



## BIG Idea Student Checklist

- CREATE YOUR UNIQUE LOGIN**
  - Only one profile is needed per entry; choose one student to be primary contact
  - Enter the **Primary Student Email**
  - Choose a **Password** (Numbers & Letters ONLY)
  - **Make note** of login email and password for future use.
- ENTER PROFILE INFORMATION** (school, advisor, your name, address, phone etc.)
  - If your school is not listed, please email your school information to BIG Idea at [kelly@growsd.org](mailto:kelly@growsd.org) and [sbdc@growsd.org](mailto:sbdc@growsd.org).
  - If you are completing this project on your own and not as part of a class project, please select “Independent Study” in the Advisor Field.
  - If you are completing this project as part of a class and your teacher is not listed in the Advisor list, please have your teacher create an Advisor account before proceeding.
- ENTER BUSINESS NAME**
- ADD TEAM MEMBERS**
  - click on “Team Member” in the menu bar at the top right of the page
- COMPLETE THE **BIG IDEA** ENTRY FORM**
  - See **Rules page** at [www.BIGideaSD.com](http://www.BIGideaSD.com) for complete details and instructions.
  - Talk to a business owner in your industry or community for input.
  - **Save draft** (see Section 1 of Competition Process on the Rules page)
  - Watch your **word count**
  - Double-check **spelling and grammar**.
  - **Do Not** submit your BIG Idea entry until you are complete. You can save your draft and revise until you submit.
  - Plagiarism is **NOT ALLOWED**. BIG Idea reserves the right to disqualify entries plagiarized.
- OPTIONAL: CREATE YOUR MARKETING DESIGN**
  - See **Rules page** at [www.BIGideaSD.com](http://www.BIGideaSD.com) for complete details and instructions
- OPTIONAL: UPLOAD FILE FOR YOUR MARKETING DESIGN – (Only ONE file Required)**
  - Upload file in Marketing Design section
  - Max file size: 2MB
  - Acceptable formats are .PDF or .JPG
  - **Name file as “your business name” ad**
- SUBMIT YOUR ENTRY** (Don’t forget to agree to the plagiarism agreement before you submit!)
- COMPLETE THE SURVEY!**

*\*Be Sure to:*

- *Review the Competition Process document & FAQ’s*
- *Check out our Resource links on [www.BigideaSD.com](http://www.BigideaSD.com)!*
- *Any Questions, email [kelly@growsd.org](mailto:kelly@growsd.org).*