Make rubrics and results available on DLG within one week of the conclusion of regional competition.
2. Submit state qualifiers to the state office within one week of the conclusion of regional competition or by February 1 – whichever comes first.
3. Send thank you letters or cards to evaluators, lead consultants, and room consultants.
4. Submit a written evaluation of the event as well as an income and expense report to the state office. Registration payment will not be made to the region until all requirements have been fulfilled.

## **LEAD CONSULTANT (or LEAD EVALUATOR)**

### **Prior to the Event**

1. Read the event rules and information provided thoroughly to conduct an event consistent with the overall purpose of STAR Events.
2. Secure assistants for the event if requested by the coordinator.

### **During the Event**

1. Meet with the event coordinator to review overall plans.
2. Remind all volunteers in room to turn off electronic devices or place in airplane mode.
3. Review the participant, room consultant, and evaluator lists.
4. Review materials assembled for the event.
5. Attend/Lead orientation session where participants and event assistants receive general instructions.
6. Meet with event participants to give specific instructions for the event (if requested).
  - Briefly describe purpose of the event
  - Review specific event rules and procedures.
  - Answer participant questions.
  - Review step by step how the event will be handled including how evaluators will interact with them.
  - Review evaluation process.
  - Inform students of specific time of their presentation (distribute individual time sheets)
  - Synchronize watches with participants.
  - Review event time schedule.
  - Review locations of events (at end of orientation, if time allows, take participants to actual room locations for event)
  - Remind participants of the spectator policies
7. Meet with room consultants to discuss their roles and specific responsibilities.
  - Issue name tags.
  - Issue additional event guidelines (if needed)
  - Review event rubric procedures.
  - Discuss spectator policies.
  - Review point summary form, and importance of consistency.
  - Discuss management of event
8. Meet with evaluators for event.
  - Review event procedures.
  - Issue name tags, if needed
  - Distribute gifts, if available.
  - Thoroughly review the rules for the event and ask for questions.
  - Explain each item on the event rubric thoroughly and ask for questions.
  - Discuss rubric calculation procedures.
  - Remind evaluators to stay until the rubrics and summary forms are confirmed submitted by the event coordinator.
  - Remind evaluators of scoring policies (Level I category minimum and 10-point spread rule)
  - Remind evaluators to make comments verbally and on event rubrics.
  - Remind evaluators that results are not to be shared prior to the recognition session.
9. Have room consultants post the participant schedule outside the event room(s).
10. Supervise the completion of point summary form. Monitor consistency!
11. Make it possible for evaluators to confer among themselves in private before sharing comments with participants.
12. Monitor progress of events. Discuss problems with the coordinator.
13. Confirm evaluators and room consultants have submitted rubrics and point summary forms on JudgePro.
14. Return all event supplies to STAR Events information center.
15. Attend the Recognition Session and assist as needed.

## ROOM CONSULTANTS

### **Prior to the Event**

1. Read the event guidelines and management manual thoroughly.

### **During the Event**

1. Meet with the event lead consultant to review specific responsibilities.
2. Attend orientation session(s) as requested.
3. Prior to the event check room set up and materials.
4. Bring a watch or stopwatch for timing events and serve as the timekeeper.
5. Obtain supplies for the room from lead consultant (if requested).
6. Assist evaluators, as needed.
7. Retrieve each participant when it is their competition time and escort them to the competition space. Introduce the participant or team to the evaluators.
8. Usher participants to the side or hallway while evaluators discuss among themselves and finish their ratings. Notify participants when evaluators are ready to provide feedback. Dismiss participants when feedback is completed.
9. If the event requires a portfolio or file folder, collect from participant while he/she set up. Record points on the corresponding point summary form and confer with event lead consultant if there are any questions. Then give the portfolio to evaluators and encourage them to score the corresponding section of the rubric.
10. Check off participants' names from time schedule as they prepare to give presentation.
11. Encourage evaluators to make constructive and thorough comments on event rubric sheets.
12. Keep evaluators on schedule and check for blank spaces on event rubrics.
13. Check that all Level I category participants receive no less than a 60 on their rubric. If ratings are not consistent, remind evaluators that we request a 10-point scoring range.
14. Return any supplies to the lead consultant.
15. Do not discuss final ratings with anyone prior to the recognition session.
16. Attend recognition session and assist lead consultant as need.

## EVALUATORS: GENERAL INFORMATION AND INSTRUCTIONS

Three evaluators are assigned to each evaluation team. It is preferred that all evaluators are adults, however in absolute necessary instances, the evaluator team may consist of two adults and one student member. If unavoidable, two adult individuals may be allowed to proceed as the evaluation team.

Evaluators should become familiar with the rules, point summary forms, and the rubric criteria for the assigned event. Question any criteria not understood.

All evaluation – point summary pages and rubrics – will be completed electronically using JudgePro scoring. Review the instructions to logging and using JudgePro on page 16.

Carefully choose the earned score for each criterion in the rubric, and double check that the chosen score is showing in the Points column. When finished scoring, provide feedback in the Comments section at the bottom of the rubric. Comments are required and the rubric cannot be submitted until comments are entered. Evaluators should provide comments recognizing what is well-done and providing suggestions for improvement.

Evaluators may ask questions to the competitor at the conclusion of the presentation. If unsure about something, ask the participant(s) to explain or clarify.



Do not request that participant(s) hand items to an evaluator – instead, please stand up for a closer look before or after the presentation. Participants are told not to hand items to evaluators as that can make them lose points if there are dimension restrictions for their event.

Time is allowed at the completion of each presentation for evaluators to work (quickly) on ratings and comments. Score the participant entry and discuss the presentation in private with the other evaluators of the team. Spend a few minutes reviewing the strengths and areas for improvement of the presentation with the participants. Do not inform participants of their score and/or rating.

Compare ratings with other evaluators and discuss the scores given to each participant. *Although evaluator scores will vary, scoring should be within a 10-point range.* If the scores are outside a 10-point range, discuss the criteria to find a general consensus between evaluators.

A student participating in Level I STAR Events are typically students in grades 6-8. For many of these students, this is his/her first time utilizing FCCLA skills and Family Consumer Science education knowledge in a competitive manner. Some will be better prepared than others. While the ratings should reflect the overall accomplishment, at this level of competition, no student is a failure. Receiving a score below 60 translates to an “F” in the mind of a middle school student. Therefore, all Level I entries should have scores that average no lower than 60 points. If an evaluator is asked to adjust scores, please do so to reach the minimum average score of 60. Remember one of the purposes of competing is to help the students find where he/she should improve. FCCLA appreciates the time taken in writing constructive comments for improvement of participant projects.

The top two scores of 80% or higher in each level of each event will qualify for state competition. The exception to this rule is Baking & Pastry, Career Investigation, Culinary Arts, Focus on Children, Job Interview, Leadership, Say Yes to FCS Education, Sustainability Challenge, Teach or Train – Baking & Pastry and Culinary Arts will advance the top one score of 80% or higher, and the top three scores of 80% or higher in each of the remaining events will qualify for state competition. The decision of the evaluators is final.

**IT IS IMPORTANT THAT THE FINAL RATINGS ARE NOT DISCUSSED WITH ANYONE PRIOR TO THE RECOGNITION SESSION.**

Discuss any suggestions for improvement for the event with the event lead consultant. Evaluator comments are welcomed and appreciated and help make improvements for the next year.

## THE EVALUATION PROCESS

Evaluators play a key role in STAR Events. In fact, evaluators determine whether the experience is a positive or negative one for the students. **It is the goal of STAR Events to make participation positive for all participants, regardless of the ratings they receive.** This can be accomplished by a considerate, sensitive, and fair evaluation process. The evaluation procedures attempt to accomplish the following:

- **Focus on the achievements of youth.** The evaluation process must stress what students do well and give them credit and recognition for it.
- **Promote interaction between youth and adults.** Student and adult evaluation teams have been created to enable youth and adults to share responsibility and exchange views from their level of experience.
- **Encourage youth to take an active role in his/her own evaluation.** Participants are asked to evaluate themselves as well as review the comments evaluators make about their performance.
- **Measure achievements against a standard rather than against another student.** All efforts should be made to rate the individual or team against the criteria on the event rubric rather than comparing them to previous presentations.
- **Recognize that all students are winners.** Each participant has winning qualities. The evaluation process must reaffirm to students what those winning qualities are.

Evaluators make important value judgments about a student's accomplishments. Participants will accept these opinions provided certain conditions are met. It is important that an evaluator strive for the following:

- **Consensus.** Although evaluator scores will vary, it is important that a consensus is reached between an evaluation team regarding the event criteria. Please attempt to rate participants within a 10-point range.
- **Consistency.** Attempt to rate participants similarly when the performance is similar.
- **Fairness.** Do not let any influencing factors interfere with the presentation. When offering constructive criticism, keep in mind the feelings of the individual.
- **Honesty and Sincerity.** Make simple forthright statements of beliefs concerning the presentation. When offering constructive criticism, keep in mind the feelings of the individual.
- **Attention to Detail.** Be very specific in evaluation comments. Rather than “You did a fine job,” highlight the areas where the participant did a fine job.
- **Feedback.** Focus primarily on what the participant did well. Don’t overload on the negatives — that’s what the participant is likely to remember the longest. Positive comments and thoughtful, constructive suggestions will benefit the participant the most in the long run.

Many thanks – evaluators make these events possible!

ENTRIES PER CHAPTER							
STAR EVENTS							
EVENT	LEVELS				ENTRIES (per level)	TYPE	
	1	2	3	4		Individual	Team
Baking and Pastry			■	■	3	■	
Career Investigation	■	■	■	■	3	■	
Chapter in Review Display	■	■	■	■	1	■	■
Chapter in Review Portfolio	■	■	■	■	1	■	■
Chapter Service Project Display <i>If a chapter has multiple entries, they must cover different projects.</i>	■	■	■	■	2	■	■
Chapter Service Project Portfolio <i>If a chapter has multiple entries, they must cover different projects.</i>	■	■	■	■	2	■	■
Culinary Arts			■	■	3	■	
Early Childhood Education		■	■	■	2	■	
Entrepreneurship	■	■	■	■	2	■	■
Event Management	■	■	■	■	2	■	■
Fashion Construction	■	■	■	■	2	■	
Fashion Design		■	■	■	2	■	■
Focus on Children	■	■	■	■	3	■	■
Food Innovations	■	■	■	■	2	■	■
Hospitality, Tourism, and Recreation	■	■	■	■	2	■	■
Interior Design	■	■	■	■	2	■	■
Interpersonal Communications	■	■	■	■	2	■	■
Job Interview	■	■	■	■	3	■	
Leadership	■	■	■	■	3	■	
National Programs in Action <i>If a chapter has multiple entries, they must cover different projects.</i>	■	■	■	■	2	■	■
Nutrition and Wellness	■	■	■	■	2	■	■
Parliamentary Procedure	■	■	■	■	2		■
Personal Finance: Presented by EVERFI	■	■	■		2	■	
Professional Presentation	■	■	■	■	2	■	■
Promote and Publicize FCCLA <i>If a chapter has multiple entries, they must cover different projects.</i>	■	■	■	■	2	■	■
Public Policy Advocate	■	■	■	■	2	■	■
Repurpose and Redesign	■	■	■	■	2	■	■
Say Yes to FCS Education	■	■	■	■	3	■	
Sports Nutrition	■	■	■	■	2	■	■
Sustainability Challenge	■	■	■	■	3	■	■
Teaching Strategies	■	■	■	■	2	■	
Teach or Train	■	■	■	■	3	■	

## REQUIRED MATERIALS PER EVENT

Use this checklist to make sure that all necessary printing, documents, and/or other materials are covered for Regional STAR Events. All event materials will be provided by the state association by January 1 and will be available on the Missouri FCCLA website > Compete > STAR Events > Regional STAR Events Coordinators. A password will be required to access these materials.

EVENT	MATERIALS
All Events <i>Create a resource folder for each event that includes each of the listed items.</i>	<ul style="list-style-type: none"> <li>Guidelines and rubrics</li> <li>Event schedule</li> <li>General evaluator information, what to bring</li> <li>Role responsibilities from Regional STAR Events Management Manual</li> <li>FCCLA Planning Process</li> <li>FCCLA glossary</li> <li>JudgePro instructions</li> <li>FCCLA Quick Reference Chart for MLA and APA Citation Style</li> <li>National Programs</li> <li>Event-specific information, as needed</li> <li>Q&amp;A Guide from the national manual</li> <li>STAR Event Policies from the national manual</li> <li>Eligibility and General Rules for All Levels of Competition from national manual</li> <li>Signs: 1 minute (yellow), stop (red)</li> <li>Any other resources to help evaluators with their specific event</li> </ul>
Baking & Pastry	<ul style="list-style-type: none"> <li>Recipe, printed single-sided (1 per competitor and evaluator)               <ul style="list-style-type: none"> <li>This will include the assigned phrase to be added to their decorated cake (provided by the state office).</li> </ul> </li> <li>Equipment list, printed single-sided (1 per competitor and evaluator)</li> </ul>
Culinary Arts	<ul style="list-style-type: none"> <li>Recipe, printed single-sided (1 per competitor and evaluator)</li> <li>Equipment list, printed single-sided (1 per competitor and evaluator)</li> </ul>
Early Childhood Education	<ul style="list-style-type: none"> <li>Case study (1 per competitor, 1 for evaluator folder)</li> </ul>
Hospitality, Tourism and Recreation	<ul style="list-style-type: none"> <li>Case study (1 per competitor, 1 for evaluator folder)</li> </ul>
Interpersonal Communications	<ul style="list-style-type: none"> <li>Case study (1 per competitor, 1 for evaluator folder)</li> </ul>
Job Interview	<ul style="list-style-type: none"> <li>Suggested interview questions (1 per evaluator)</li> </ul>
Parliamentary Procedure	<ul style="list-style-type: none"> <li>Test, separate sealed envelopes (1 per competitor)</li> <li>Test key, separate sealed envelope (1 per coordinator)</li> <li>Planning packet, sealed envelope (1 per competitor and evaluator)</li> <li>5-minute sign (green)</li> </ul>

## STATE QUALIFIERS

EVENT	LEVELS				QUALIFIERS (per level)	TYPE	
	1	2	3	4		Individual	Team
Baking and Pastry			■	■	1	■	
Career Investigation	■	■	■	■	3	■	
Chapter in Review Display	■	■	■	■	1	■	■
Chapter in Review Portfolio	■	■	■	■	1	■	■
Chapter Service Project Display	■	■	■	■	2	■	■
Chapter Service Project Portfolio	■	■	■	■	2	■	■
Culinary Arts			■	■	1	■	
Early Childhood Education		■	■	■	2	■	
Entrepreneurship	■	■	■	■	2	■	■
Event Management	■	■	■	■	2	■	■
Fashion Construction	■	■	■	■	2	■	
Fashion Design		■	■	■	2	■	■
Focus on Children	■	■	■	■	3	■	■
Food Innovations	■	■	■	■	2	■	■
Hospitality, Tourism, and Recreation	■	■	■	■	2	■	■
Interior Design	■	■	■	■	2	■	■
Interpersonal Communications	■	■	■	■	2	■	■
Job Interview	■	■	■	■	3	■	
Leadership	■	■	■	■	3	■	
National Programs in Action	■	■	■	■	2	■	■
Nutrition and Wellness	■	■	■	■	2	■	■
Parliamentary Procedure	■	■	■	■	2		■
Personal Finance: Presented by EVERFI	■	■	■		2	■	
Professional Presentation	■	■	■	■	2	■	■
Promote and Publicize FCCLA	■	■	■	■	2	■	■
Public Policy Advocate	■	■	■	■	2	■	■
Repurpose and Redesign	■	■	■	■	2	■	■
Say Yes to FCS Education	■	■	■	■	3	■	
Sports Nutrition	■	■	■	■	2	■	■
Sustainability Challenge	■	■	■	■	3	■	■
Teaching Strategies	■	■	■	■	2	■	
Teach or Train	■	■	■	■	3	■	

## JUDGEPRO ADMINISTRATIVE MANUAL

1. Go to the Missouri FCCLA website.
2. Hover over **Compete**.
3. Click on **STAR Events**.
4. Scroll to the bottom of the page.
5. Click on the **Regional STAR Event Coordinators** button.
6. Enter the password provided.
7. Click on the **JudgePro Administrative Manual** button to open and/or download the manual.

Use the JudgePro Administrative Manual for instructions on the following items on the online scoring system:

- How to import conference data (registration)
- Setting up events
- Adding/creating/importing judges (evaluators and room consultants)
- Finalizing and exporting results
- Downloading reports

Login URL: <https://webportal.registermychapter.com/>

Username: \_\_\_\_\_ Password: \_\_\_\_\_

## SCHEDULING EVENTS

1. Click on **Main** located at the top of the screen.
2. Click on **Events** in the drop-down menu.
3. Click on **Edit All Events** in the pop-out menu.
4. Select the event you're scheduling from the **Event** field drop-down list.
5. Click on the **Stations** tab.

*Note: You can add as many stations as you need for this event. If you need more than 1, then click on the "Add Station" button. Once you have all your stations created, click on the station and complete the appropriate fields for Schedules, Room Assignment and Volunteer Assignments - Be sure to click on the Save button to save your changes to each station. You can use the Duplicate and Delete buttons to duplicate a station or remove it*

**Stations**  
Note: You can add as many stations as you need for this event. If you need more than 1, then click on the "Add Station" button. Once you have all of your stations created, click on the station and complete the appropriate fields for Schedules, Room Assignment and Volunteer Assignments - Be sure to click on the Save button to save your changes to each station

Hold Time  Prep Time  Present Time

[Add Station](#) [Copy Stations From Another Event](#)

**Station 1**

[Duplicate Station 1](#) [Delete Station 1](#)

Station Required

Start Date (mm/dd/yyyy)  Start Time (hh:mm AM/PM)  End Time (hh:mm AM/PM)

6. Type the appropriate hold time in the **Hold Time** field.
7. Type the appropriate prep time in the **Prep Time** field.
8. Type the appropriate present time in the **Present Time** field.
9. Click on the **Add Station** button.
10. Click the **Station 1** tab.
11. Type the appropriate start date in the **Start Date** field.
12. Type the appropriate start time in the **Start Time** field.
13. Type the appropriate end time in the **End Time** field.
14. Select appropriate hold room from the **Hold Room** field drop-down list.
15. Select appropriate prep room from the **Prep Room** field drop-down list.
16. Select appropriate present room from the **Present Room** field drop-down list.
17. Type the appropriate judge time in the **Judge Time** field.
18. Click on the **Manage Breaks** button to add breaks.
19. Select the appropriate time from the **Available Breaks** field drop-down list.
20. Click on the **Apply** button.
21. Select appropriate assignments from the **Station Volunteer Assignments** field drop-down list.
22. Click on the **Save** button.
23. Click on the **Schedule This Event** link .  
*Warning: If a schedule already exists it will be deleted and cannot be recovered.  
 Are you sure you want to schedule this event?*
24. Click on the **Schedule** button.
25. Click on the **OK** button.

### Notes

If there are any participants in the event that have NOT been scheduled, there is a link to **Check for Unscheduled Participants**. Click on the link and there will be a **Fix** option to add the participants to the schedule.

At Step 4 (Select the event you're scheduling from the **Event** field drop-down list.), there is an option to **Schedule All Events** that can be used instead of scheduling events individually.

# JUDGEPRO: JUDGES INSTRUCTIONS

## How to Log In

Login

**User Name** Registration is Open

User Name

**Password**

Password

Submit

1. Click on the **"URL Link"** that was sent to you via email
2. Type the appropriate **"Username"** in the **"User Name"** field
3. Type the appropriate **"Password"** in the **"Password"** field
4. Click on the **"Submit"** button

**IMPORTANT:** If you are a Judge that has been assigned to multiple events, you will see a screen that will allow you to select which event you want to score.

## How to Evaluate Student Submissions

1. Click on the **"Select"** button located on the right-hand side of the event

Select Event

### DEMO CONFERENCE

Logout

You are assigned to multiple events. Please select an event below.

Event	Section	Scoring Category	
Communication Event	1	Evaluator 1	Select
Entrepreneurship Event	1	Evaluator 1	Select

- **Yellow** Evaluation button means the evaluation has not been started or open
- **Red** Evaluation button means the evaluation has been open but not submitted by the Judge
- **Green** Evaluation button means that the Judge has Submitted the Evaluation and cannot be modified by the Judge only viewed. The Judge will have to contact the System Admin to have the evaluation released back to the Judge to make changes
- To DQ a Participant or Team, select the DQ checkbox
- To No Show a Participant or Team, select the No Show checkbox

**NOTE:** The No Show and/or DQ checkbox will only be visible if the administrator has turned it on

	Participant ID(s)/Team #	Student(s) First Name	Student(s) Last Name	Title	Attachments	DQ	No Show	Score	Evaluation Completed
View Evaluation	ADPS-2027-1	Allison	Jasmine		No	<input type="checkbox"/>	<input type="checkbox"/>	35	Yes
Continue Evaluation	ADPS-2028-1	Happiness	Ethan		No	<input type="checkbox"/>	<input type="checkbox"/>	9	No
Evaluate	ADPS-2029-2	Eric	Jessica		No	<input type="checkbox"/>	<input type="checkbox"/>	No	
Evaluate	ADPS-2022-1	Jeremy			No	<input type="checkbox"/>	<input type="checkbox"/>	No	

1. Click on the **"Evaluate"** button
2. Once you have clicked on the **"Evaluate"** button, you will see a section called **"Judges Guidelines"**

Evaluation

Back Without Saving

Title Of Project/Business Name: Event Entry

Student(s)

Zarah

Participant ID(s)/Team #:

Judges Guidelines:

JudgesGuidelinesFile.pdf

Back Without Saving

Student Project Attachments:

100-Commonwealth-Banking-is-Prohibited- Jan 27 2019.pdf

JudgesGuidelinesFile.pdf

URL:

https://www.gutenberg.org/files/100/100-h/100-h.htm

3. Click on the link provided in **Judges Guidelines** to view Instructions/Guidelines for judging
4. If there is a student attachment, there will be a link(s) under **"Student Project Attachments"**
5. Click on the links to view the attachments
6. Complete the Evaluation and click on the **"Save Evaluation"** button once completed

**IMPORTANT:** If you are scoring for students at an in person or live virtual conference, you will most likely NOT see attachments. You will simply fill out the Rubric same as you would at an in person conference.

7. Once ALL evaluations have been completed, click on the **"Submit Evaluations"** button at the top of the screen

Welcome Bob Jones Submit Event Evaluations Logout

8. Click **"Confirm"** on the Confirmation pop up, or click **"Close"** to cancel

CONFIRMATION

This will submit all evaluations for sections that you have evaluations assigned. Please be sure you have completed all evaluations as necessary.

Close Confirm



## EXPORTING AND SUBMITTING RESULTS

1. Click on **Conference** located in the main menu at the top of the screen.
2. Click on **Conference Reports** in the drop-down menu.
3. Click on "**After Scoring Reports**" in the pop-out menu.
4. Click on "**Export**" in the pop-out menu.
5. Click on "**Results**" in the pop-out menu.

### Export Results

- ☐ CSV (Results with Medals)
- ☐ CSV (Results with All Events Listing Individuals)
- ☐ HTML
- ☐ HTML - Power Point
- ☐ Area/District/Region/State Qualifiers
- ☐ National Format

Run Report

6. Select the appropriate radio button located next to the **Results**.
7. Click on the **Run Report** button.
8. Save the report as **Region#\_StateQualifiers**.
8. Go to Go to the Missouri FCCLA website.
9. Hover over **Compete**.
10. Click on **STAR Events**.
11. Scroll to the bottom of the page.
12. Click on the **Regional STAR Event Coordinators** button.
13. Enter the password provided.
14. Click the **Submit State Qualifiers** button. Upload the report and submit.

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