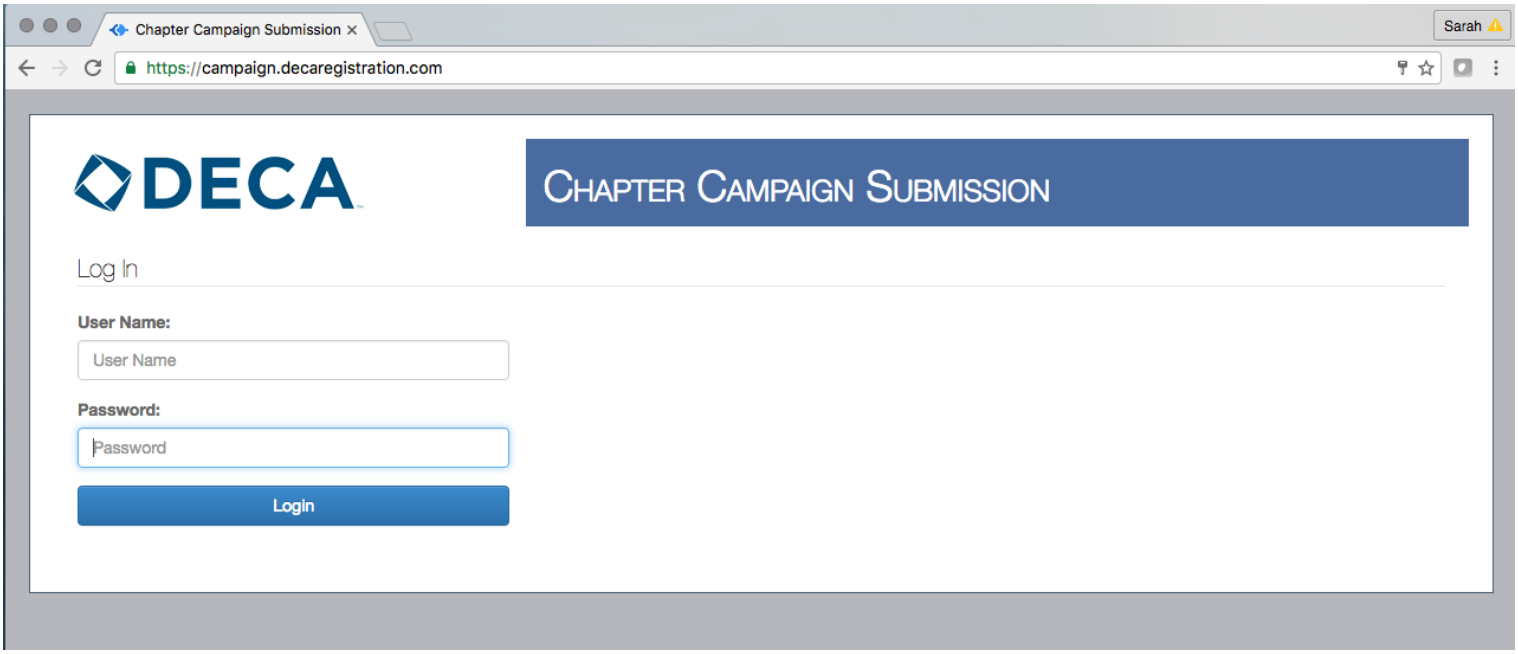
COMMUNITY SERVICE CAMPAIGN

ONLINE SUBMISSION INSTRUCTIONS

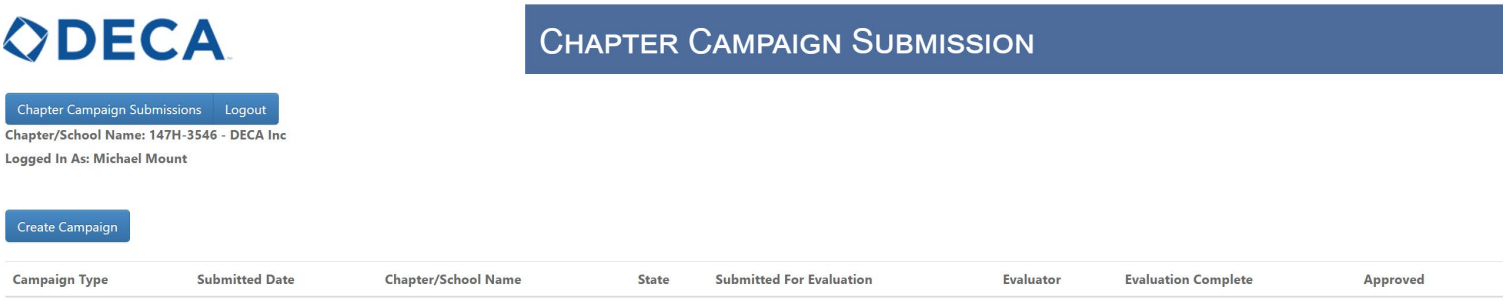
STEP 1:

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).



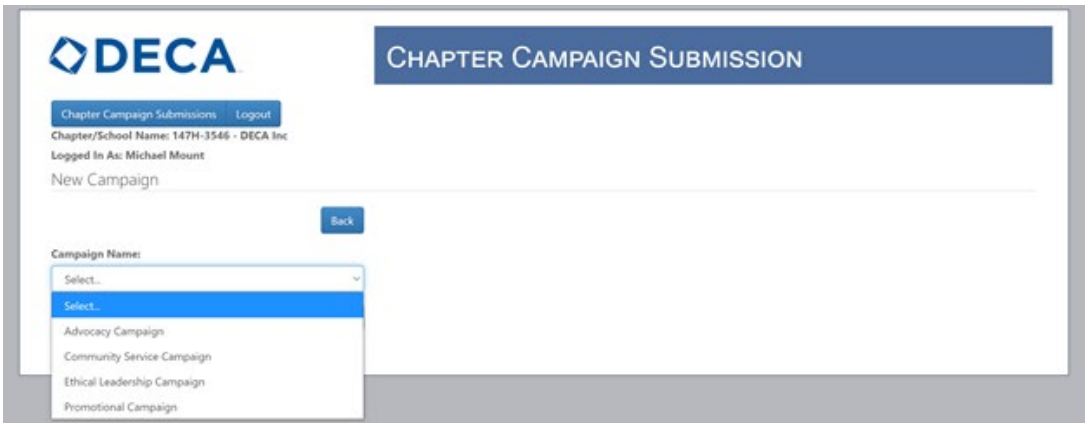
STEP 2:

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.



STEP 3:

Select “Community Service Campaign” from the drop down menu.

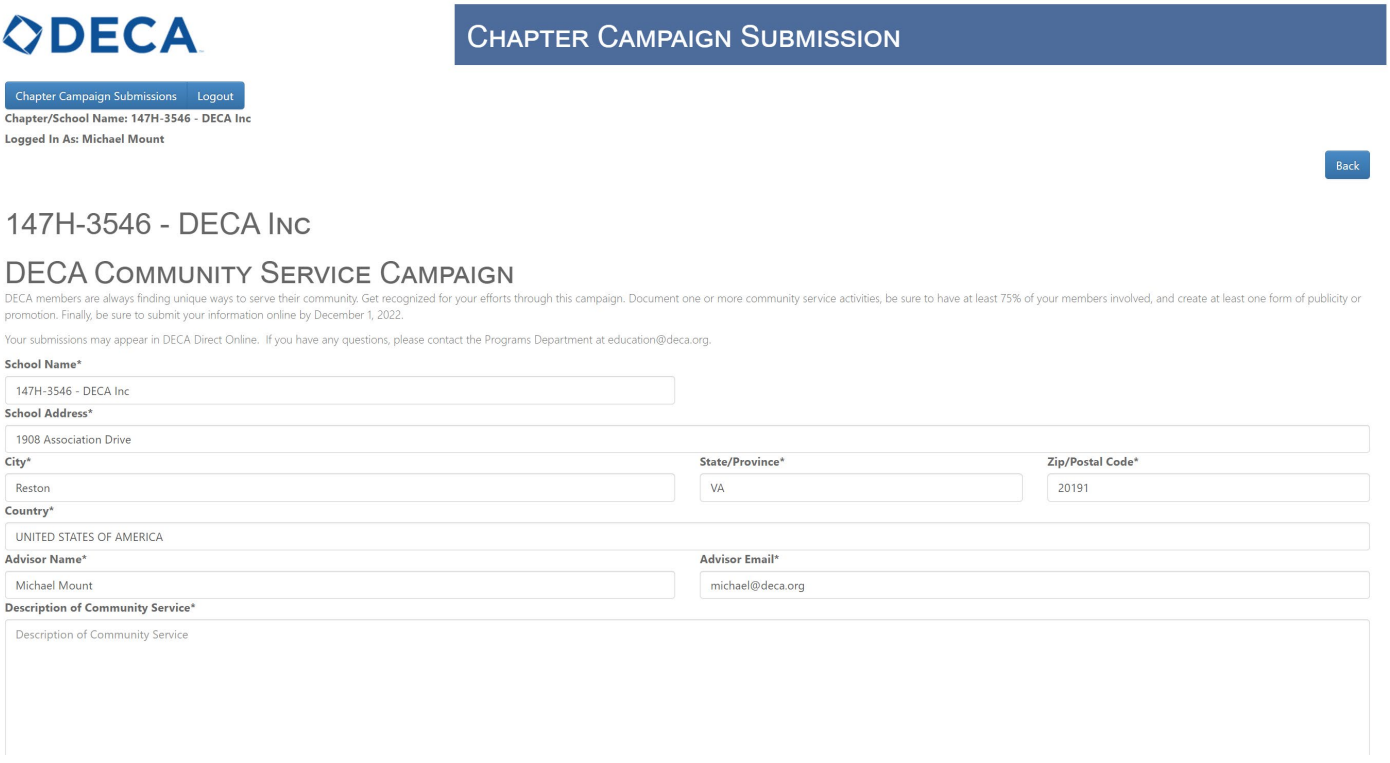


STEP 4:

Click “Save”

STEP 5:

Verify your chapter’s information and enter the description of your community service project and click save.

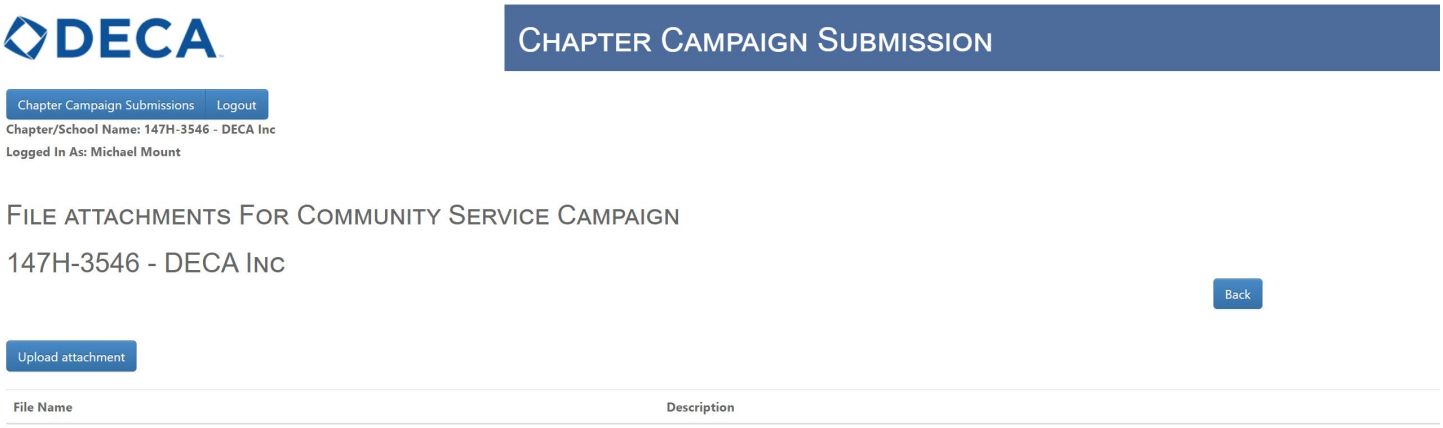


STEP 6:

Click “Attachments”

STEP 7:

Click “Upload attachment”



STEP 8:

Click “Choose File” to add your Form of Publicity or Promotion. Include a brief description of the attachment. Click “Save.”

STEP 9:

Repeat Step 8 until all attachments are uploaded.

STEP 10:

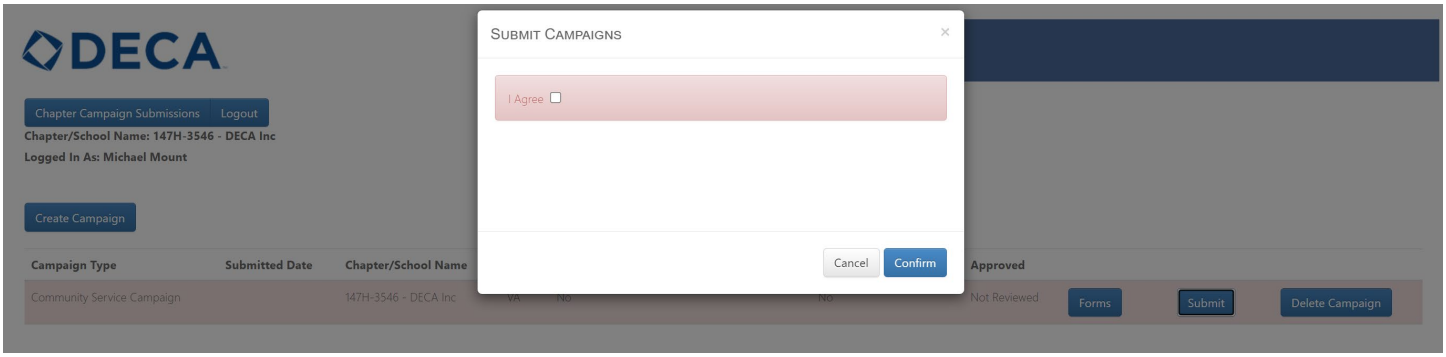
Click “Chapter Campaign Submissions” to return to the Campaign List

STEP 11:

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

STEP 12:

Click “I Agree” to attest that 75% of your members participated in the activity. Click “Confirm”



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.

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