WV DECA 2020 CHARTERED ASSOCIATION CAREER DEVELOPMENT CONFERENCE REGISTRATION INSTRUCTIONS

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support@registermychapter.com v.09062012

The following Icon is used throughout this manual:

ⓘ - **This icon is used to flag noteworthy information. If you see this icon, it gives you further information and additional tips that will help you use the program with more ease.**

This system will time out in 20 minutes. Be sure that you submit your names before the session times out. If you are interrupted, you may click on the Add Student Member button again and continue later. You do not need to enter all of your students at the same time. You may enter them in multiple sessions if you think it will take you more than 20 minutes.

Registration is not complete until you submit your housing request. So I suggest you submit your housing request at the same time as you register your participants. If your chapter does not typically stay overnight at the hotel, the system has been programmed with that information so you will not need to submit a housing request.

If you have a room that you wish filled with members from another chapter, submit a housing request for your student(s) (choosing a single or double – whichever is applicable) and email me with the student(s) name and room number and I will try to fulfill your request. I will send you a new invoice if needed.

If you have difficulty registering your students or in submitting your housing, email or call.

Adam Feazell – abfeazell@k12.wv.us 304.222.2667
Jody Wilkinson – jwilkinson@k12.wv.us 304.558.2389

WV DECA Chartered Association Career Development Conference Online Registration Opens: February 4, 2020 Online Registration Closes: February 21, 2020 Registration Changes after February 21, 2020 must be emailed to Adam Feazell (abfeazell@k12.wv.us) Testing Window: February 24 – March 7, 2016	
Advisor, Student, Chaperone Conference Registration	$100
Alumni and Guest Registration	$75
Hotel Lodging (Advisor, Student, Chaperone, Guest)	$140 per room per night (no tax) (for individual cost, divide room cost by number of occupants)
Officer Candidate Fee	$20
Chapter Affiliation Fee	$20

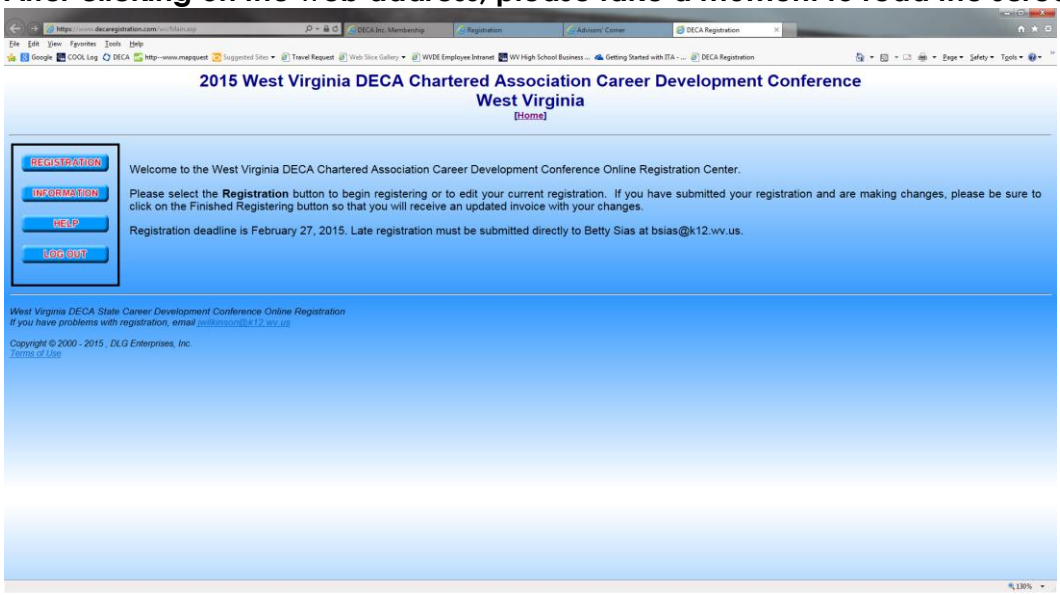
Select by Membership Registration

How to Log On:

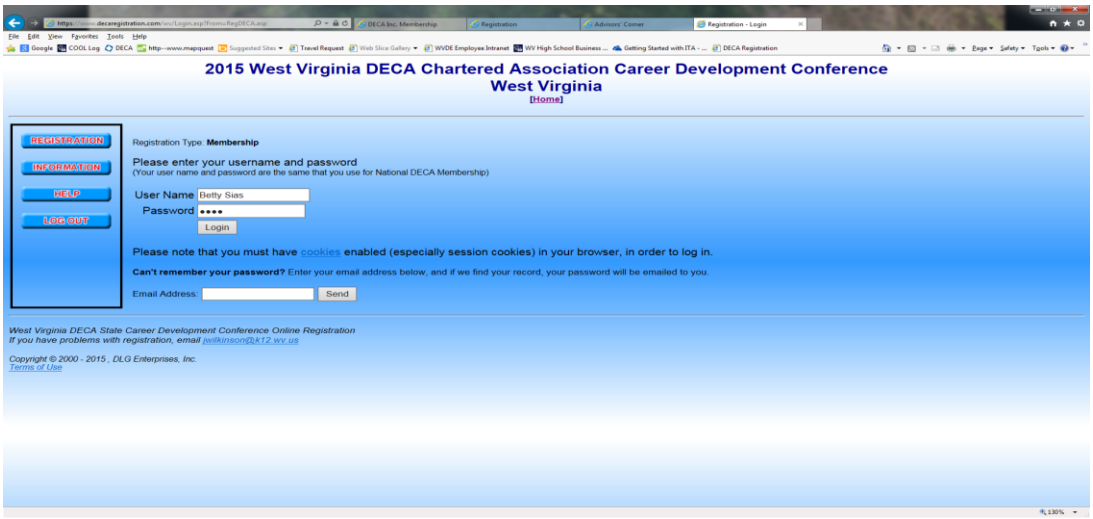
You can do one of the following options:

1. Click on the **Web Address** Link https://www.decaregistration.com/wv, or
2. Copy and Paste the **Web Address** in your **Internet Browser**.

After clicking on the web address, please take a moment to read the screen.



Click on the **"Registration"** button



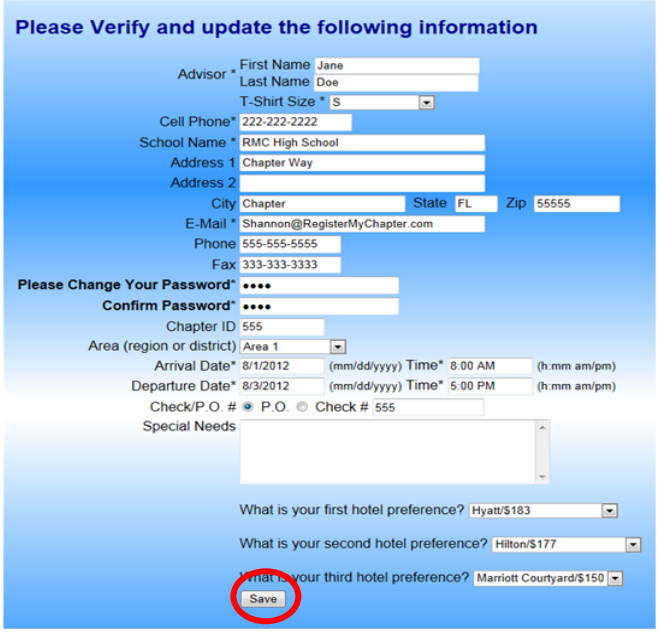
Enter your **"National DECA Membership Username"**
Enter your **"National DECA Membership Password"**
Click on the **"Login"** button

I Forgot My Password:

ⓘ *If you have forgotten your Password, type your email address in the Email field and Click on the "Send" button. Once you click on the send button, your Login information will be sent to you if you are found in the database.*

First Time Login:

If you are logging on for the first time, you will see the following screen to complete:

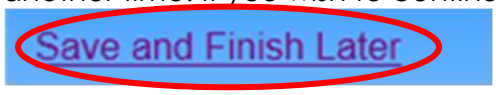


Verify and Complete the appropriate fields in the **Verification** form

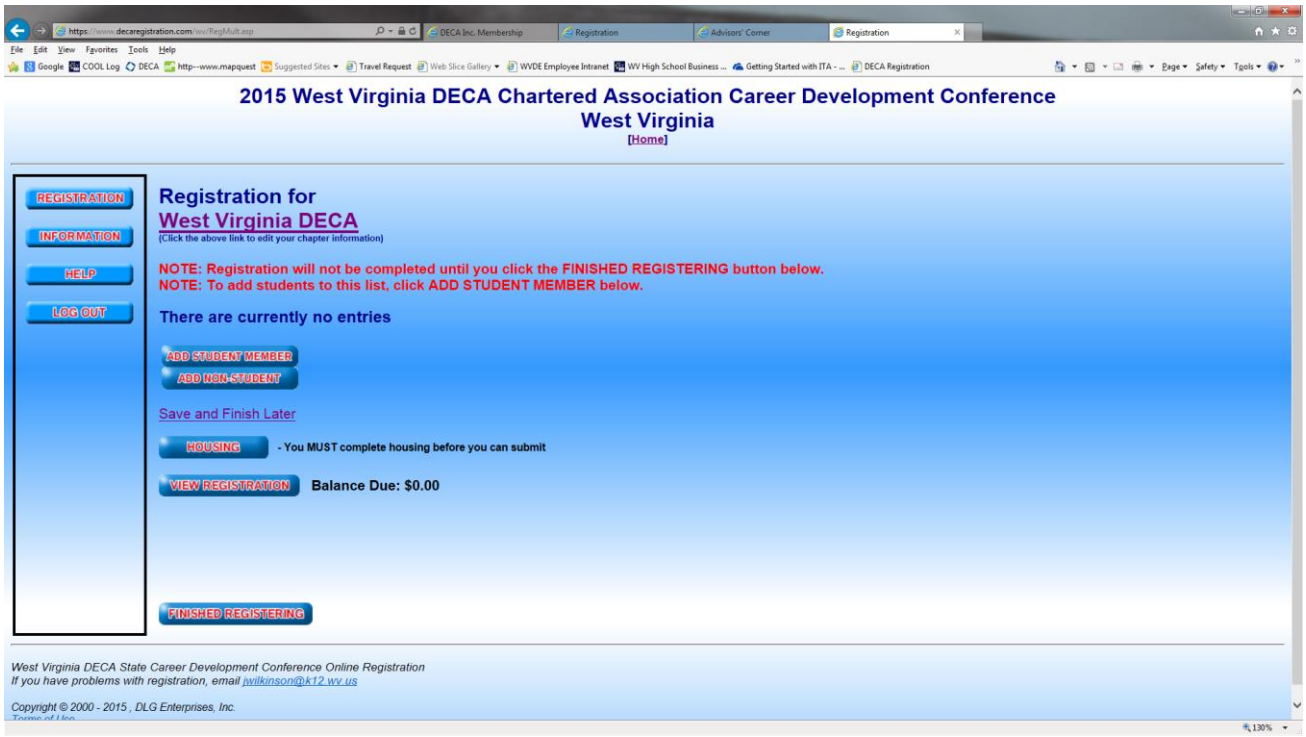
ⓘ *If a field has an "Asterisk*,"you must complete those fields before you can "Save" your information.*

Click on the **"Save"** button

Click on the **"Save and Finish Later"** Link if you want to continue with Registration at another time. If you wish to continue now with registration, proceed to the next step.



How to Continue to Register Students:

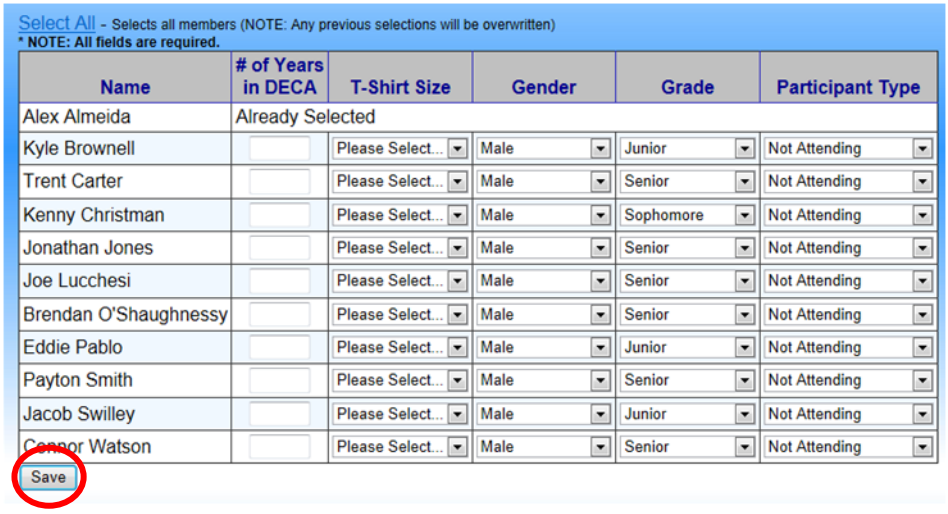


Click on the **"Add Student Member"** button

Complete the **two fields** (# of Years in DECA, Participant Type) for each **individual attending** the conference
Check the remaining two fields for accuracy (Gender, Grade)

Click on the **"Save"** button

ⓘ ***Please select any member who will be competing.***
ⓘ ***The session will time out in 20 minutes. Submit your names before the session times out. If you are interrupted, you may click on the Add Student Member button again and continue later. You may enter them in multiple sessions if you think it will take you more than 20 minutes.***



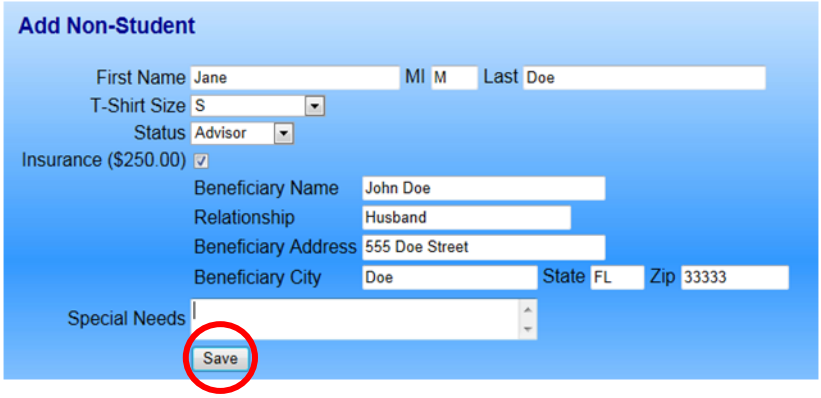
How to Select and Edit Participant Events:

For Team Events: Team # should remain 1 unless you are sending more than one team to compete in the same event. If you have more than one team in the same event, register the next team as Team #2, and so on.

Locate the appropriate **Participant** on the **Participant and Event** form
Click on the **"Edit & Select Events"** Link
Choose the appropriate event for each student (you must Click on **Save** after selecting each student's event)

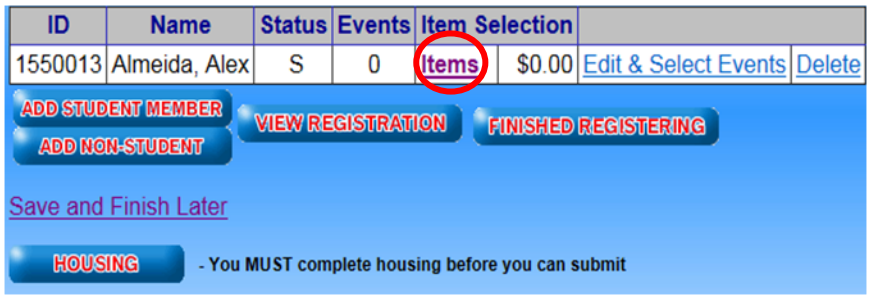
How to Add Chaperones, Alumni and Guests

Register **Chaperones and Guests** on this form
Click on the **"Add Non-Student"** button to register a chaperones, alumni and guests



Complete the appropriate fields on the **Add Non-Student** form
Click on the "**Save** button

How to Add a Student as an Officer Candidate:



Locate the appropriate **Participant**
Click on the **"Officer Candidate Fee"** Link under the **Item Selection** column

Description	Price	Quantity
Campaign Booth	$100.00	☑
Campaign Booth Electricity	$50.00	☐
SCDC Night at the Arcade	$15.00	0
SCDC T-Shirt - 2XL	$17.00	0
SCDC T-Shirt - 3XL	$17.00	0
SCDC T-Shirt - L	$14.00	0
SCDC T-Shirt - M	$14.00	0
SCDC T-Shirt - S	$14.00	0
SCDC T-Shirt - XL	$14.00	0
SCDC T-Shirt - XS	$14.00	0
State Role Plays	$160.00	0
Written Project Re-Evaluation	$25.00	0
Save		

ⓘ **The only Item option that you will see is "Officer Candidate."**

Complete the appropriate fields on the **Items** Form
Click on the "**Save**" button

How to Edit an Item Selection for a Participant:

ID	Name	Status	Events	Item Selection			
1550013	Almeida, Alex	S	0	Items	$0.00	Edit & Select Events	Delete

ADD STUDENT MEMBER
ADD NON-STUDENT
VIEW REGISTRATION
FINISHED REGISTERING

Save and Finish Later

HOUSING - You MUST complete housing before you can submit

Locate the appropriate **Participant**
Click on the **"Items"** Link

Description	Price	Quantity
Campaign Booth	$100.00	☑
Campaign Booth Electricity	$50.00	☐
SCDC Night at the Arcade	$15.00	0
SCDC T-Shirt - 2XL	$17.00	0
SCDC T-Shirt - 3XL	$17.00	0
SCDC T-Shirt - L	$14.00	0
SCDC T-Shirt - M	$14.00	0
SCDC T-Shirt - S	$14.00	0
SCDC T-Shirt - XL	$14.00	0
SCDC T-Shirt - XS	$14.00	0
State Role Plays	$160.00	0
Written Project Re-Evaluation	$25.00	0
Save		

Make the appropriate changes to the **Items** form
Click on the "**Save**" button

How to Delete a Participant:

Locate the appropriate **Participant**
Click on the **"Delete"** Link

Click on the **"Ok"** button if you want to Delete; otherwise, click on the **"Cancel"** button

How to View Registration:

Note: Beginning this year, each chapter will submit its $20 Chapter Affiliation Fee at the same time as its Conference Registration payment. There will **not** be a separate invoice sent for Charter Affiliation fee.

> ⓘ *To View Registration By Event, Click on the "View By Event" Link.*
> *To View Hotel Information, Click on the "View Details" Link.*
> *To return to Main Registration Screen, Click on the "Back to Registration" Link.*

How to Finish Registration:

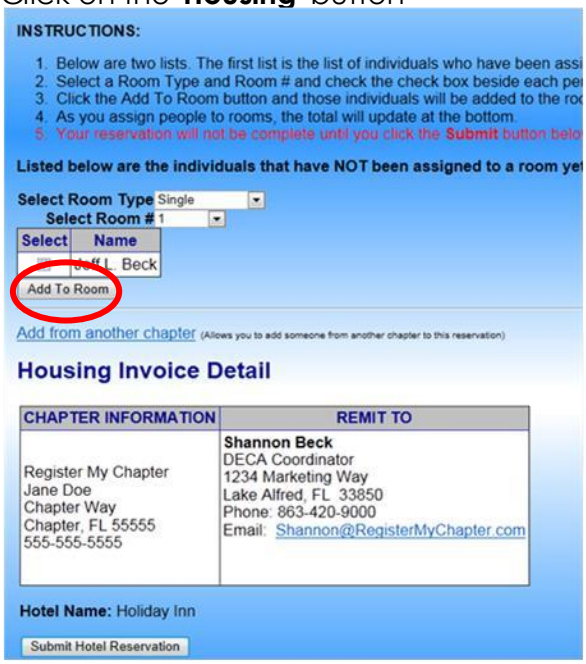
Click on the **"Finished Registering"** button

> ⓘ *If you make changes after you have submitted your Registration but before the registration deadline, be sure to Submit your Registration again.*

Housing

How to Add Housing:

Click on the**"Housing"**button

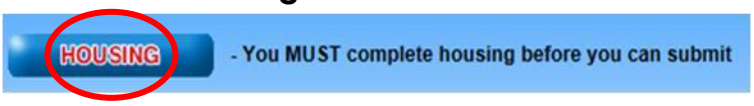


> ⓘ *Be aware that the Room Number is not an actual hotel room number. It is a number that allows the system to group participants together into rooms. You will pick the same room number for each participant that you want to put into the same room.*

> *If you have a single or double room you wish filled with members from another chapter, select single or double as room type (whichever is applicable) and email me with your student(s) name and hotel room number from the registration site. I will try to meet your request. A new invoice will be then issued.*

Select the appropriate **Hotel Room Type** from the drop down list
Select the appropriate **Room Number** from the drop down list
Select the **"Checkbox"** beside the **Names** that you want to **Add** to this **Room**
Click on the **"Add To Room"** button

How to Edit Housing:



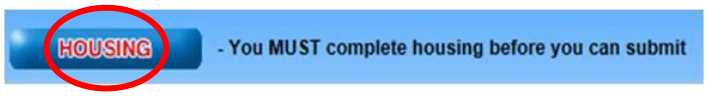
Click on the **"Housing"** button
Make the appropriate changes to the **Housing** form by clicking on **Remove** and making the changes
Click on the **"Back to Registration List (without submitting)"** Link

How to Remove a Participant from a Room:

Click on the **"Housing"** button

Locate the appropriate **Participant**
Click on the **"Remove"** Link

How to Edit Arrival and Departing Dates and Time:

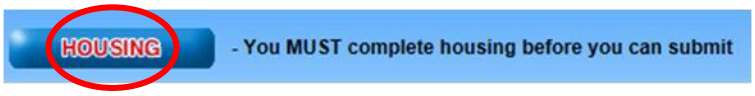


Click on the**"Housing"**button

> ⓘ *If you want to return to the Main Registration Screen without Submitting the Hotel Reservation, Click on the "Back Registration List" (without submitting) Link. However, your registration will not be submitted until hotel reservations are made.*

Click on the **"Edit"** Link
Make the appropriate changes to the **Arrival/Departure** form
Click on the **"Save"** button

How to Submit the Hotel Reservation:

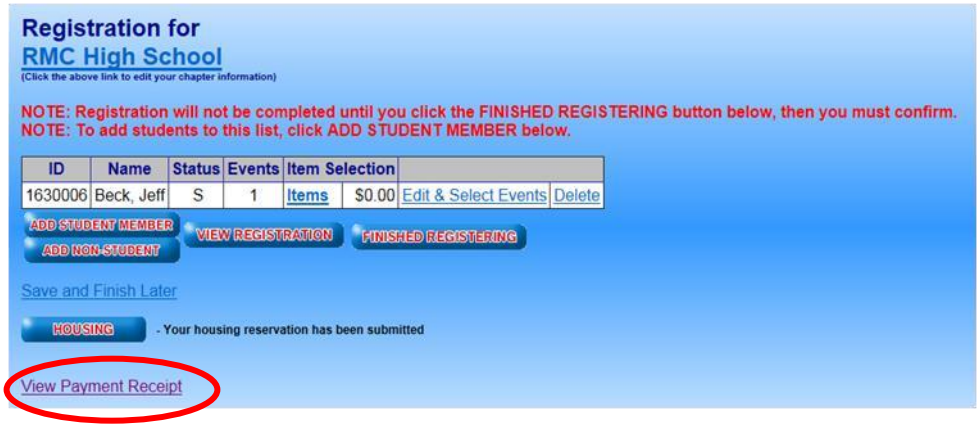


Click on the **"Housing"** button
Make sure all of the **Housing** information has been completed

> ⓘ *You MUST complete Housing before you can Finish Registration.*

Click on the **"Submit Hotel Reservation"** button

How to View the Payment Receipt:



Click on the "View Payment Receipt" **Link**

If your chapter received an advisor discount for conference registration for reaching the Fabulous or Impressive Level in the WV DECA Membership Campaign, or if a student received free conference registration your invoice will show a credit in the appropriate amount.

If your chapter has an officer candidate, a $20 charge will appear on your invoice. In addition, a $20 Chapter Affiliation Fee will show on each chapter's invoice.

ⓘ ***The View Payment Receipt Link will display once the Chartered Association Advisor has entered your payment into the System.***

ⓘ ***To return to Main Registration Screen, Click on the "Back to Registration" Link.***

ⓘ ***To return to the invoice, Click on the "Back to Invoice" Link.***

Log Out

Click on the **"Log Out"** button