**DECA Conference Registration Instructions**

Delaware DECA Online Registration: <https://www.decaregistration.com/de>

1. In your web browser, go to the following URL: <https://www.decaregistration.com/de>

2. You will see the following screen and you will need to click on the **REGISTRATION** button.

**2018 DECA State Conference Online Registration  
Delaware   
[**[**Home**](https://www.decaregistration.com/de/Main.asp)**]**

|  |  |
| --- | --- |
| Registration  Help  Log Out | Welcome to the DECA State Conference Online Registration Center.  If you are registering for the first time, click on the Register button. If you need to make changes to an existing registration, Click on Edit Registration. |

1. You will be asked to enter your **USERNAME** and **PASSWORD.** This should be the same username and password you used to register your students with DECA, Inc.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Registration  Help  Log Out | Please enter your username and password   |  |  | | --- | --- | | User Name |  | | Password |  | |  |  |     Can't remember your password? enter your e-mail address below, and if it is found, then your password will be e-mailed to you.  E-Mail Address: |

1. The first time you enter the Online Registration you will be taken to the following screen and asked to verify and update your information. Make any necessary changes but please note that to proceed you must enter a **CELL # AND CHANGE AND CONFIRM YOUR PASSWORD.** Once you have entered the necessary information please click on SUBMIT at the bottom of the page.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Registration  Help  Log Out | **Please Verify and update the following information**   |  |  | | --- | --- | | Advisor \* | First Name  Last Name | | **Cell Phone\*** | 302-555-1212 | | School Name \* |  | | Address 1 |  | | Address 2 |  | | City | State    Zip | | E-Mail \*</FONT< td> |  | | Phone |  | | Fax |  | | Chapter ID |  | | Area (region or district) |  | | **Please Change Your Password** | test | | **Confirm Password** | test | | Check/P.O. # | P.O. Check # | | Special Needs |  | |  |  | |

1. To register students for the conference you will need to add your student members, click on the **ADD STUDENT MEMBER** button and this will take you to your list of students who are registered with DECA ***(THE REGISTRATION SYSTEM IS TIED TO DECA’S MEMBERSHIP INFORMATION SO YOUR CHAPTER’S NATIONAL REGISTRATION MUST BE COMPLETED [YOU CAN PAY LATER] BEFORE YOUR STUDENT’S NAME WILL APPEAR ON THE NEXT SCREEN. If a student’s name doesn’t appear, check to make sure you’re using the same spelling or that you didn’t register them with a nickname. If you didn’t register them, simply add them to your chapter’s national registration and they will then appear in your chapter list.)***

*To add a non-student (Chaperone, Guest, or another advisor) click on the* ***ADD NON-STUDENT*** *button on this screen and you will be able to add first and last name and choose their status, then click on submit and you will be directed back to this page and the individual’s name you added will appear on your registration.* ***When starting your registration it might be easier to add your advisors and Chaperones first. (RE: if you try to exceed the 10/1 student to advisor ratio it will tell you that you need to add another advisor/chaperone before you can add another student.)***

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Registration  Help  Log Out | **Registration for** [**Test High School (14-001)**](https://www.decaregistration.com/de/SchoolInfo.asp?T=E) **(Click the above link to edit your school information)**  **NOTE: Registration will not be completed until you click the FINISHED REGISTERING button below, then you must confirm.**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **ID** | **Name** | **Status** | **Events** |  | | | 999999 | DOE, John | A | 0 | [Edit & Select Events](https://www.decaregistration.com/de/AddNonMember.asp?T=E&PID=0110001) | Delete |  |  |  |  | | --- | --- | --- | | Add Student Member Add Non-Student | View Registration | Submit |   [Save and Finish Later](https://www.decaregistration.com/de/Logout.asp?T=S) |

1. From this screen you will select the students you want to register for the conference by entering the # of years the student has been in DECA, and by their status ( click on student in the drop down); **ONLY ENTER THE REQUESTED INFORMATION FOR THE STUDENTS YOU WANT TO REGISTER FOR THE CONFERENCE.** When you are finished, click on SUBMIT and the next screen will contain the students you selected.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Registration  Help  Log Out | Please select a status for each member that you wish to register **NOTE: There is a 20 minute session time out. If you think it will take you longer than that to select all your members, you can make your selection in multiple groups. Simply make as many selections as you can in 20 minutes and click Submit before the session expires. You can then click the Add Member button again to continue adding.**  [Select All](https://www.decaregistration.com/de/AddMembers.asp?T=SelAll) - Selects all members (NOTE: Any previous selections will be overwritten) **\* NOTE: All fields are required.**   |  |  |  | | --- | --- | --- | | **Name** | **# of Years in DECA** | **Select Status** | | Jane Doe |  |  | | Alex Jones |  |  | | Thomas Jefferson |  |  | | Bill Mason |  |  | | Mary Mills |  |  | | David Brown |  |  | | Jamie Smith |  |  | | James Waters |  |  | | John Pittman |  |  | | Zachary Thomas |  |  | | Sarah Black |  |  | |

1. Now that you have your registration list you need to click on **edit and select** next to a student and you will be taken to a page with the list of events *(I didn’t copy this page due to the size).* **Click on the event you want to enter them in** (*do not make any other changes to this page*), and then click on SUBMIT at the bottom of the page. You will then return to this screen and you will continue the same process until all your students are entered in an event. If you need to drop a student from your registration click on DELETE in the right hand column next to the student’s name.

*Please note if your student has any* ***SPECIAL NEEDS*** *there is a box just under the student’s name for*

*you to enter their special needs request.*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Registration  Help  Log Out | **Registration for** [**Test High School (14-001)**](https://www.decaregistration.com/de/SchoolInfo.asp?T=E) **(Click the above link to edit your school information)**  **NOTE: Registration will not be completed until you click the FINISHED REGISTERING button below, then you must confirm.**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **ID** | **Name** | **Status** | **Events** |  | | | 0110001 | Doe, John | A | 0 | [Edit & Select Events](https://www.decaregistration.com/de/AddNonMember.asp?T=E&PID=0110001) | Delete | | 0110006 | Jane Doe | S | 0 | [Edit & Select Events](https://www.decaregistration.com/de/AddRegister.asp?PID=0110006) | Delete | | 0110005 | Alex Jones | S | 0 | [Edit & Select Events](https://www.decaregistration.com/de/AddRegister.asp?PID=0110005) | Delete | | 0110004 | Thomas Jefferson | S | 0 | [Edit & Select Events](https://www.decaregistration.com/de/AddRegister.asp?PID=0110004) | Delete | | 0110007 | Bill Mason | S | 0 | [Edit & Select Events](https://www.decaregistration.com/de/AddRegister.asp?PID=0110007) | Delete | | 0110002 | Mary Mills | S | 0 | [Edit & Select Events](https://www.decaregistration.com/de/AddRegister.asp?PID=0110002) | Delete | | 0110003 | David Brown | S | 0 | [Edit & Select Events](https://www.decaregistration.com/de/AddRegister.asp?PID=0110003) | Delete |  |  |  |  | | --- | --- | --- | | Add Student Member Add Non-Student | View Registration | Submit |   [Save and Finish Later](https://www.decaregistration.com/de/Logout.asp?T=S) |

1. To view your registration click on the **VIEW REGISTRATION** button and you will see the following page. (Please note that the registration has not been submitted at this time.) You can view your invoice and the student’s registration at this time.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | |  | | --- | | **SCHOOL INFORMATION** | | Test High School (09-011) John Doe 35 Commerce Way Dover, DE 19904 302-555-1212 | | |  | | --- | | **REMIT TO** | | Delaware DECA | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Preview #** | **School #** | **Date** | **Chapter ID** | **P.O./Check #** | | 014-001 | 001 | **Not Submitted** | 09-001 |  |  |  |  |  |  | | --- | --- | --- | --- | | **Quantity** | **Description** | **Each** | **Ext.** | | 1 | Advisor | $80.00 | $80.00 | | 6 | Student | $80.00 | $480.00 | |  | **7 Participants** | **TOTAL** | **$560.00** |     [View By Event](https://www.decaregistration.com/de/ViewByEvent.asp)   |  |  | | --- | --- | | **INDIVIDUALS** | | | **Name** | **Event(s) / Items** | | **0110001 Doe, John** (Advisor) |  | | **0110006 Doe, Jane** (Student) | PBM : Principles of Business and Management and Administration | | **0110005 Jones, Alex** (Student) | PFN : Principles of Finance | | **0110004 Jefferson, Thomas** (Student) | BLMDM : Business Law and Ethics Team Decision Making (Team #1) | | **0110007 Mason, Bill** (Student) | BSM : Business Services Marketing | | **0110002 Mills, Mary** (Student) | ACT : Accounting Applications Series STOFC : State Officer Candidate | | **0110003 Brown, Davis** (Student) | BLMDM : Business Law and Ethics Team Decision Making (Team #1) |   [[Back to Registration](https://www.decaregistration.com/de/RegDECA.asp)] |

After reviewing you registration click on the **BACK TO REGISTRATION** if you need to make any changes or corrections.

1. If everything is correct, click the **FINISH REGISTERING** button and you registration is completed. You will automatically receive an invoice and a list of everyone’s conference registration information. If you need to make any changes, return to the conference registration site before the registration deadline, make your changes, and then resubmit your registration.

|  |
| --- |
| **SCHOOL INFORMATION** |
| Test High School (09-011) John Doe 35 Commerce Way Dover, DE 19904 302-555-1212 |

|  |
| --- |
| **REMIT TO** |
| Delaware DECA |

**Invoice**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Invoice #** | **School #** | **Date** | **Chapter ID** | **P.O./Check #** | | 014-023 | 001 | 11/17/2011 | 14-001 |  |  |  |  |  |  | | --- | --- | --- | --- | | **Quantity** | **Description** | **Each** | **Ext.** | | 1 | Advisor | $80.00 | $80.00 | | 6 | Student | $80.00 | $480.00 | |  | **8 Participants** | **TOTAL** | **$560.00** |  |  |  | | --- | --- | | **INDIVIDUALS** | | | **Name** | **Event(s) / Items** | | **0110008 Brown, John** (Chaperone) |  | | **0110001 Doe, John** (Advisor) |  | | **0110006 Doe, Jane** (Student) | PBM : Principles of Business and Management and Administration | | **0110005 Jones, Alex** (Student) | PFN : Principles of Finance | | **0110004 Jefferson, Thomas** (Student) | BLMDM : Business Law and Ethics Team Decision Making (Team #1) | | **0110007 Mason, Bill** (Student) | BSM : Business Services Marketing | | **0110002 Mills, Mary** (Student) | ACT : Accounting Applications Series STOFC : State Officer Candidate | | **0110003 Brown, David** (Student) | BLMDM : Business Law and Ethics Team Decision Making (Team #1) | |