



# ONLINE MEMBERSHIP SYSTEM

CHAPTER ID

## DUES

|                     | Chapter | Association | DECA Inc. | Total |
|---------------------|---------|-------------|-----------|-------|
| <b>Student</b>      |         |             | \$8.00    |       |
| <b>Alumni</b>       |         |             | \$8.00    |       |
| <b>Professional</b> |         |             | \$8.00    |       |
| <b>Advisor</b>      |         |             | \$8.00    |       |

Learn about your association dues at [deca.org/associations](http://deca.org/associations).

## DEADLINES

|                    | Initial     | Final        |
|--------------------|-------------|--------------|
| <b>Chapter</b>     |             |              |
| <b>Association</b> |             |              |
| <b>DECA Inc.</b>   | November 15 | February 15* |

\*February 15 is the ICDC Competitor Deadline; however, members may be added until June 30. Associations may set earlier deadlines, which supersede DECA Inc. deadlines.

## INSTRUCTIONS



### LOGIN

- Go to **[www.deca.org/register](http://www.deca.org/register)** to log into the membership system.
- Enter your Chapter ID as your username, and password.



### CONFIRM YOUR CHAPTER INFORMATION

- When you login for the first time each school year, confirm your chapter's information.
- Set the **Student Password** used by your paid student members to access their student portal at [www.deca.org/studentportal](http://www.deca.org/studentportal)
- Principal's Information and CTE (Career and Technical Education) Director's Information.** Leave blank if not applicable.
- Select Your **Graduation Preferences**.
  - Select the highest grade level at your school.
  - Select what happens to your graduated seniors at the beginning of the next school year—see options in box to the right.
- Confirm your **DECA District, Region or Area**. If you do not know, contact your Chartered Association Advisor.
- Confirm your **School District**. If your district is not listed, contact [membership@deca.org](mailto:membership@deca.org).
- Click **Confirm** to advance to the next screen.



### GRADUATE + PROMOTE YOUR PREVIOUS MEMBERS

- Any **RED** tabs should be clicked first, starting with **Graduate**.
- Students Tab - Graduate**
  - Click the Select All button, and select one option:
    - Click Graduation Completed - Students will move based on what appears in the Graduating School column.
    - OR click Drop Selected - Everyone on the screen will move into Inactive Status.
- Students Tab - Edit Students**
  - Click the Bulk Grade Rollforward button and confirm on the pop-up.
  - Click the Bulk Edit Complete button and confirm on the pop-up.

#### TIP

If you forgot your username or password, click the appropriate Forgot button.

#### TIP

#### GRADUATING SENIORS

At the beginning of each year, graduate your graduated seniors.

Options for Graduating:

- Move onto the Same Chapter - Select your City and Chapter from the drop-down lists. Use this if you will be joining them the next year as your alumni/professional group.
- Eligible for Alumni/Professional - Used so that those members can join as an Alumni/Professional Member and connect back to your chapter or the chartered association.
- Move on to Various Chapters - Used so that those seniors can join a Collegiate DECA chapter.

#### PROMOTING UNDERCLASSMEN

Update the grade level of the remaining students from the previous year. If a student is not returning, drop them by clicking the Drop button on the right of the student's row.

# ONLINE MEMBERSHIP SYSTEM

## CHAPTER + ADVISOR INFORMATION

### Chapter Information

- Make any necessary changes from the information populated from the confirmation screen.
- Verify your chapter website and social media.
- Indicate if your chapter operates a SBE (school-based enterprise). If yes, indicate: Food, Retail or Food and Retail.
- Verify your chapter address.

### Chapter Advisors

- Update all chapter advisors on this screen. Select preference to receive e-mails from DECA's partners.
- If a chapter advisor is not joining, make their status inactive, or they will be submitted and cannot be voided.
- Add chapter advisors by clicking on the Add Chapter Staff.
- Chapter advisors will automatically submit when students are submitted.

## ADD STUDENT, ALUMNI AND PROFESSIONAL MEMBERS

- In the appropriate tab (**Students, Alumni, Professional**), click the Add button.
- The following information is required when adding a student member.
  - First Name and Last Name
  - Grade In School (5 through 12)
  - Gender (Female, Male, Other, Opt-Out)
  - Demographic (Opt-Out option)
  - Member Title (Chapter Member, Chapter Officer, Association Officer, etc.)
  - Years as a DECA member

#### TIP

Upload your members using an Excel template found in the Bulk CSV Upload section.

## SUBMIT YOUR MEMBERSHIP

- Click on **Students**.
- Select the checkbox next to students you wish to submit or Select All.
- Click **Submit Membership** button.
- Complete the disclaimers and confirmation process to finalize.

#### TIP

Only submit members who paid membership dues. Once members are submitted, payment is required. Members cannot be deleted.

**Note:** Unsubmitted chapter advisors will automatically submit with the students. If you do not want to submit them, make their status inactive.

## SUBMIT PAYMENT

- Once you have submitted membership, click the **Invoice History** tab.
- To pay with a check:
  - Click the eye under the View column.
  - Click the Download button to print.
  - Follow your school's check processing procedure.
  - Mail check with a copy of the invoice to: DECA Membership, 1908 Association Drive, Reston, VA 20191.
- To pay online with a credit card:
  - Click the **RED** Pay Invoices button and select the invoice(s) to pay.
  - Fill in all the required fields and click the Pay button.

## HOW TO

### Request Additional Membership Stickers

If your membership exceeds the number of stickers received, click the "Additional Stickers Request" button and enter the number requested. DECA Inc. will verify with your membership and send them to your chapter.

### Print Membership Cards

Under the "Students" tab, click "Print Membership Cards," select paid members, then scroll to the bottom and click "Print Membership Cards." A PDF will download.

### Print Membership Certificates

Under the "Students" tab, click "Print Membership Certificates," select paid members, then scroll to the bottom and click "Print Membership Certificates." A PDF will download.

### Correct a Misspelled Name

To correct a misspelling of a student member name, click the blue person icon beside the student's name under the Request Change column. The request will be sent to your chartered association to approve or deny.

### Check Your Chapter's Membership History

Click the down arrow on the Membership Information bar in the top right of your screen to access current year membership compared to previous years.

