



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.

DECA State Conference Online Registration Delaware

[\[Home\]](#)



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.

3. 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.



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:



- 4. 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 *

Phone

Fax

Chapter ID

Area (region or district)

Please Change Your Password

Confirm Password

Check/P.O. # P.O. Check #

Special Needs



Submit

- 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)

(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	Delete

ADD STUDENT MEMBER

VIEW REGISTRATION

FINISHED REGISTERING

ADD NON-STUDENT

[Save and Finish Later](#)

- 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](#) - Selects all members (NOTE: Any previous selections will be overwritten)

* NOTE: All fields are required.

Name	# of Years in DECA	Select Status
Jane Doe	<input type="text" value="1"/>	<input type="text" value="Student"/>
Alex Jones	<input type="text" value="2"/>	<input type="text" value="Student"/>
Thomas Jefferson	<input type="text" value="2"/>	<input type="text" value="Student"/>
Bill Mason	<input type="text" value="3"/>	<input type="text" value="Student"/>
Mary Mills	<input type="text" value="3"/>	<input type="text" value="Student"/>
David Brown	<input type="text" value="4"/>	<input type="text" value="Student"/>
Jamie Smith	<input type="text"/>	<input type="text" value="Please Select..."/>
James Waters	<input type="text"/>	<input type="text" value="Please Select..."/>
John Pittman	<input type="text"/>	<input type="text" value="Please Select..."/>
Zachary Thomas	<input type="text"/>	<input type="text" value="Please Select..."/>
Sarah Black	<input type="text"/>	<input type="text" value="Please Select..."/>

7. 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)

(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	Delete
0110006	Jane Doe	S	0	Edit & Select Events	Delete
0110005	Alex Jones	S	0	Edit & Select Events	Delete
0110004	Thomas Jefferson	S	0	Edit & Select Events	Delete
0110007	Bill Mason	S	0	Edit & Select Events	Delete
0110002	Mary Mills	S	0	Edit & Select Events	Delete
0110003	David Brown	S	0	Edit & Select Events	Delete

ADD STUDENT MEMBER

VIEW REGISTRATION

FINISHED REGISTERING

ADD NON-STUDENT

[Save and Finish Later](#)



8. 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](#)

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)

[\[Back to Registration\]](#)

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



9. If everything is correct, click the **FINISH REGISTERING** button and your 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)