

## Online Conference Registration Instructions

Go to the registration site URL that was included in the email with these instructions. Click the **REGISTRATION** button to begin registration. You will be brought to the log in screen. Log in using the user name and password that you use for the DECA online membership system. If you have forgotten your user name and/or password, type in your e-mail address in the blank provided at the bottom of the screen, and click **Submit**. Your user name and password will be e-mailed to the email address that you have registered with National DECA in the online membership system.

The first time in, you will be asked to verify your school information. Please look all of the information over and correct anything that needs to be corrected. You do not need to enter a check/PO number. Click **Submit** when you're finished, and you'll be presented with the registration screen.

The advisor will be automatically registered for the conference.

Click the **ADD STUDENT MEMBER** button to begin registering your students for the conference. You will be presented with the full list of students that are registered DECA members in the online system. If a student does not appear and they are attending the conference you'll need to log into the DECA online membership system and add them. If you previously added them don't forget to SUBMIT your roster to DECA. Students will not appear until they have been added into the online membership system and the roster has been submitted to DECA.

In order to register a student you must enter the # of years they have been in DECA and select their status which is "Student". Once you have done this for all of the students attending the conference you will click **SUBMIT** at the bottom of the screen. If you do not select a status they will not be registered for the conference. Selecting a status is what registers them for the conference.

You will now see a list of the students who are registered for the conference. To select their events you will click on the link to the right of their name that says "Edit & Select Events". You will select events one student at a time. Don't forget the limitations on what events students can compete in at the conference. A link to a PDF document that outlines the guidelines is included on the event registration page.

To register a student for an event you will check the box in the column marked "Select"

To enter Team events, be sure to select the correct team number in the column marked "Team #". By default this number will always be 1. Once you've completed a team you need to manually change this number. A separate team # should be designated for each team. The first team will be number 1, the second team will be #2, etc. Place the same team # on each team member for each event as you enter them. For instance, if Billy and Suzy are on a team together, their team # will both be 1 for that contest. If you enter a second team in this event, and John and Phil are on that team, then the team # should be 2.

Continue adding names until you have entered all of your participants. As you add participants, if you attempt to enter more participants in an event than are allowed, you will be informed, and not allowed to exceed the event maximum. At any point, you may press the **VIEW REGISTRATION** button to get an idea of your total invoice amount, and a better understanding of who is registered for which events.

You should also make sure to register your chapter's voting delegates. Although your students may only participate in two competitive events, they can additionally register as voting delegates. Indicate who your chapter's voting delegates are by enrolling them in this "event" – note that the minimum number of voting delegates is five (5), so you should register at least this many students to be your chapter's delegates. Chapters having 50 or more registered members will have more than 5 voting delegates, so make sure to reference the SCDC registration packet to determine how many delegates you are allowed to indicate.

When you are finished, click the **FINISHED REGISTERING** button at the bottom. At this point, you may have several red messages at the top of the screen. Please read these carefully. Your registration will not be complete until these problems have been resolved. To correct the errors, click the **Back To Registration** link at the bottom, select the student(s) and click the **Edit** link beside each student. Make the necessary corrections and press **Submit** to save. You may also need to correct issues with contest entries (having too many, or not enough for a team). When you're finished making these changes, press the **FINISHED REGISTERING** button again.

If you get a message that states that you have not met the minimum requirements for a team event, then you must click the **Back To Registration** link, and either add students to those contests that are short, or remove students from those contests that may have too many. When you're finished making those changes, press the **FINISHED REGISTERING** button again.

After you have corrected any errors that may have appeared, and resubmitted your registration, be sure to **Print** a copy of this invoice to send in with your payment. A copy of the invoice will be e-mailed to you, and to the state staff.

If you need to edit your registration, you may come back to this same site and make changes up until the change deadline which is published in the conference registration packet. In order to make changes, click on the **REGISTRATION** button at the left and log in using your user name and password. The list of registered individuals will appear. Simply click the **Edit** link, and make any changes you need. When you do this, remember to click the **FINISHED REGISTERING** button to check for problems, and to resubmit the invoice.

Once you are finished with your registration, be sure to either click the **LOG OUT** link to make sure that the connection is securely closed, or exit your browser. This will ensure that no one can get in and make changes to your registration.