

## MEMBERSHIP PORTAL INSTRUCTIONS

- 1) Log on. Use your user name and password to log in at <http://www.decaregistration.com/hs>.
  - a) If you do not have this information, select the “[Click here](#)” option on the log-in page, or contact Matt Arnett at DECA’s membership department ([matthew\\_arnett@deca.org](mailto:matthew_arnett@deca.org)).
  - b) Once you log in, you will see your chapter’s prior year membership statistics (for existing chapters).
- 2) Update your chapter’s information: Go to “MAIN” > “CHAPTER INFORMATION”.
  - a) Be sure to enter your correct District (Nor Cal, So Cal, Silicon Valley).
  - b) Select if you have a School-Based Enterprise (SBE) from the dropdown and type of business if applicable.
  - c) Indicate how many copies of DECA Direct magazines your chapter would like to receive.
  - d) Highly recommended to change your User Name to your email so it is easily memorized.
  - e) Please change your password to something you’ll remember.
  - f) When finished, click “SAVE”.
- 3) Register advisors: Go to “ROSTER” > “ADVISORS”.
  - a) This is where you can edit advisor information and add/delete advisors.
  - b) Select “Renew” if an advisor is already listed and you are registering them.
  - c) Select “Edit” to review and confirm or change your contact information.
  - d) Your “Chapter Status” tells us whether you are the primary advisor or secondary advisor if there are two or more advisors. The primary advisor receives the membership invoices via email.
  - e) When finished, click “SAVE”.
- 4) Register students: Go to “ROSTER” > “STUDENTS”.
  - a) You have the option of registering students in the following ways.
    - i) Choose from last year’s roster to register them this year (either all or selected).
    - ii) Import student roster from a .CSV (Microsoft Excel) file.
    - iii) Enter students manually.
  - b) Be sure to spell your student names correctly. Names will appear exactly as entered on nametags.
  - c) Do not use all caps or all lower case, please capitalize the first letter of each name (ex- Jane Smith).
  - d) Please note that once a student is registered, there is no removing them, even if they drop the class.
  - e) You have the ability to track student’s email address, employer, and t-shirt size (members do not receive a shirt for joining).
- 5) Register alumni and professional members: Go to “ROSTER” > “ALUMNI/PROFESSIONAL”.
- 6) Submit your members: Go to “ROSTER” > “SUBMIT ROSTER TO DECA”.
  - a) You can have the option of entering check number, PO information, or payment by credit card (3% processing fee).
  - b) This will generate an invoice you can print.
  - c) All dues are paid to DECA Inc. and payment information can be found on the invoice.
  - d) Membership dues are based on the [California DECA’s Chapter Affiliation/Curriculum Program](http://californiadeca.org/uploads/CA%20DECA%20Chapter%20Affiliation%20%20Guide%202016-2017.pdf) (<http://californiadeca.org/uploads/CA%20DECA%20Chapter%20Affiliation%20%20Guide%202016-2017.pdf>). Your chapter will automatically be placed in correct tier for the School Site Licensing.
  - e) Submit your invoice to the appropriate school and/or district finance official as required.

### Miscellaneous Items:

- You may add more members any time by repeating the above processes.
- To view rosters or statements, go to “REPORTS” and choose the option needed.
- Print membership cards and certificates: Go to “REPORTS” > select “MEMBERSHIP CARDS” or “MEMBERSHIP CERTIFICATES”.
- You can request more membership pins by going to “MAIN” > “REQUEST ADDITIONAL PINS”.
- Misspelled names: Go to “ROSTER” > “STUDENTS” > utilize the CHANGE NAME feature. This will submit a request to DECA Inc. and you will receive a response accordingly.