

## 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, complete the school information form when prompted. Once your school is accepted, you can continue with your profile.
  - 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 & INDUSTRY AND SELECT SPECIAL AWARD CATEGORY (if applicable)**
- 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)
  - Once a draft is saved, you may add team members by clicking on “Team Member” in the menu bar at the top right of the page.
  - Watch your **word count** and double-check **spelling and grammar**.
  - Identify the inspiration for your idea and **list any sources used**.
  - Be sure to answer **ALL** questions from each section. **Do Not** submit your BIG Idea entry until your work is complete. You can save your draft and revise until you submit.
  - Plagiarism and use of artificial intelligence (AI) tools are **prohibited**. BIG Idea reserves the right to disqualify entries that contain plagiarism or AI assistance.
- OPTIONAL: CREATE YOUR MARKETING DESIGN**
  - See **Rules page at [www.BIGIdeaSD.com](http://www.BIGIdeaSD.com)** for complete details, instructions and software options for creating your design.
  - Upload your file for your marketing design – (Only ONE file Required)
    - **Name file as: “your business name” ad**
    - Files format accepted are .PDF or .JPG, not exceeding 2MB in size
- SUBMIT YOUR ENTRY** (Don’t forget to cite your sources and agree the plagiarism agreement before you submit!)
- COMPLETE THE SURVEY!**

### Getting Started

- **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).**