



Washington DECA 2011–2012 Membership Procedure

Participants in area conferences, FLC, SCDC, and ICDC must be paid DECA members.

QUICK LINKS

- ◆ DECA Online Membership System: www.decaregistration.com/hs/Login.aspx
- ◆ Forgotten User Name/Password: www.decaregistration.com/hs/Forgot.aspx
- ◆ New Chapter Request: www.decaregistration.com/hs/NewChapter.aspx

ONLINE MEMBERSHIP REGISTRATION

- ◆ Add your chapter membership roster in the [DECA ONLINE MEMBERSHIP SYSTEM](#) .

MEMBERSHIP FEE

- ◆ \$18.00 per Member (\$10 – State Dues / \$8 – National Dues), payable to DECA, Inc.

ROSTER DEADLINE

- ◆ **November 1:** Only those members added online by November 1, 2011 and paid by November 15, 2011 will be included in the area allocation for state competition.
 - Additional members who will not be included in the area allocation may be entered online at any time throughout the year.
- ◆ **January 3:** Students must be members by January 3, 2012 in order to participate in the area, state, and national conferences.

PAYMENT DEADLINE

- ◆ **November 15:** To be included in the area allocation for state competition, DECA, Inc. must receive payment on or before November 15, 2011.
- ◆ **March 1:** Final membership payment must be received by DECA, Inc. on or before March 1, 2012.

ADVISOR FOR AN EXISTING CHAPTER

- ◆ Go to the [DECA ONLINE MEMBERSHIP SYSTEM](#).
- ◆ Log in with your user name and password.
- ◆ If you have forgotten your login information, select [CLICK HERE IF YOU HAVE FORGOTTEN YOUR USER NAME OR PASSWORD](#) located on that page.

ADVISOR FOR A NEW OR REACTIVATED CHAPTER

- ◆ Complete and submit a [NEW CHAPTER REQUEST](#) on the DECA, Inc. website.
- ◆ Once a new chapter request is approved, you will receive an automatically generated user name and password to access the online membership system.
- ◆ DECA, Inc. will send you a chapter starter kit.

NEW ADVISOR FOR AN EXISTING CHAPTER

- ◆ Notify Nancy Hanlon (nancy@wadeca.org / 206.285.1195) or Michael Mount (michael.mount@deca.org / 703.860.5000 or) that you are a new advisor for an existing chapter.
- ◆ Once the former advisor has been removed and you have been added as the primary advisor, you will be notified and can proceed as an ADVISOR FOR AN EXISTING CHAPTER (see above).

UPDATE CHAPTER INFORMATION

- ◆ Confirm the accuracy of your chapter information in the membership system and make any necessary changes by choosing MAIN and CHAPTER INFORMATION. This ensures you receive the latest DECA updates and that our records remain current.
 - Click SAVE when you are finished.

ADD MEMBERS

- ◆ To add members, click on ROSTER and choose the appropriate member type.
 - Check the spelling of all member names. Names on badges, reports, and forms will appear exactly as you've entered them in the system.
 - Use first-letter capitalization on all names versus all caps or no caps.
 - You will not be able to change member names after submitting your roster to DECA.
- ◆ As you add member names, you may select SAVE AND ADD MORE (if you have more members to add) or SAVE AND RETURN TO ROSTER (if you are finished adding names).
- ◆ You can upload multiple members using the .CSV template.
 - Select IMPORT STUDENTS and follow the instructions given.
- ◆ Go to [CLICK HERE TO SUBMIT ROSTER](#) when you are ready.
- ◆ If you have any questions, please call 703.860.5000 and ask for the data management department.

PAYMENT

- ◆ An invoice will automatically be emailed to you for each group of members you submit. Make sure your email address is correct in the online membership system.
- ◆ Submit the invoice(s) to your bookkeeper as soon as possible.
- ◆ At any time, you may go to VIEW STATEMENT within the REPORTS tab on the menu to see the status of all the invoices submitted for your chapter.
- ◆ Mail your check to (please include a signed copy of the invoice with your check):
DECA, Inc.
1908 Association Drive
Reston, VA 20191.
- ◆ To pay by credit card (MasterCard or VISA), please call 703.860.5000 and ask for the data management department.
 - There will be a convenience fee of 4% on all charged amounts.
- ◆ Do not mail membership payments to Washington DECA.

If you have questions, don't hesitate to call or email me.

Nancy Hanlon
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www.wadeca.org