

ASCE UESI Surveying Competition 2024 Rules and Regulations



2024 Rules Committee

Carol Morman, EdD, PE, PS, M.ASCE

Allan Ng, PLS, M.ASCE

Christopher Chiu, EIT, M.ASCE

James Decker, PS, M.UESI

John Dennis, PhD, PS, M.UESI

Ahmed Elaksher, PhD, PE, PS, CP, M.ASCE



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Welcome

The American Society of Civil Engineers (ASCE) and the Utility Engineering and Surveying Institute (UESI) support and encourage a fully inclusive culture that celebrates individual uniqueness, engenders a sense of belonging, and promotes equitable opportunity for all people to participate in the ASCE UESI Surveying Competition. (See ASCE [Policy statement 417 - Justice, equity, diversity, and inclusion.](#)) Participation should be inclusive, open, and fair to all interested and eligible students. Welcome!

Section 1: ASCE UESI Surveying Competition Overview

The following set of rules and regulations will be used for the 2024 ASCE Student Symposia and the 2024 ASCE UESI Surveying Society-wide Competition Finals.

The educational and professional goals of this competition are to recognize the importance of basic surveying principles to all civil engineering projects. Students will be required to use standard field and office equipment and procedures to solve common problems encountered in industry. A clear understanding of and ability to apply basic surveying principles will assist the graduate civil engineer in communicating and working with the surveying professionals on the job site and during the design process.

The UESI Surveying and Geomatics Division is pleased to announce that the 2024 ASCE UESI Surveying Society-wide Competition Finals will be held in conjunction with the ASCE Concrete Canoe and ASCE Sustainable Solutions Society-wide Competition Finals at the ASCE Civil Engineering Student Championships. This event will take place June 20-22, 2024, at Brigham Young University in Provo, Utah. This will provide students the opportunity to display their surveying skills to other students and practitioners in the field and further highlight the importance of surveying in civil engineering.

Section 2: Participation and Eligibility

2.1 Team Member Requirements

Team members (those participating in the competition tasks) must be undergraduate students enrolled during all or part of the current competition academic year, members of an ASCE Student Chapter in good standing, registered participants of the student symposium/society-wide competition finals, and Society Student Members of ASCE. (Society student membership is free; be sure to [join.](#))

Graduate students are encouraged to serve as advisors.

2.2 Team Requirements

It is an expectation that teams will reflect diversity, foster an inclusive culture, and treat everyone



with dignity and respect.

Only one team per ASCE Student Chapter may compete in the competition. A student chapter may compete in only one ASCE Student Symposium per year. Each team may consist of up to six (6) total team members for the field task components of the competition. All team members (up to six) may participate in the topographic mapping project and presentation. This will not count against the number of students allowed to participate in the field task components. Each team must designate at least one team captain. Conference assignments and student symposium hosts are listed [here](#).

Teams may use the Task Resource Estimate chart in Appendix A to determine how their team members might complete each task. At competition, the judges will randomly select team members for each task using the Task Resource Estimate chart. Random selection will occur with all teams regardless of number of team members.

ASCE Student Chapters hosting symposia may invite Official Guest teams, which are teams from Region 10 colleges or universities that have an official ASCE Student Chapter that is not yet assigned to any Student Conference. Official Guest teams are eligible to place and receive awards at the student symposium competition and be invited to the Society-wide competition finals (if they meet the other requirements, including eligibility requirements). Official Guest teams may compete in only one student symposium per year. ASCE Student Services shall be notified by the ASCE Student Symposium host of an Official Guest team prior to the start of the student symposium via email to student@asce.org.

An ASCE Student Chapter team wanting to enter a competition that is NOT being hosted at their assigned student symposium, may request to compete at another ASCE Student Symposium as a guest team. If the student symposium host grants permission, the guest team may compete. The guest team will be scored but shall not win awards at the student symposium competition nor be eligible to advance to Society-wide competition finals based on competition placement. Guest teams that meet student chapter eligibility requirements may be considered for a Society-wide competition finals wildcard position.

2.3 Levels of Competition and Student Chapter Eligibility

There are two levels of competition: ASCE Student Symposia and a Society-wide Finals. The ASCE UESI Surveying Society-wide Competition Finals will be held in conjunction with other Society-wide competition finals at the 2024 ASCE Civil Engineering Student Championships. Winning teams from the student symposia meeting eligibility criteria may be invited to the Society-wide finals event. Eligibility criteria for the Student Symposia and Society-wide Competition Finals are shown in Appendix B. A select number of wildcard teams that meet eligibility requirements may also be invited.

The Society-wide competition finals host school may be invited to compete in the Society-wide competition finals. They will have the choice of either competing in the year that they host the



Society-wide competition finals or the following year. This host school must compete at their respective Student Symposium competition and meet eligibility requirements within the same year that they intend to compete in the Society-wide competition finals.

2.4 Post-Symposium Verification of Competition Results

At the end of the student symposium competition, the head judge shall promptly upload the completed official scoring spreadsheet for a student symposium competition to ASCE's Cerberus ftp server. ASCE will provide the head judge a secure submission link for ASCE's Cerberus ftp server in February 2024. Teams will not be invited to the Society-wide competition finals until this spreadsheet is received and eligibility is confirmed.

Section 3: Awards and Recognition

The top surveying team at each 2024 ASCE Student Symposium will receive a plaque and, upon meeting ASCE student chapter eligibility requirements, will be invited to participate in the 2024 ASCE UESI Surveying Society-wide Competition Finals.

The top three (3) teams at the 2024 ASCE UESI Surveying Society-wide Competition Finals will receive a plaque and monetary award to be given to their ASCE student chapter. The top three (3) teams of the combined field tasks and the top three (3) teams of the topographic mapping and presentation will receive a plaque. All Society-wide competition finals participants will receive a certificate of participation and each team will receive a participation memento.

Section 4: Request for Information (RFI)

Requests for information (RFIs) regarding the 2024 surveying competitions should be sent to student@asce.org with the subject line "**2024 Surveying Competition RFI**". Clarifications will be posted at the [ASCE UESI Surveying Competition Collaborate Site](#) approximately one week after being received starting September 29, 2023 until February 16, 2024. The cutoff date for submitting a RFI is Wednesday, February 7, 2024 at 11:59 p.m. Eastern Standard Time (EST). Those received after this date will not be acknowledged or addressed. **Teams are strongly encouraged to submit RFIs to avoid misinterpretation of the rules and project tasks. All RFIs will be made public.** All teams are responsible for all information provided in the Rules and Regulations and RFI responses posted to the Collaborate site.

Section 5: Ethics

This competition is to be conducted with the highest regard for ethical responsibility per [ASCE's Code of Ethics](#). All members of ASCE, regardless of their membership grade or job description, commit to all of the ethical responsibilities in this Code. All ASCE members should make themselves familiar with ASCE's Code of Ethics.



Section 6: Required Conduct

All participants shall act professionally and respectfully at all times. Failure to act appropriately can result in sanctions, disqualification, and loss of invitations to future symposia competitions or Society-wide competition finals. The inappropriate use of language, alcohol, materials and equipment, uncooperativeness, and general unprofessional or unethical behavior will not be tolerated.

Section 7: Safety

Safety is the highest priority and risk of personal injury will not be tolerated. Judges and student symposium hosts, including the Safety Officers, are empowered to stop or prohibit an activity which is deemed to be hazardous, or to postpone an activity until the hazard is rectified. All participants are responsible for complying with all campus/venue protocols and procedures, including those deemed necessary for public health purposes.

Given continually changing environments, virtual competition provisions may be provided and may be activated in coordination with ASCE.

If there is a thunderstorm, all outdoor activities shall cease and may not resume until at least 30 minutes have passed since the last observed occurrence of thunder or lightning.

Section 8: Submissions, Deadlines, and Penalties

ASCE is using its Cerberus ftp server as a submission platform. All competition deliverables must be submitted in this platform. Submissions outside of this platform will be considered non-responsive and will not be considered.

8.1 Intent and Eligibility Acknowledgement Form

Teams shall submit an Intent and Eligibility Acknowledgement Form (see Appendix C), **no later than 5:00 p.m. Eastern on November 3, 2023.**

By completing this form, a student chapter states their intent to have a team participate in the competition at their assigned student symposium as well as acknowledges the eligibility requirements for student symposium competition participation and advancement to Society-wide competition finals.

The form must be signed by the Team Captain, ASCE Student Chapter Faculty Advisor, ASCE Student Chapter President, and Competition Team Faculty Advisor (if different than ASCE Student Chapter Faculty Advisor).

The team captain shall upload the Intent and Eligibility Acknowledgement Form to ASCE's



Cerberus ftp server. Refer to Appendix D for upload directions.

8.2 Task 1A Project

Task 1A Projects are due at 5:00 pm EST, Monday, February 26, 2024.

ASCE will provide each team captain and faculty advisor a secure submission link for the Cerberus ftp server in February 2024. This is a different link than noted above for the Intent and Eligibility Acknowledgement Form.

8.3 Penalties

Penalties will be assessed for the following items. No other penalties shall be added to this competition by the student symposium hosts.

Submittals

Task 1A Projects submitted after the submission deadline shown in 8.2 above are subject to a late penalty. Late penalties will be assessed as follows:

Submitted on February 26, 2024 after 5:00 pm EST = 10 point deduction

Submitted on February 27, 2024 by 11:59 p.m. EST = 20 point deduction

Submitted on February 28, 2024 by 11:59 p.m. EST = 30 point deduction

Submitted on February 29, 2024 by 11:59 p.m. EST = 40 point deduction

Submitted on or after March 1, 2024, at 11:59 p.m. EST = 0 points received for Task 1A submittal, however teams may still participate and get points for the presentations and field tasks.

Electronic File Submittals

Files submitted in a format other than a single PDF and an XML will not be judged.

Missing XML files = 10 point deduction.

Missing PDF files = 10 point deduction.

Paper Copy Submittals

One (1) 24x36 set will be submitted at check in at each respective student symposia.

For teams that advance to the Society-wide competition finals, two (2) 24x36 sets will be mailed to the host school. Information on how to mail the sets will be sent to invited teams prior to the competition. One set will be used for judging and the second set will be used for public display at the Society-wide competition finals.

Missing paper copies = 10 point deduction (Applies for both the student symposia competition and the Society-wide competition finals.)



Presentation

Failure to observe time limit: A 15 point penalty shall be assessed when the official time exceeds 5 minutes 5 seconds (5:05). An additional 15 point deduction shall be assessed for exceeding each additional minute or fraction thereof, i.e., 6:00, 7:00, etc.

Failure to have at least 2 presenters: 15 point deduction. All team members may present with no penalty in the field tasks. Only team members that are presenting may answer questions from the judges during presentations.

Field Task participation

10 point deduction for each team member that completes four (4) field tasks.

No assistance may be provided from team members or others not participating in the specific field task. Outside assistance will constitute disqualification from the given task.

Team members without proper safety equipment will not be allowed to participate in field tasks.

Field task time limits

No time extensions will be granted for the completion for any field task. All teams will be allotted the same maximum amount of time for each task.

Section 9: Competition Tasks

9.1 Overview

The competition consists of an office component and a field component.

The office component consists of one task, comprised of two subtasks as follows:

Task 1A: Topographic mapping project

Task 1B: Topographic mapping project presentation

The presentation will be a live presentation at the student symposium competition and Society-wide competition finals.

The field component will involve four (4) separate tasks, each comprising a maximum of three or four (3 or 4) team members to demonstrate the ability to apply the techniques of land surveying. Members for each task will be randomly chosen on the day of the competition. Each member of the team may only perform a maximum of three (3) field tasks. In the event that this competition becomes a virtual event, only Tasks 1A and 1B will be required at the symposia. Task 1B will be a live virtual presentation. An additional task, beyond Tasks 1A and 1B will be added to a virtual Society-wide competition finals.



The four (4) field tasks will be as follows:

Task 2: Pacing

Task 3: Differential Leveling

Task 4: Construction Stakeout

Task 5: Determining the depth of a proposed sewer line and the cut at each station

The times to complete field tasks will be recorded by a judge and will be used as a tie breaker.

It will be at the discretion of the symposium host on whether they will include each task for Tasks 2 through 5 for their symposium. Tasks 1A and 1B are required at all symposia. If a symposium host does not include all five (5) tasks, it will be understood that a team moving forward to the Society-wide competition finals will be expected to compete in all tasks outlined above to be awarded the full number of points.

9.2 Scoring Breakdown

For each task, teams will be evaluated according to the parameters provided within the description of each task. The team with the highest number of points from the sum of all five (5) tasks will be the overall winner. In the event that multiple teams receive the same overall score, the shortest overall time for Task 2 through Task 5 will be the tie breaker. Scoring rubrics will be provided with the topographic data for detailed scoring breakdowns of each task.

9.3 Materials and Equipment

The tasks are project-oriented problems; therefore, for Task 1A (Topographic mapping project), the use of any civil design software is recommended. ASCE UESI can recommend free educational civil design software and online training videos upon request.

For student symposium competitions, teams are responsible for all necessary software and safety equipment as specified by the student symposium host in the symposium mailers. For Task 2 through Task 5, the field methods may vary amongst teams. The use of traditional surveying equipment (transits/theodolites/total stations, tapes, prisms, prism poles, conventional optical levels, level rods) is recommended for individual team practice and at each symposium competition. Digital levels*, robotic total stations*, GPS – RTK receivers are **NOT** permitted.

*Digital levels and Robotic total stations will be permitted to be used in **manual mode only**. Proper safety equipment is required. Each participating team member must wear a safety vest or high visibility shirt and closed toed shoes for all field tasks.

At the Society-wide competition finals, ASCE UESI will provide all necessary surveying equipment. ASCE UESI's representative will provide training on the equipment at the event for the Society-wide competition finals only. Proper safety equipment is required. Each participating team member must wear a safety vest or high visibility shirt and closed toed shoes for all field tasks.



9.4 Judging

The student symposium host shall recruit judges. Three to five judges are recommended. Tasks 1A, and 2 through 5 will each be scored out of 100 total possible points, plus 50 points for Task 1B (topographic mapping project presentation); therefore, each team will have the opportunity to achieve a possible total of 550 points. The decision of the judges is final. The top three (3) teams with the highest overall score will be recognized.

Section 10: Task Descriptions

10.1 Task - 1 Topographic Mapping

Task 1A: Topographic Mapping Project

To be submitted by 5:00 pm EST, Monday, February 26, 2024. A point file in a text format of PNEZD and a description of map boundary will be provided by ASCE UESI on the [ASCE UESI Surveying Competition Collaborate Site](#) by 5:00 pm EST, Monday, January 8, 2024.

Each team will prepare a 1-foot contour topographic map with details specified by the competition committee. The final submittal will consist of a single PDF file and a landXML file. Each team will be expected to comply with all required items listed in the specifications. Specifications are listed in the judging form. Teams will be evaluated on the map accuracy and aesthetics. Teams may not include more than five (5) sheets in the PDF file to present their mapping project. The required PDF sheet size for each sheet is 24"x36". In the event that more than five (5) pages are submitted, only the first five (5) pages of the set will be reviewed.

Task 1B: Topographic Mapping Project Presentation

Task 1B will occur at the student symposium and Society-wide competition finals.

A maximum five (5) minute live presentation with at least two (2) presenters is required for the mapping project. The presentation should focus on how to create the given topographic map. Briefly summarize the process from receiving the point file to producing a 24"x36" PDF, paper map, and landXML. Teams should demonstrate competency in mapping the topographic map, such as identifying the boundary, control points, breaklines, etc. The intent of this presentation is to showcase the understanding of topographic mapping and drafting. Specifications are listed in the judging form.

10.2 Task 2 - Pacing

At the competition site, details for pacing will be provided by the competition host. Up to three (3) participating members will compete in this task. Each team will submit a final recorded ground distance at the conclusion of their pacing. Teams will be evaluated on their accuracy and will be given a maximum of thirty (30) minutes to complete this task. Each team's overall time for this task will be recorded by a task judge.



10.3 Task 3 – Leveling

At the competition site, each team will be required to start from a benchmark of known elevation and perform differential leveling operations to establish the elevation of a temporary point of unknown elevation. Each team will submit a final recorded elevation for the temporary point of unknown elevation upon conclusion of their differential leveling operation. Teams will be evaluated on their accuracy and must submit their fieldnotes within the given time limits as specified by the competition host. Each team's overall time for this task will be recorded by a task judge.

10.4 Task 4 - Construction Stakeout

At the competition site, using appropriate stakeout techniques, teams will be required to stake out a proposed project with appropriate offsets. Two (2) designated control points for set up and backsight will be given to measure the angles and distances to the proposed project points. The angles and distances to be calculated and measured will be given on the day of the event. The judges will measure the hubs/tacks as set by teams upon conclusion of their stakeout. Teams will be evaluated on their accuracy and will be given a maximum time by the competition host to complete this task. Each team's overall time for this task will be recorded by a task judge.

10.5 Task 5 - Determining depth of proposed sewer line and the cut at each station

At the competition site, teams will find centerline and offset stakes for a proposed sewer line. On the day of the competition, each team will be given the invert of the existing pipe where the proposed sewer line will connect. Teams will also be given the slope and size of the proposed sewer line. Teams will have to determine the amount of cut at each predetermined station location and the elevation of the invert at the opposite end of the proposed sewer line. Station numbers will be supplied on the centerline stakes. Calculations will be recorded by each team in the field and turned in to the judge upon conclusion of the task. Teams will be evaluated on their accuracy and will be given a maximum time by the competition host to complete this task. Each team's overall time for this task will be recorded by a task judge.



Appendix A: Task Resource Estimate

College/University Name _____

Instructions: College/university should fill in team member names. If less than 6 team members, draw a line through the middle of the row throughout the tasks.

	Field Task 2	Field Task 3	Field Task 4	Field Task 5
	Min 2	Min 2	Min 2	Min 2
How many team members should complete each task?				
Team Member Name	To be filled out by judge:			
A				
B				
C				
D				
E				
F				



Appendix B: Eligibility for Student Symposium Competition and Society-wide Competition Finals

Invitations to Student Symposia and ASCE Student Civil Engineering Championships/Society-wide Competition Finals are a privilege, not a right. Failure to act professionally can result in letters of reprimand, mandatory behavior management plans, and loss of invitations to further competition for individual institutions and/or entire conferences. Please note that the requirements for eligibility for Society-wide competition finals are more stringent than the requirements for participation at student symposia competitions.

Student Chapter Eligibility for Student Symposium Competition

The following qualifications are required of all ASCE Student Chapters to compete at the Student Symposia Competitions:

An ASCE Student Chapter must:

1. Be in good standing with ASCE:
 - a. Have paid their annual dues, as received by ASCE, **no later than the start of their Student Symposium.**
 - b. Have submitted their student chapter's full Annual Report or EZ Annual Reporting Form **no later than February 1, 11:59 p.m. EST.**

Student Chapter Eligibility for Society-wide Competition Finals

The following qualifications are required of all ASCE Student Chapters in order to advance to the ASCE Society-wide Competition Finals:

An ASCE Student Chapter must:

1. Be in good standing with ASCE:
 - a. Have paid their annual dues, as received by ASCE, **no later than February 1, 11:59 p.m. EST**
 - b. Have submitted their student chapter's **full Annual Report, no later than February 1, 11:59 p.m. EST** and have received a minimum score of 25 points out of a possible 100. **Student Chapters that submit an EZ annual reporting form do not qualify** to advance on to competition finals; and
2. Attend and participate in their assigned Student Symposium as shown through their school's:
 - a. On-time attendance and active participation by a member of the ASCE Student Chapter at the Student Symposium Business Meeting.
 - b. Participation in the Student Symposium Paper Competition, including submission and presentation by a member of the ASCE Student Chapter. Note that any papers/presentations created for any other competition do not count as an entry into the Student Symposium Paper Competition.

Questions regarding eligibility should be directed to student@asce.org.



Appendix C: Intent and Eligibility Acknowledgement Form

2024 ASCE UESI Surveying Competition

Statement of Intent and Acknowledgement of Eligibility Requirements for Student Symposium Competition Participation and Advancement to Society-wide Competition Finals

Teams shall submit an Intent and Eligibility Acknowledgement Form, **no later than 5:00 p.m. Eastern on November 3, 2023**. By completing this form, a student chapter states their intent to have a team participate in the competition at their assigned student symposium as well as acknowledges the eligibility requirements for student symposium competition participation and advancement to Society-wide competition finals. The form must be signed by the Team Captain, ASCE Student Chapter Faculty Advisor, ASCE Student Chapter President, and Competition Team Faculty Advisor (if different than ASCE Student Chapter Faculty Advisor).

The team captain shall upload the Intent and Eligibility Acknowledgement Form to ASCE's Cerberus ftp server. The main folder contains a sub-folder for each Student Symposium. (Note: Please verify that your student symposium host is conducting this competition prior to completing this form and if not, consider the guest team option.) This is a Read/Write link (no delete). Refer to Appendix D – How to Navigate Folders and Upload Intent and Eligibility Acknowledgement Form for directions.

File names shall be in the form of "School Name – Surveying Intent and Eligibility Acknowledgement Form Year" (example: George Mason University – Surveying Intent and Eligibility Acknowledgement Form 2024).

Click this [hyperlink](#) to submit the Intent and Eligibility Acknowledgement Form

<https://upload.asce.org/public/folder/91uLedEMEUe0qGb1bYW0lw/Surveying%20Competition>

Late and/or incomplete submission of this form may be subject to deduction.

School/University Name

ASCE Student Chapter Name

Assigned Student Symposium Name

Statement of Intent

It is the intent of our student chapter to have a team participate in the 2024 ASCE UESI Surveying Competition at our assigned Student Symposium.

Acknowledgement of Eligibility Requirements for Student Symposium Competition Participation and Advancement to Society-wide Competition Finals

ASCE UESI Surveying Competition Team Captain (TC) and ASCE Student Chapter Faculty Advisor (FA), please initial next to each statement below to indicate your acknowledgement and understanding of that item. If you have questions about any statement, please contact us at student@asce.org.



2024 Rules and Regulations

	TC	FA
1. We have read the 2024 ASCE UESI Surveying Competition Rules and understand the following:		
a. The <u>team member requirements</u> per Section 2.1 of the Rules.		
b. The <u>team requirements</u> per Section 2.2 of the Rules.		
c. The student chapter eligibility requirements to participate in the <u>ASCE Student Symposium Competition</u> per Appendix B of the Rules, specifically: An ASCE Student Chapter must: 1. Be in good standing with ASCE: a. Have paid their annual dues, as received by ASCE, no later than the start of their Student Symposium. (Please note that some educational institutions managing student chapter finances may require long lead times to generate and send payments. ASCE strongly recommends that these requests are generated by December before you leave for winter break.) b. Have submitted their student chapter's full Annual Report or EZ Annual Reporting Form no later than February 1, 11:59 p.m. EST.		
d. The student chapter eligibility requirements to qualify for advancement to the <u>Society-wide Competition Finals</u> per Appendix B of the Rules, specifically: An ASCE Student Chapter must: 1. Be in good standing with ASCE: a. Have paid their annual dues, as received by ASCE, no later than February 1, 11:59 p.m. EST (Please note that some educational institutions managing student chapter finances may require long lead times to generate and send payments. ASCE strongly recommends that these requests are generated by December before you leave for winter break.) b. Have submitted their student chapter's full Annual Report, no later than February 1, 11:59 p.m. EST and have received a minimum score of 25 points out of a possible 100. Student Chapters that submit an EZ annual reporting form do not qualify to advance on to competition finals; and 2. Attend and participate in their assigned Student Symposium as shown through their school's: a. On-time attendance and active participation by a member of the ASCE Student Chapter at the Student Symposium Business Meeting. b. Participation in the Student Symposium Paper Competition, including submission and presentation by a member of the ASCE Student Chapter. Note that any papers/presentations created for any other competition do not count as an entry into the Student Symposium Paper Competition.		
e. The last day to submit a Request for Information (RFI) to the ASCE UESI Surveying Competition Rules Committee is February 7, 2024.		
f. Task 1A Projects are due at 5:00 p.m. EST, Monday, February 26, 2024.		



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<p>2. If your team is a team that has placed high enough in your Student Symposium-level Competition to be considered for advancement to the Society-wide Competition Finals, ASCE will inform you if you have met all eligibility requirements about a week after your Student Symposia. (Any student symposium taking place prior to March 31 may have a longer turnaround time.)</p>		
<p>3. Submitting a student chapter full annual report is typically the responsibility of the student chapter officers. As team captain and faculty advisor, ASCE suggests that you connect with your student chapter officers as early as possible to discuss the annual report and activities that need to take place to receive the minimum score or higher.</p>		

I have read and understand the student symposium competition information stated above, including eligibility requirements for student symposium competition participation and advancement to Society-wide competition finals.

Please print names and email addresses clearly. This information will be used to send project submission links to team captains and faculty advisors via email from ASCE in February 2024.

Team Captain

Date

Email Address

Signature

ASCE Student Chapter Faculty Advisor

Date

Email Address

Signature

ASCE Student Chapter President

Date

Email Address

Signature

ASCE UESI Surveying Competition Faculty Advisor
(if different than ASCE Student Chapter Faculty Advisor)

Date

Email Address

Signature



Appendix D: How to Navigate Folders and Upload Intent and Eligibility Acknowledgement Forms

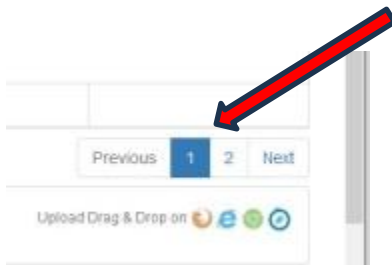
When you first arrive at the upload site, you will see folders labeled for each Student Symposium:

The screenshot shows the ASCE website interface. At the top left is the ASCE logo. On the right, there are navigation links for Home, Account, and Share. Below the logo is a 'Public' section with a sidebar containing Home, Account, Share, and Logout. The main content area displays a list of folders, each representing a student symposium. The folders are: Carolinas, Eastern Great Lakes, Greater China, Gulf Coast, India, Indiana-Kentucky, Intermountain Southwest, Metropolitan, Mid-America, and Mid-Atlantic East. Each folder entry includes its name, type (folder), size, and date. At the bottom of the list, it says 'Showing 1 to 10 of 22 entries' and there are navigation buttons for 'Previous', '1', '2', '3', and 'Next'.

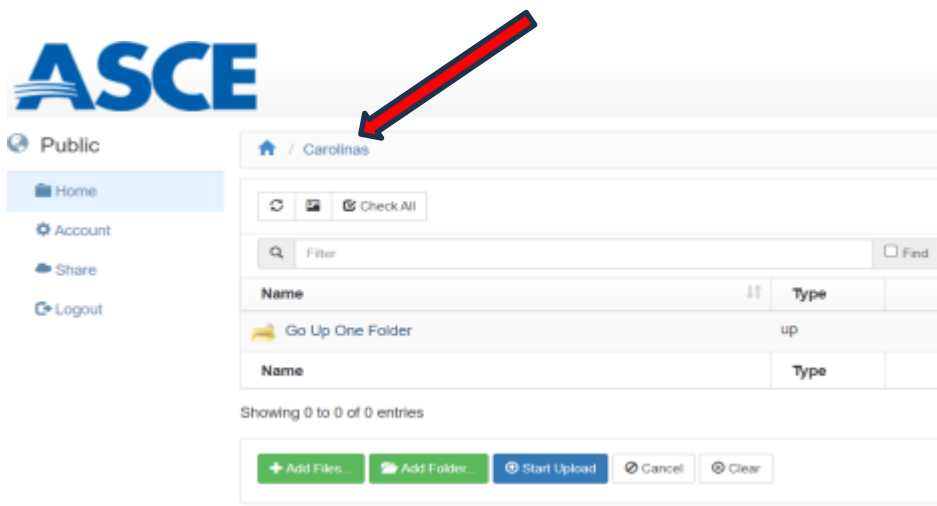
Name	Type	Size	Date
Carolinas	folder		8/29/2022 12:03 PM
Eastern Great Lakes	folder		8/29/2022 12:04 PM
Greater China	folder		8/29/2022 12:05 PM
Gulf Coast	folder		8/29/2022 12:04 PM
India	folder		8/29/2022 12:05 PM
Indiana-Kentucky	folder		8/29/2022 12:04 PM
Intermountain Southwest	folder		8/29/2022 12:05 PM
Metropolitan	folder		8/29/2022 12:03 PM
Mid-America	folder		8/29/2022 12:05 PM
Mid-Atlantic East	folder		8/28/2022 12:04 PM



Locate your Student Symposium and click the folder to open it. If you don't see the name of your Student Symposium, click the page navigation to move to the second page:



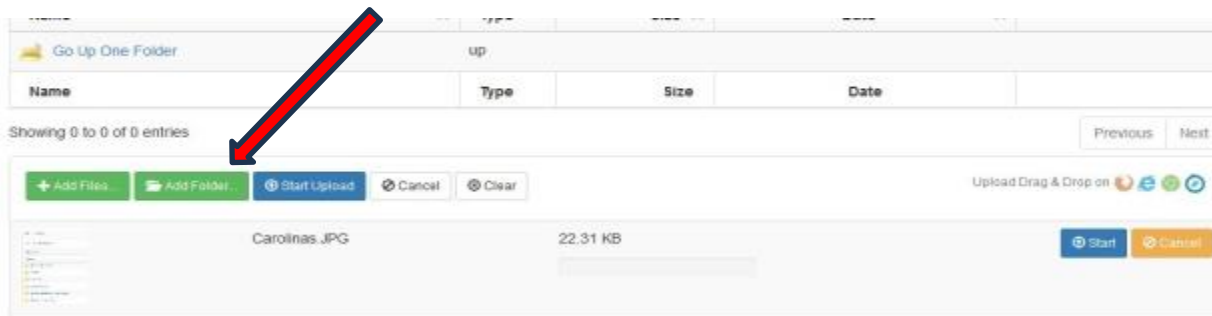
When you have opened the folder for your Student Symposium, double-check that you are in the correct location before you begin uploading your files (In this case, **The Carolinas** Student Symposium):



If you accidentally open the wrong folder, you can “back up” by clicking the **Go Up One Folder** folder and navigate correctly.

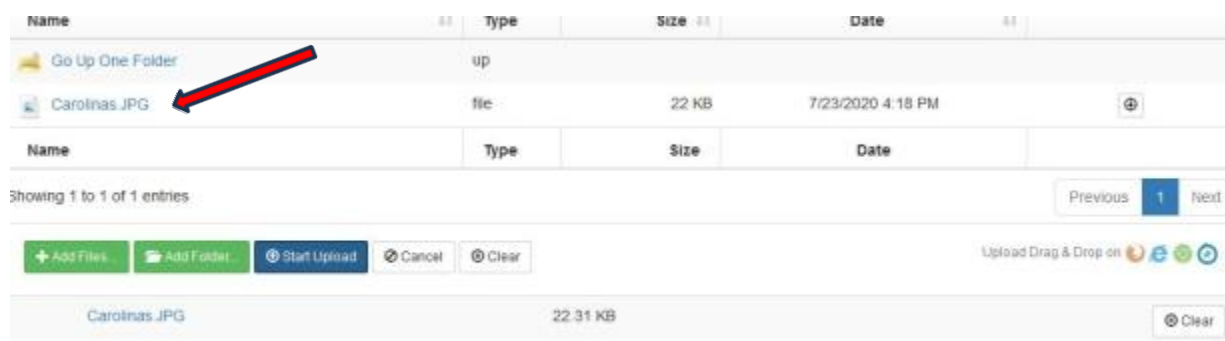


When you have confirmed that you have navigated correctly to the proper folder, you can either click the **+Add Files** button and then browse to find the files to upload or drag and drop files to the area directly below the **+Add Files** button.



The selected (or dragged and dropped) files will appear in the upload area. To upload the file into the folder, click **Start Upload**.

When the file has been successfully uploaded, the name of the file will appear under the **Go Up One Folder** folder



To clear the uploaded file from the upload area, click **Clear**.

Need help?

If you uploaded a file to the wrong folder, or want to replace an uploaded file with a corrected version, send an email to jupmeyer@asce.org and ask that the incorrect file be deleted. Include both the location (folder path) and **exact name** of the file you want deleted. (Files cannot be moved – you will have to upload the file again to the correct folder after it has been deleted).



Reminder

Please ensure you have uploaded to the correct folder for your symposium and school. Submissions outside of your own symposium folder will be considered non-responsive and will not be considered.