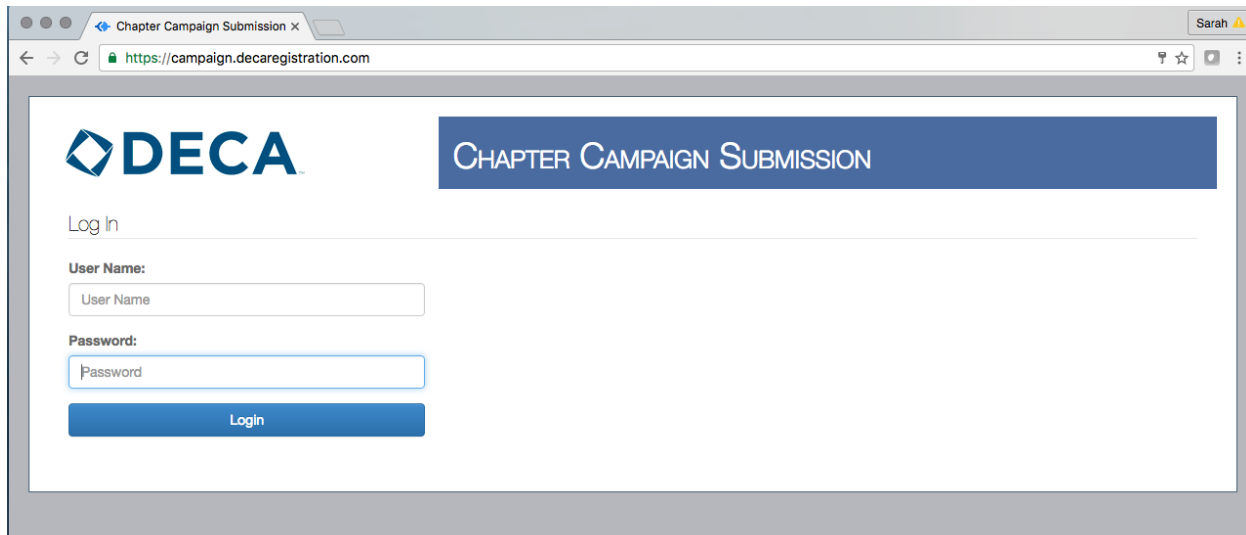


PROMOTIONAL CAMPAIGN

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 features the DECA logo on the left and a blue header bar on the right that reads "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". A blue "Login" button is positioned below the password field. The browser's top bar shows a tab titled "Chapter Campaign Submission x" and a user profile icon for "Sarah".

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: 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
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STEP 3:

Select “DECA Promotional 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 click “Save.”



CHAPTER CAMPAIGN SUBMISSION

Chapter Campaign Submissions Logout

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

Logged In As: DECA Inc.

189H-27448 - DECA Inc.

DECA PROMOTIONAL CAMPAIGN

This campaign provides chapter members an opportunity to share with their school and community what DECA is all about and how their chapter is making a positive impact on its members and community. Conduct three school outreach activities, three corporate success stories to complete this campaign. 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.

School Name*

189H-27448 - DECA Inc.

School Address*

1908 Association Dr.

City*

Reston

State/Province*

VA

Zip/Postal Code*

20191

Country*

UNITED STATES OF AMERICA

Advisor Name*

DECA Inc.

Advisor Email*

membership@deca.org

Save

Save and Finish Later

STEP 6:

Click “Edit” beside “School Outreach”.



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

CHAPTER CAMPAIGN SUBMISSION

FORMS FOR PROMOTIONAL CAMPAIGN

189H-27448 - DECA INC.

Campaign AttachmentsBack

Chapter Advisor

		Form Name	Status
Edit	Attachments	DECA Promotional Campaign	Complete
Edit	Attachments	School Outreach	Not Complete
Edit	Attachments	Alumni Success Stories	Not Complete
Edit	Attachments	Community Outreach	Not Complete

STEP 7:

Enter a description for each of your three school outreach activities and click “Save”.



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

CHAPTER CAMPAIGN SUBMISSION

189H-27448 - DECA INC.

SCHOOL OUTREACH
Report your activities to gain recognition in this campaign.

School Outreach Activity 1*
Tell us about your school outreach activity.

School Outreach Activity 1

School Outreach Activity 2*
Tell us about your school outreach activity.

School Outreach Activity 2

School Outreach Activity 3*
Tell us about your school outreach activity.

School Outreach Activity 3

STEP 8:

Click “Edit” beside “Alumni Success Stories”.



CHAPTER CAMPAIGN SUBMISSION

Chapter Campaign SubmissionsLogout

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

FORMS FOR PROMOTIONAL CAMPAIGN

189H-27448 - DECA Inc.

Campaign AttachmentsBack

Chapter Advisor

		Form Name	Status
EditAttachments		DECA Promotional Campaign	Complete
EditAttachments		School Outreach	Complete
EditAttachments		Alumni Success Stories	Not Complete
EditAttachments		Community Outreach	Not Complete

STEP 9:

Enter the alumni stories for all three alumni then click “Save”.



CHAPTER CAMPAIGN SUBMISSION

Chapter Campaign SubmissionsLogout

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

189H-27448 - DECA Inc.

ALUMNI SUCCESS STORIES

Report your alumni success stories

Alumni Success Story 1*

Alumni Success Story 2*

Alumni Success Story 3*

STEP 10:

Click “Attachments” beside “Alumni Success Stories”.



CHAPTER CAMPAIGN SUBMISSION

Chapter Campaign SubmissionsLogout

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

FORMS FOR PROMOTIONAL CAMPAIGN

189H-27448 - DECA Inc.

Campaign AttachmentsBack

Chapter Advisor

		Form Name	Status
EditAttachments		DECA Promotional Campaign	Complete
EditAttachments		School Outreach	Complete
EditAttachments		Alumni Success Stories	Complete
EditAttachments		Community Outreach	Not Complete

STEP 11:

Click “Upload Attachment”.



CHAPTER CAMPAIGN SUBMISSION

Chapter Campaign SubmissionsLogout

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

FILE ATTACHMENTS FOR PROMOTIONAL CAMPAIGN

189H-27448 - DECA Inc.

Back

Upload attachment

File Name	Description
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STEP 12:

Click “Choose File” to add photos of each alumni. Include the name of the alumni 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

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

Select File:

Choose File

No file chosen

Description:

Description

Save

STEP 13:

Repeat steps 11 and 12 for your other two alumni.

STEP 14:

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.

FILE ATTACHMENTS FOR PROMOTIONAL CAMPAIGN

189H-27448 - DECA Inc.

Back

Upload attachment

File Name	Description	
 DECA Alumni.png	Alumni #1	Delete attachment

STEP 15:

Click “Edit” beside “Community Outreach”.



CHAPTER CAMPAIGN SUBMISSION

Chapter Campaign SubmissionsLogout

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

FORMS FOR PROMOTIONAL CAMPAIGN

189H-27448 - DECA Inc.

Campaign AttachmentsBack

Chapter Advisor

		Form Name	Status
Edit	Attachments	DECA Promotional Campaign	Complete
Edit	Attachments	School Outreach	Complete
Edit	Attachments	Alumni Success Stories	Complete
Edit	Attachments	Community Outreach	Not Complete

STEP 16:

Enter a description for each of your three community outreach activities and click “Save”.



CHAPTER CAMPAIGN SUBMISSION

Chapter Campaign SubmissionsLogout

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

189H-27448 - DECA Inc.

COMMUNITY OUTREACH

Report your activities to gain recognition in this campaign.

Community Outreach Activity 1*

Community Outreach Activity 1

Community Outreach Activity 2*

Community Outreach Activity 2

Community Outreach Activity 3*

Community Outreach Activity 3

STEP 17:

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 PROMOTIONAL CAMPAIGN

189H-27448 - DECA Inc.

Campaign AttachmentsBack

Chapter Advisor

		Form Name	Status
Edit	Attachments	DECA Promotional Campaign	Complete
Edit	Attachments	School Outreach	Complete
Edit	Attachments	Alumni Success Stories	Complete
Edit	Attachments	Community Outreach	Complete

STEP 18:

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 Submissions](#) [Logout](#)

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 File](#) No file chosen

Description:

Description

[Save](#)

STEP 19:

Click “Back” to return to the forms.



CHAPTER CAMPAIGN SUBMISSION

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

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

Logged In As: DECA Inc.

CAMPAIGN ATTACHMENTS FOR PROMOTIONAL CAMPAIGN

189H-27448 - DECA Inc.

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

[Back](#)

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

File Name	Description	
 Screenshot 2026-09-01 at 1:07:35PM.png	Adobe Screenshot	Delete attachment

STEP 20 - Optional:

Click “Attachments” next to “School Outreach” or “Community Outreach” to upload supporting photos or documents.



CHAPTER CAMPAIGN SUBMISSION

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

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

Logged In As: DECA Inc.

FILE ATTACHMENTS FOR PROMOTIONAL CAMPAIGN

189H-27448 - DECA Inc.

[Back](#)

[Upload attachment](#)

File Name	Description	
 DECA.png	Community Outreach - Community Clean-up	Delete attachment
 Screenshot 2026-09-02 at 4:25:22PM.png	School Outreach	Delete attachment

STEP 21:

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.

FORMS FOR PROMOTIONAL CAMPAIGN

189H-27448 - DECA Inc.

[Campaign Attachments](#)

[Back](#)

Chapter Advisor

		Form Name	Status
Edit	Attachments	DECA Promotional Campaign	Complete
Edit	Attachments	School Outreach	Complete
Edit	Attachments	Alumni Success Stories	Complete
Edit	Attachments	Community Outreach	Complete

STEP 22:

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.

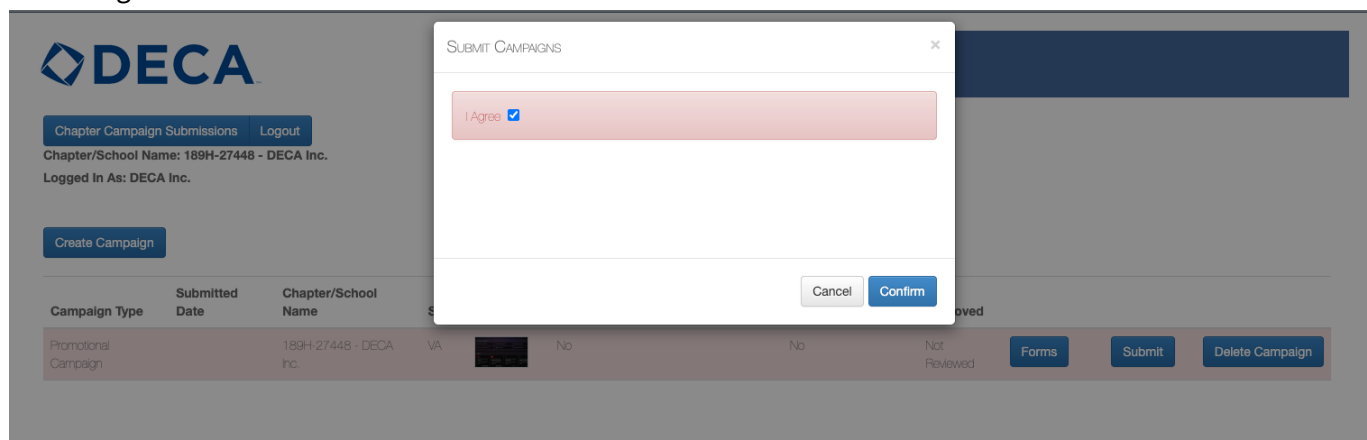
Logged In As: DECA Inc.

[Create Campaign](#)

Campaign Type	Submitted Date	Chapter/School Name	State	Screenshot	Submitted For Evaluation	Evaluator	Evaluation Complete	Approved	
Promotional Campaign		189H-27448 - DECA Inc.	VA		No		No	Not Reviewed	Forms Submit Delete Campaign

STEP 23:

Click “I Agree” and then 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