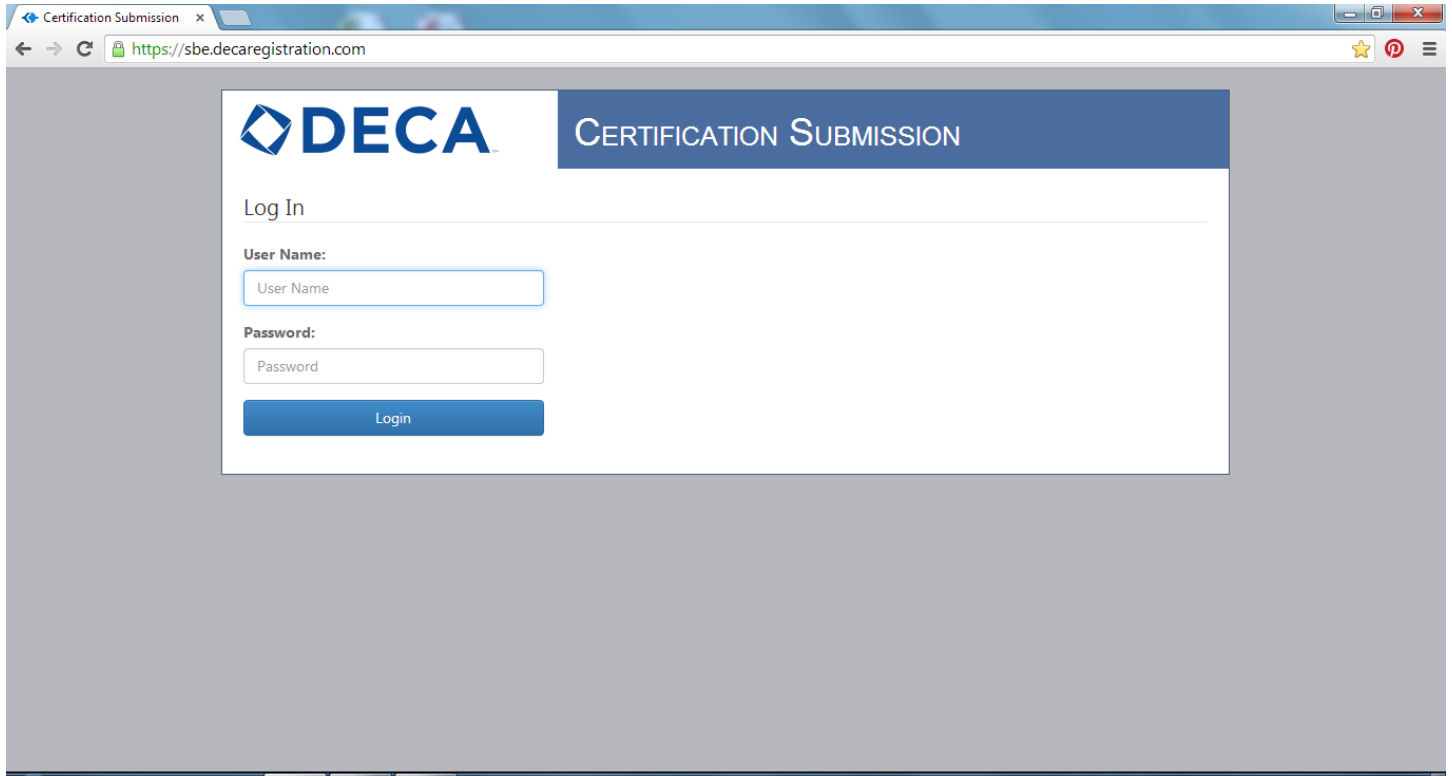


SBE CHAPTER CERTIFICATION

ONLINE SUBMISSION INSTRUCTIONS

STEP 1:

Log on to <https://sbe.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://sbe.decaregistration.com>. The page features the DECA logo on the left and the text "CERTIFICATION SUBMISSION" on a blue background on the right. Below the logo, there is a "Log In" section with a horizontal line. Underneath, there are two input fields: "User Name:" with a text box containing "User Name", and "Password:" with a text box containing "Password". A blue "Login" button is positioned below the password field.

STEP 2:

Upon log on – you will see the home screen/SBE List. Here you will click “**Create SBE**”. Clicking this will take you to a screen to input the information about your SBE.

The screenshot shows a web browser window with the address bar displaying <https://sbe.decaregistration.com>. The page features the DECA logo on the left and the title "CERTIFICATION SUBMISSION" on the right. Below the logo, there are two buttons: "SBE Documents" and "Logout". The user's session information is displayed as "Chapter/School Name: 47-041 - DECA Inc" and "Logged In As: Michael Mount".

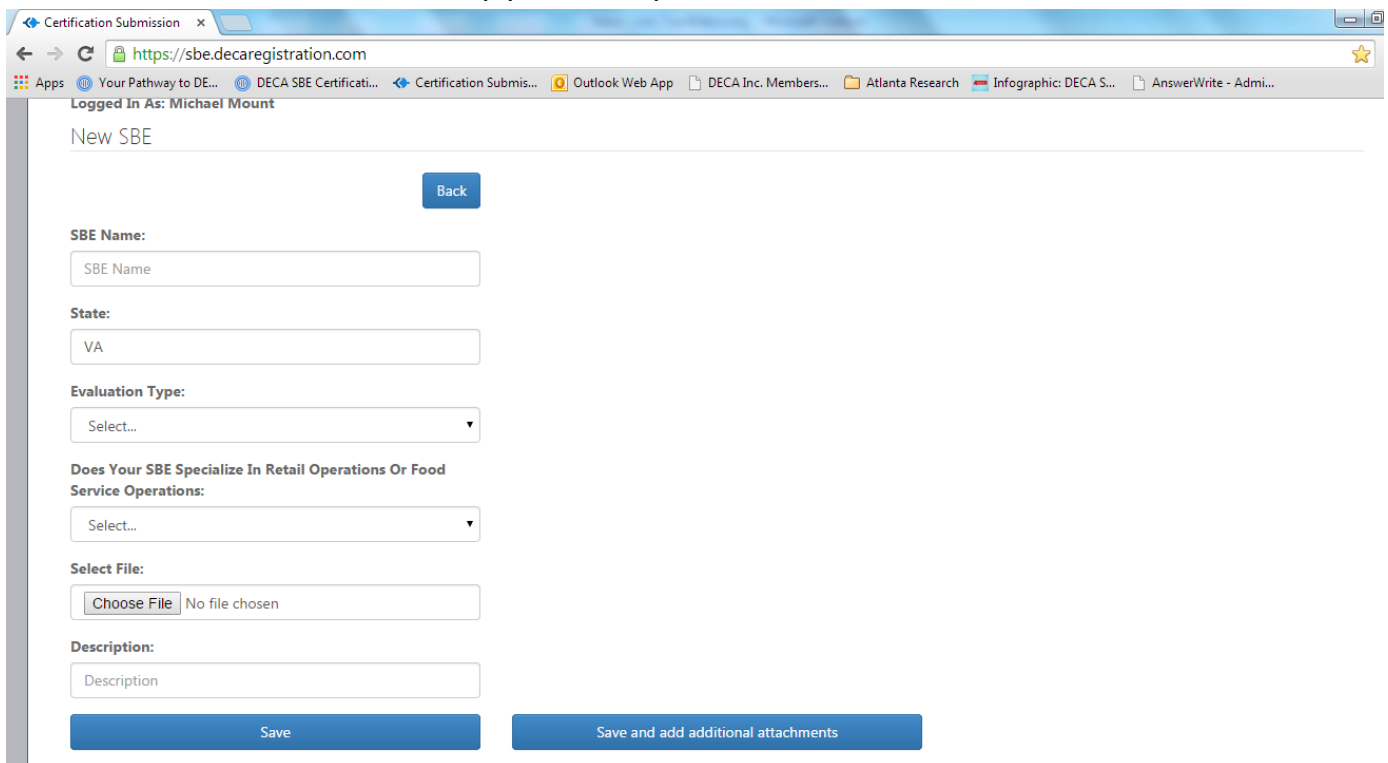
The main content area is titled "SBE LIST" and contains two buttons: "Create SBE" on the left and "Submit SBEs" on the right. Below these buttons is a table with the following headers:

SBE Name	Chapter/School Name	State	Submitted For Evaluation	Evaluation Complete
----------	---------------------	-------	--------------------------	---------------------

STEP 3:

Enter your SBE's information as prompted including:

- Name of the SBE
- Evaluation type - meaning which type of manual is being submitted (certification or re-certification). **Please carefully select the appropriate option as this affects the evaluation form presented to the judges.**
- Select whether your SBE specializes in Retail Operations or Food Service Operations - choose whichever is most applicable to your SBE. If neither truly applies to your SBE, then select Retail Operations.
- Select file to upload (only PDF, Word Docs, or JPEG files are accepted)
- Description of file uploaded (what type of document was uploaded - certification manual, appendix, photo, etc.)



The screenshot shows a web browser window with the URL <https://sbe.decaregistration.com>. The page is titled "New SBE" and is logged in as "Michael Mount". The form contains the following fields and buttons:

- Back** button
- SBE Name:** Text input field with placeholder "SBE Name"
- State:** Text input field with placeholder "VA"
- Evaluation Type:** Dropdown menu with "Select..." option
- Does Your SBE Specialize In Retail Operations Or Food Service Operations:** Dropdown menu with "Select..." option
- Select File:** File selection area with a "Choose File" button and "No file chosen" text
- Description:** Text input field with placeholder "Description"
- Save** button
- Save and add additional attachments** button

You will be able to edit the SBE information later, delete the uploaded file, or add on additional files if necessary. After completing the required information and uploading desired file, click "**Save**". If you need to upload an additional file that pertains to that particular SBE, you may do so by clicking "**Save and add additional attachments**". If your DECA chapter operates more than one SBE submitting a certification manual, you will repeat this entire process for your second SBE - starting from the home page/SBE List and clicking "**Create SBE**".

STEP 4:

After clicking “**Save**”, you will return to the home screen/SBE List. Here you will see the SBE that was just entered. The row displaying the SBE information is highlighted in **red** which indicates it has not yet been submitted for evaluation. At this stage, you may still edit the attachments and SBE information by clicking “**Attachments**” and “**Edit SBE**”. The entire SBE and all related attachments may be deleted by clicking “**Delete SBE**”.

If you have a second SBE to enter, repeat the previous process by clicking “**Create SBE**”.

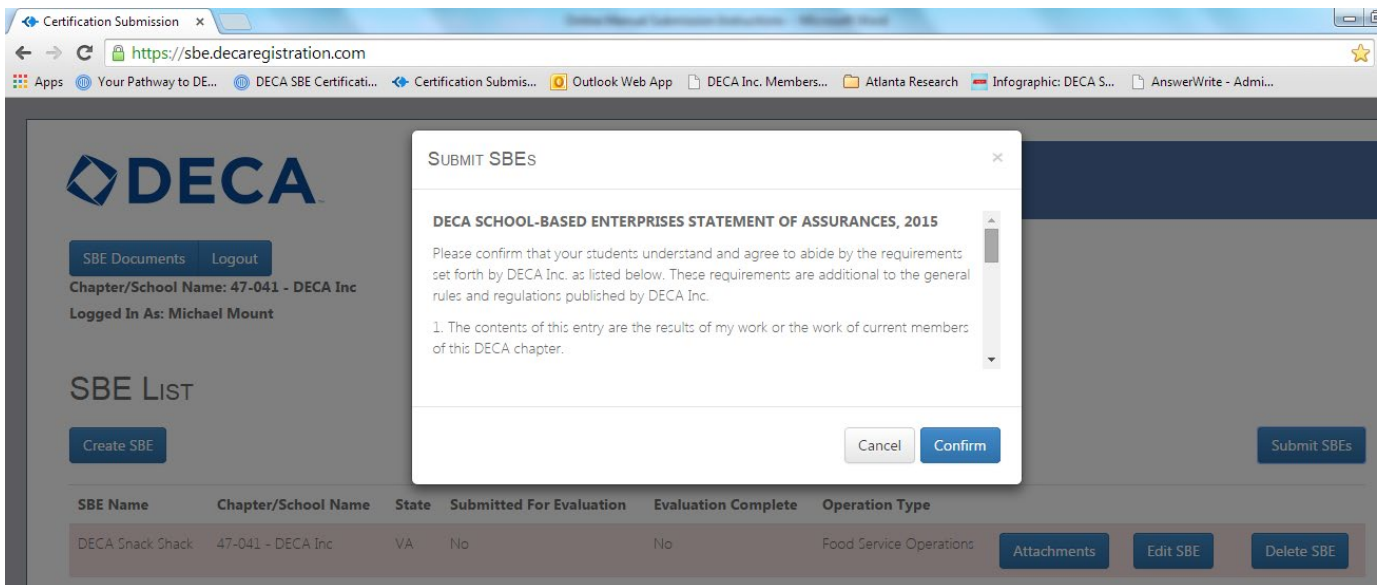
The screenshot shows a web browser window with the URL <https://sbe.decaregistration.com>. The page features the DECA logo and a navigation bar with "CERTIFICATION SUBMISSION". Below the logo, there are buttons for "SBE Documents" and "Logout", and text indicating the user is logged in as Michael Mount. The main content area is titled "SBE LIST" and includes a "Create SBE" button and a "Submit SBEs" button. A table displays the following data:

SBE Name	Chapter/School Name	State	Submitted For Evaluation	Evaluation Complete	Operation Type	Attachments	Edit SBE	Delete SBE
DECA Snack Shack	47-041 - DECA Inc	VA	No	No	Food Service Operations			

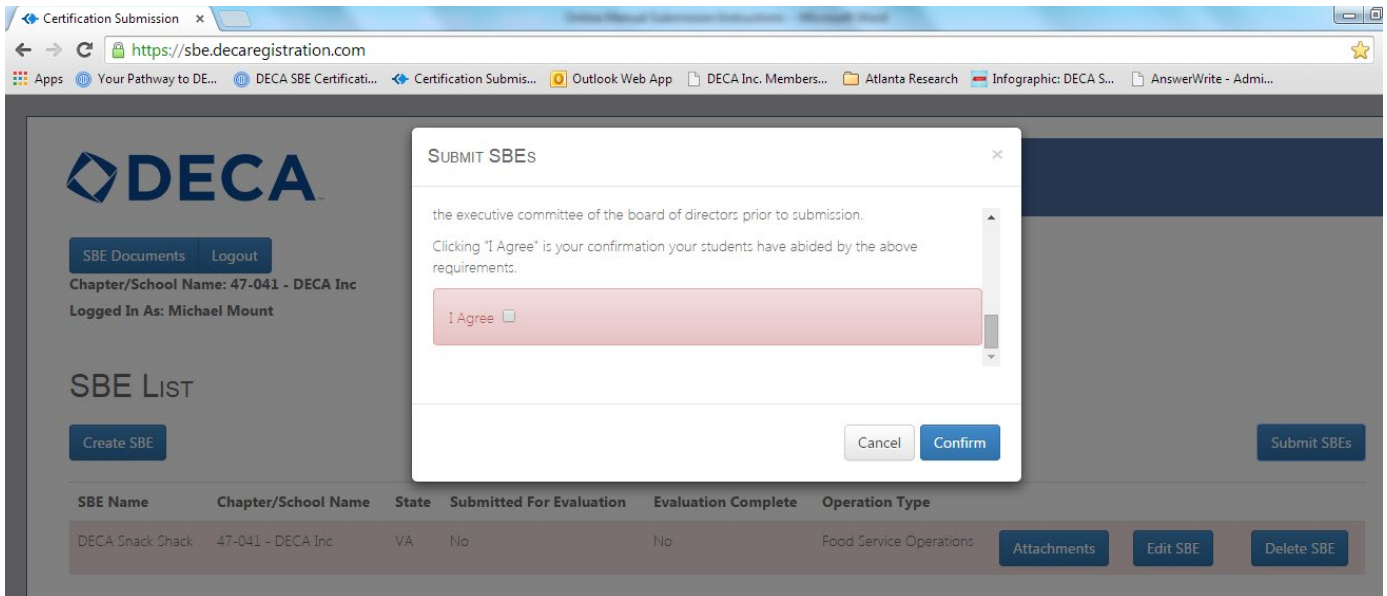
STEP 5:

Once your SBE is finalized and all corresponding attachments uploaded, you may submit the SBE for evaluation.

Upon clicking the “**Submit SBEs**” button, the Statement of Assurances pop-up window will appear.



Use the scrollbar on the right side of the pop-up window to read the entire statement and click the box next to “**I Agree**” at the bottom. (Be sure to review the DECA Statement of Assurances with your students prior to completing the submission process. Details can be found in the SBE Chapter Certification Guidelines at DECA.org/SBE)



Once the agreement box is checked, click the blue **“Confirm”** button to proceed with your submission. If you need to go back, or have not yet reviewed the Statement of Assurances with your students, click **“Cancel”**.

After submitting, you will no longer be able to add or delete attachments or make any changes to the SBE information entered. You will still be able to view the attachments associated with the SBEs on the list, but no changes will be permitted. The SBE List will indicate **“Yes”** under the **“Submitted for Evaluation”** field and the SBE information row will be highlighted **green**, indicating it was submitted successfully. After a judge has evaluated your manual, the **“Evaluation Complete”** column will automatically update to **“Yes”**. Once DECA releases the final results to all chapters, the level of certification awarded will display for each SBE on the home page/SBE List.



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 Debbie Taylor at debbie@deca.org.

Can my students submit the manuals online themselves?

No - advisors must complete the online submission process. We will not provide usernames and passwords to individual students - log on must be done with the advisor's existing membership information. 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 SBE or submit another file. Contact Debbie Taylor at 703-860-5000 or debbie@deca.org so the incorrect SBE file can be deleted and the correct one can be uploaded. Do not submit multiple certification manuals for the same SBE.

Our certification manual is broken into multiple Word and PDF files. Am I able to upload all the related files?

Ideally your certification manual should be compiled into only one file. Photos, charts, graphs etc. should be embedded within your actual report - not included as separate files. Keep in mind the only file types permitted are Word Docs, PDFs and JPEGs. Excel files will not upload and therefore any spreadsheets should be exported to Word or PDF format. Including all supplemental information within its corresponding section makes it easier for evaluators to review the manual efficiently. Judges that have to review multiple files may find it difficult to review the project in a timely manner.

If you still need to upload multiple files, be sure to do so under one SBE entry (under "**Create SBE**"). Do not create multiple SBE entries to accommodate each of the files.

I submitted an SBE but forgot to include an important attachment, what should I do?

Do not attempt to create a new SBE or submit another file. Contact Debbie Taylor at debbie@deca.org so the missing SBE file can be included. Do not submit multiple certification manuals for the same SBE.

*****NOTE:** entering multiple SBEs is intended for those schools that operate multiple enterprises - for example, Reston High School operates both a coffee shop and a bookstore as two separate enterprises, each of which completes their own certification manual. If you have multiple files that pertain to the same SBE - they should all be listed under the attachments section for that SBE.

For additional questions please contact:

Debbie Taylor

703-860-5000

debbie@deca.org