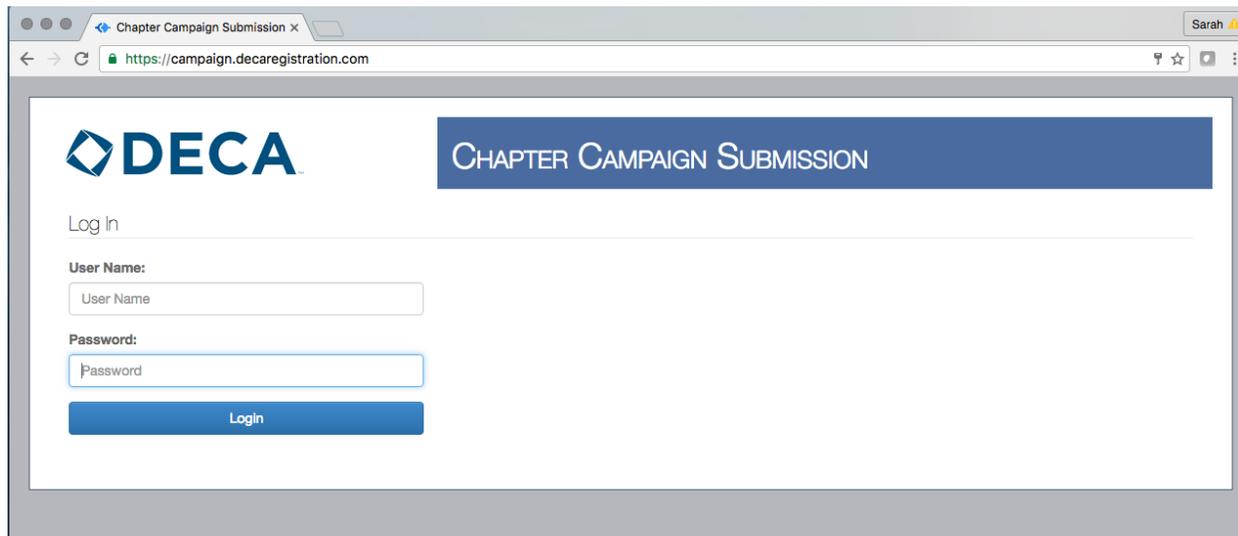


INNOVATIONS + ENTREPRENEURSHIP CAMPAIGN

ONLINE SUBMISSION INSTRUCTIONS

STEP 1:

Log on to <https://campaign.decaregistration.com/> using your DECA Advisor username and password (the same username and password used to log on to DECA's membership system).



The screenshot shows a web browser window with the URL <https://campaign.decaregistration.com/>. The page features the DECA logo on the left and a blue header bar on the right that says "CHAPTER CAMPAIGN SUBMISSION". Below the header, there is a "Log In" section with a "User Name:" label and a text input field containing "User Name". Below that is a "Password:" label and a text input field containing "Password". A blue "Login" button is positioned below the password field.

STEP 2:

Upon log on – you will see the home screen/Campaign List. Here you will click “Create Campaign”. Clicking this will take you to a screen to input the information about your campaign.



CHAPTER CAMPAIGN SUBMISSION

[Chapter Campaign Submissions](#) [Logout](#)
Chapter/School Name: 147H-3546 - DECA Inc
Logged In As: Michael Mount

[Create Campaign](#)

Campaign Type	Submitted Date	Chapter/School Name	State	Submitted For Evaluation	Evaluator	Evaluation Complete	Approved
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STEP 3:

Select “Innovations + Entrepreneurship” from the drop-down menu.



STEP 4:

Click “Save”

STEP 5:

Verify your chapter’s information and put the percentage of chapter members who participated in the innovation activity in the dropdown menu.

INNOVATIONS + ENTREPRENEURSHIP CAMPAIGN

Educate your local school and community about the importance of Innovation and Entrepreneurship. To earn recognition, submit three local business profiles, invite one local entrepreneur guest speaker to your school, and have at least 75% participation in an innovation activity. Be sure to submit your information online by December 1, 2025.

Your submissions may appear in DECA Direct Online. If you have any questions, please contact the Programs Department at education@deca.org.

School Name*

189H-27448 - DECA Inc.

School Address*

City*

Reston

State/Province*

VA

Zip/Postal Code*

20191

Country*

UNITED STATES OF AMERICA

Advisor Name*

DECA Inc.

Advisor Email*

membership@deca.org

Percentage of members participating in the innovation activity*

75-100%

Save

Save and Finish Later

STEP 6:

Click Save.

STEP 7:

Click “Edit” beside “Innovations and Entrepreneurship Local Business Profiles”.

FORMS FOR INNOVATIONS + ENTREPRENEURSHIP CAMPAIGN

189H-27448 - DECA INC.

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System

	Form Name	Status
Edit Attachments	Innovations and Entrepreneurship Campaign	Complete
Edit Attachments	Innovations and Entrepreneurship Local Business Profiles	Complete
Edit Attachments	Innovations and Entrepreneurship Local Entrepreneur Guest Speaker	Complete

STEP 8:

Enter a description for each of your three local business profiles and click "Save".

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INNOVATIONS + ENTREPRENEURSHIP LOCAL BUSINESS PROFILES

Fill out the information below on the three local business profiles.

Name of Local Business #1

Interview Method for Business #1

The owner of Jitterbugz Cafe and Beanery attended a chapter meeting and shared a bit about their business and their role in the community and then we had a question and answer session where chapter members could ask questions.

Name of Local Business #2

Interview Method for Business #2

Name of Local Business #3

Interview Method for Business #3

[Save](#) [Save and Finish Later](#)

STEP 9:

Click “Edit” beside “Innovations and Entrepreneurship Local Entrepreneur Guest Speaker”.

FORMS FOR INNOVATIONS + ENTREPRENEURSHIP CAMPAIGN

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System

		Form Name	Status
Edit	Attachments	Innovations and Entrepreneurship Campaign	Complete
Edit	Attachments	Innovations and Entrepreneurship Local Business Profiles	In Progress
Edit	Attachments	Innovations and Entrepreneurship Local Entrepreneur Guest Speaker	In Progress

STEP 10:

Enter a description for the local entrepreneur guest speaker and click “Save”.

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INNOVATIONS + ENTREPRENEUR GUEST SPEAKER

Fill out the information below on the entrepreneur guest speaker.

Entrepreneur Name:

Business/Industry:

Event Format:

Target Audience:

Event Date:

Save

Save and Finish Later

STEP 11 - Optional:

Click “Attachments” next to “Local Business Profiles” or “Local Entrepreneur Guest Speaker” to upload supporting photos or documents.

FORMS FOR INNOVATIONS + ENTREPRENEURSHIP CAMPAIGN

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System

	Form Name	Status
Edit Attachments	Innovations and Entrepreneurship Campaign	Complete
Edit Attachments	Innovations and Entrepreneurship Local Business Profiles	In Progress
Edit Attachments	Innovations and Entrepreneurship Local Entrepreneur Guest Speaker	Complete

STEP 12:

Click “Chapter Campaign Submissions” to return to the Campaign List



CHAPTER CAMPAIGN SUBMISSION

[Chapter Campaign Submissions](#) [Logout](#)
Chapter/School Name: 147H-3546 - DECA Inc
Logged In As: Michael Mount

[Create Campaign](#)

Campaign Type	Submitted Date	Chapter/School Name	State	Submitted For Evaluation	Evaluator	Evaluation Complete	Approved			
Ethical Leadership Campaign		147H-3546 - DECA Inc	VA	No		No	Not Reviewed	Forms	Submit	Delete Campaign
Advocacy Campaign	10/04/2021 3:41 PM	147H-3546 - DECA Inc	VA	Yes		No	Not Reviewed	Forms		
Community Service Campaign	10/04/2021 3:42 PM	147H-3546 - DECA Inc	VA	Yes		No	Not Reviewed	Forms		
Promotional Campaign	10/04/2021 3:41 PM	147H-3546 - DECA Inc	VA	Yes		No	Not Reviewed	Forms		

STEP 13:

All unsubmitted campaigns will show up in red on the Campaign list. Click “Submit” to submit your campaign.

STEP 14:

Click “I Agree” and then click “Confirm”.

The screenshot shows the DECA Chapter Campaign Submissions interface. A modal dialog box titled "SUBMIT CAMPAIGNS" is open, featuring a red bar with the text "I Agree" and a checked checkbox. Below this bar are "Cancel" and "Confirm" buttons. The background interface includes the DECA logo, navigation links for "Chapter Campaign Submissions" and "Logout", and user information: "Chapter/School Name: 147H-3546 - DECA Inc" and "Logged In As: Michael Mount". A "Create Campaign" button is also visible. Below the modal is a table of campaign submissions.

Campaign Type	Submitted Date	Chapter/School Name	State	Submitted For Evaluation	Evaluator	Evaluation Complete	Approved
Ethical Leadership Campaign		147H-3546 - DECA Inc	VA	No	No	Not Reviewed	Forms Submit Delete Campaign
Advocacy Campaign	10/04/2021 3:41 PM	147H-3546 - DECA Inc	VA	Yes	No	Not Reviewed	Forms
Community Service Campaign	10/04/2021 3:42 PM	147H-3546 - DECA Inc	VA	Yes	No	Not Reviewed	Forms
Promotional Campaign	10/04/2021 3:41 PM	147H-3546 - DECA Inc	VA	Yes	No	Not Reviewed	Forms

After submitting, you will no longer be able to add or delete attachments or make any changes to the campaign information entered.

You will still be able to view the attachments associated with the campaigns on the list, but no changes will be permitted. The Campaign List will indicate “Yes” under the “Submitted for Evaluation” field and the campaign information row will be highlighted green, indicating it was submitted successfully.

The screenshot shows the DECA Chapter Campaign Submission interface. It features the DECA logo, navigation links for "Chapter Campaign Submissions" and "Logout", and user information: "Chapter/School Name: 147H-3546 - DECA Inc" and "Logged In As: Michael Mount". A "Create Campaign" button is also visible. Below this is a table of submitted campaigns.

Campaign Type	Submitted Date	Chapter/School Name	State	Submitted For Evaluation	Evaluator	Evaluation Complete	Approved
Advocacy Campaign	10/04/2021 3:41 PM	147H-3546 - DECA Inc	VA	Yes	No	Not Reviewed	Forms
Community Service Campaign	10/04/2021 3:42 PM	147H-3546 - DECA Inc	VA	Yes	No	Not Reviewed	Forms
Promotional Campaign	10/04/2021 3:41 PM	147H-3546 - DECA Inc	VA	Yes	No	Not Reviewed	Forms
Ethical Leadership Campaign	10/04/2021 4:32 PM	147H-3546 - DECA Inc	VA	Yes	No	Not Reviewed	Forms

FAQ

What is my username and password?

Your username and password are the exact same as those used to log on to the DECA membership site. If you do not know your advisor username and password please contact Membership at membership@deca.org.

Can my students submit the campaigns online themselves?

No – advisors must complete the online submission process. Do not provide your advisor username and password to students.

What should I do if the wrong file was submitted?

Do not attempt to create a new campaign or submit another file. Contact the Programs Department at education@deca.org so the incorrect campaign file can be deleted and the correct one can be uploaded.

I submitted a campaign but forgot to include an important attachment, what should I do?

Do not attempt to create a new campaign or submit another file. Contact the Programs Department at education@deca.org so the incorrect campaign file can be deleted and the correct one can be uploaded.

For additional questions please contact:

DECA Inc.

(703) 860-5000

education@deca.org