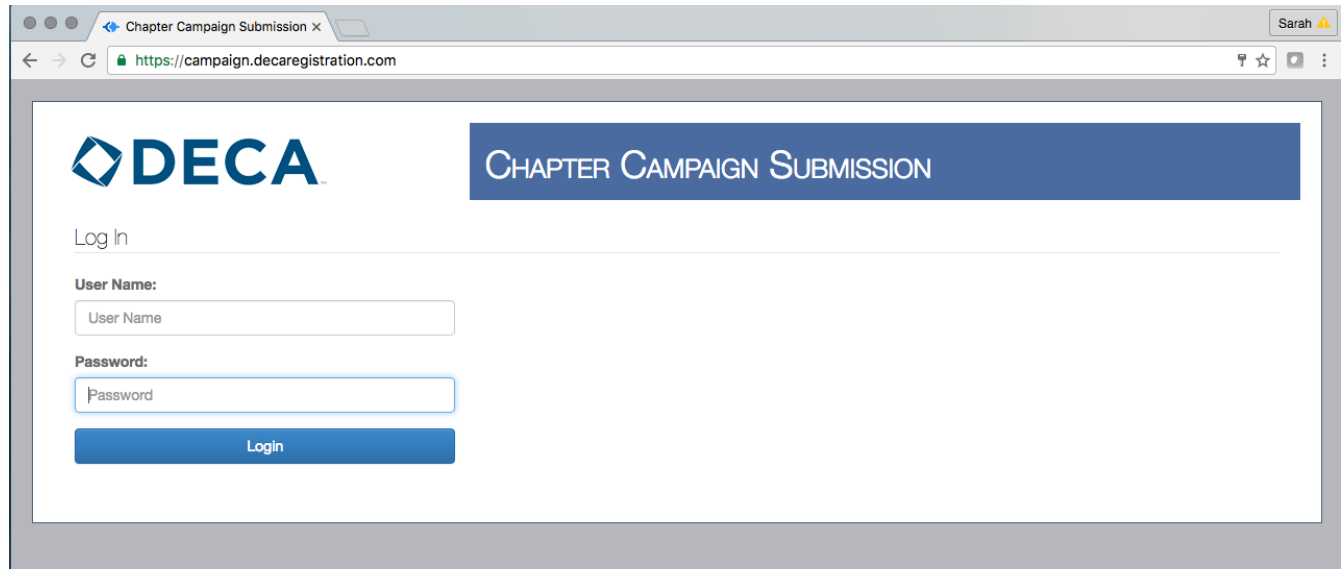


# COMMUNITY SERVICE CAMPAIGN

## 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).



The screenshot shows a web browser window with the address bar displaying <https://campaign.decaregistration.com>. The page title is "Chapter Campaign Submission". The DECA logo is on the left. On the right, there is a blue header bar with the text "CHAPTER CAMPAIGN SUBMISSION". Below the logo, 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". At the bottom of the login section is a blue "Login" button. In the top right corner of the browser window, there is a user profile icon labeled "Sarah" with a warning triangle.

### 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.



The screenshot shows the DECA Chapter Campaign Submission home screen. The DECA logo is on the left. On the right, there is a blue header bar with the text "CHAPTER CAMPAIGN SUBMISSION". Below the logo, there are two buttons: "Chapter Campaign Submissions" and "Logout". Below these buttons, the text "Chapter/School Name: 189H-27448 - DECA Inc." and "Logged In As: DECA Inc." is displayed. Below this text is a blue "Create Campaign" button. At the bottom of the screen is a table with the following columns: Campaign Type, Submitted Date, Chapter/School Name, State, Screenshot, Submitted For Evaluation, Evaluator, Evaluation Complete, and Approved.

| Campaign Type | Submitted Date | Chapter/School Name | State | Screenshot | Submitted For Evaluation | Evaluator | Evaluation Complete | Approved |
|---------------|----------------|---------------------|-------|------------|--------------------------|-----------|---------------------|----------|
|---------------|----------------|---------------------|-------|------------|--------------------------|-----------|---------------------|----------|

### STEP 3:

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



#### CHAPTER CAMPAIGN SUBMISSION

Chapter Campaign Submissions Logout

Chapter/School Name: 189H-27448 - DECA Inc.

Logged In As: DECA Inc.

New Campaign

Back

Campaign Name:

- ✓ Select...
- Innovations + Entrepreneurship Campaign
- Community Service Campaign
- Promotional Campaign

### STEP 4:

Click “Save”

### STEP 5:

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



#### CHAPTER CAMPAIGN SUBMISSION

Chapter Campaign Submissions Logout

Chapter/School Name: 189H-27448 - DECA Inc.

Logged In As: DECA Inc.

Back

189H-27448 - DECA INC.

#### DECA COMMUNITY SERVICE CAMPAIGN

DECA members are always finding unique ways to serve their community. Get recognized for your efforts through this campaign. Document one or more community service activities, be sure to have at least 75% of your members involved, and create at least one form of publicity or promotion. Finally, be sure to submit your information online by December 1, 2026.

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

School Name\*

189H-27448 - DECA Inc.

School Address\*

1908 Association Dr.

City\* State/Province\* Zip/Postal Code\*

Reston VA 20191

Country\*

UNITED STATES OF AMERICA

Advisor Name\* Advisor Email\*

DECA Inc. membership@deca.org

Description of Community Service\*

Description of Community Service

STEP 6:  
Click “Attachments.”



CHAPTER CAMPAIGN SUBMISSION

Chapter Campaign SubmissionsLogout

Chapter/School Name: 189H-27448 - DECA Inc.  
Logged In As: DECA Inc.

FORMS FOR COMMUNITY SERVICE CAMPAIGN

189H-27448 - DECA INC.

Campaign AttachmentsBack

Chapter Advisor

|      |             | Form Name                       | Status   |
|------|-------------|---------------------------------|----------|
| Edit | Attachments | DECA Community Service Campaign | Complete |

STEP 7:  
Click “Upload attachment.”



CHAPTER CAMPAIGN SUBMISSION

Chapter Campaign SubmissionsLogout

Chapter/School Name: 189H-27448 - DECA Inc.  
Logged In As: DECA Inc.

FILE ATTACHMENTS FOR COMMUNITY SERVICE CAMPAIGN

189H-27448 - DECA INC.

Back

Upload attachment

| File Name | Description |
|-----------|-------------|
|-----------|-------------|

STEP 8:  
Click “Choose File” to add your Form of Publicity or Promotion. Include a brief description of the attachment. Click “Save.”



CHAPTER CAMPAIGN SUBMISSION

Chapter Campaign SubmissionsLogout

Chapter/School Name: 189H-27448 - DECA Inc.  
Logged In As: DECA Inc.

Upload attachment

Back

The following file types are allowed: PDF, Microsoft Word, Microsoft Excel, .JPG Images, .PNG Images

Select File:

Choose FileNo file chosen

Description:

Description

Save

STEP 9:

Repeat Step 8 until all attachments are uploaded.

STEP 10:

Click “Campaign Attachments” beside “Back”.



CHAPTER CAMPAIGN SUBMISSION

Chapter Campaign SubmissionsLogout

Chapter/School Name: 189H-27448 - DECA Inc.  
Logged In As: DECA Inc.

FORMS FOR COMMUNITY SERVICE CAMPAIGN

189H-27448 - DECA Inc.

Campaign AttachmentsBack

Chapter Advisor

|                            | Form Name                       | Status   |
|----------------------------|---------------------------------|----------|
| <div>EditAttachments</div> | DECA Community Service Campaign | Complete |

STEP 11:

Click “Choose File” to attach a screenshot in Adobe Express showing usage. Include a description in the ‘Description’ field. Click “Save.”



CHAPTER CAMPAIGN SUBMISSION

Chapter Campaign SubmissionsLogout

Chapter/School Name: 189H-27448 - DECA Inc.  
Logged In As: DECA Inc.

Upload attachment

Back

Attach a screenshot in Adobe Express showing the outreach activity you created.

Select File:

Choose FileNo file chosen

Description:

Description

Save

STEP 12:

Click “Back” to return to the forms.



CHAPTER CAMPAIGN SUBMISSION

Chapter Campaign SubmissionsLogout

Chapter/School Name: 189H-27448 - DECA Inc.  
Logged In As: DECA Inc.

CAMPAIGN ATTACHMENTS FOR COMMUNITY SERVICE CAMPAIGN

189H-27448 - DECA Inc.

Attach a screenshot in Adobe Express showing your form of publicity or promotion.

Back

Only one attachment can be uploaded. Delete the existing attachment to upload a different one.

| File Name                                                                                    | Description      |                   |
|----------------------------------------------------------------------------------------------|------------------|-------------------|
|  DECA.png | Adobe Screenshot | Delete attachment |

## STEP 13:

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



### CHAPTER CAMPAIGN SUBMISSION

[Chapter Campaign Submissions](#) [Logout](#)

Chapter/School Name: 189H-27448 - DECA Inc.

Logged In As: DECA Inc.

[Create Campaign](#)

| Campaign Type              | Submitted Date | Chapter/School Name    | State | Screenshot                                                                        | Submitted For Evaluation | Evaluator | Evaluation Complete | Approved     |
|----------------------------|----------------|------------------------|-------|-----------------------------------------------------------------------------------|--------------------------|-----------|---------------------|--------------|
| Community Service Campaign |                | 189H-27448 - DECA Inc. | VA    |  | No                       |           | No                  | Not Reviewed |

[Forms](#)

[Submit](#)

[Delete Campaign](#)

## STEP 14:

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



### CHAPTER CAMPAIGN SUBMISSION

[Chapter Campaign Submissions](#) [Logout](#)

Chapter/School Name: 189H-27448 - DECA Inc.

Logged In As: DECA Inc.

[Create Campaign](#)

| Campaign Type              | Submitted Date | Chapter/School Name    | State | Screenshot                                                                          | Submitted For Evaluation | Evaluator | Evaluation Complete | Approved     |
|----------------------------|----------------|------------------------|-------|-------------------------------------------------------------------------------------|--------------------------|-----------|---------------------|--------------|
| Community Service Campaign |                | 189H-27448 - DECA Inc. | VA    |  | No                       |           | No                  | Not Reviewed |

[Forms](#)

[Submit](#)

[Delete Campaign](#)

## STEP 15:

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

[Chapter Campaign Submissions](#) [Logout](#)

Chapter/School Name: 189H-27448 - DECA Inc.

Logged In As: DECA Inc.

[Create Campaign](#)

| Campaign Type              | Submitted Date | Chapter/School Name    | State | Screenshot                                                                          | Submitted For Evaluation | Evaluator | Evaluation Complete | Approved     |
|----------------------------|----------------|------------------------|-------|-------------------------------------------------------------------------------------|--------------------------|-----------|---------------------|--------------|
| Community Service Campaign |                | 189H-27448 - DECA Inc. | VA    |  | No                       |           | No                  | Not Reviewed |

SUBMIT CAMPAIGNS

I Agree ☐

[Cancel](#) [Confirm](#)

Approved

Not Reviewed

[Forms](#)

[Submit](#)

[Delete Campaign](#)

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.

[Chapter Campaign Submissions](#) [Logout](#)

Chapter/School Name: 189H-27448 - DECA Inc.

Logged In As: DECA Inc.

[Create Campaign](#)

| Campaign Type              | Submitted Date     | Chapter/School Name    | State | Screenshot                                                                        | Submitted For Evaluation | Evaluator | Evaluation Complete | Approved                           |
|----------------------------|--------------------|------------------------|-------|-----------------------------------------------------------------------------------|--------------------------|-----------|---------------------|------------------------------------|
| Community Service Campaign | 09/03/2026 2:47 PM | 189H-27448 - DECA Inc. | VA    |  | Yes                      |           | No                  | Not Reviewed <a href="#">Forms</a> |

## 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](mailto: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](mailto: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](mailto: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](mailto:education@deca.org)