From:	Paxton Cavin
To:	Paxton Cavin
Cc:	Emily Bates; James Gordon; Ronda Hill; Kyla Hensley; Jake Phillips; Mark Burch
Subject:	DECA Membership Registration System - OPEN!
Date:	Monday, August 21, 2023 1:00:53 PM
Attachments:	image001.png image002.png

Good Afternoon Advisors!

Link to the membership registration system: https://membership.decaregistration.com/deca

Username for login: A general rule for all of the systems is to use your CHAPTER ID as the username. This will look something like this: 137H-#### and will be different for each chapter. Advisors who oversee multiple chapters will have multiple chapter IDs.

Password: This is set by you. If you do not remember your password emailing me to reset it is typically faster than the "forgot your password" option on the site. I do not have any control over the "forgot your password" option and how that works. If I reset your password it will be good for 24 hours after I reset it, so please login in that time frame.

Recommended membership submission date: Earlier in the year is always better to allow students the maximum time as members, but try to submit prior to your school's winter break at the latest. *Remember! FLC attendees will be required to be submitted BPA members this year!*

Cost of membership: https://decaok.org/members/

Affiliation Information (fully funded K-12 schools): https://decaok.org/high-school-affiliation/

- Ability to use 412 money to pay for 20 students per funded advisor
- Advisors dues are separate and not part of the $400 for student dues
- New this year: 50% and 100% funded programs are allowed to use the affiliation model.

Address of DECA Inc. (send membership dues money here):
National DECA
1908 Association Drive
Reston VA 20191

If you have a red "Graduate" button showing...

1. Click the "Graduate" button and then work through the graduation and dropping process. This is meant to prepare your chapter for the new school year. You can add students after you complete this process.
2. If you need assistance or something looks wrong please do not hesitate to reach out to me for assistance. I can walk you through the process or help determine what might be causing an issue.

If you added students but don't know where to go from there...

1. To fully submit students you will need to add them to the site and then select the check box next to each of their names.
2. Click the submit button and walk through the pop up windows.
3. You will know that students are submitted when they no longer have a blank check box next to their name.
4. If a student does have a check box next to their name it means that they did not get selected to be on the invoice and were not submitted. You will need to click the box and go through the submission process for these students.

If you are wondering how to get an invoice...

1. Once you add students to the site and check the boxes next to their names to fully submit them as members you will get several pop up windows that will allow you preview your invoice prior to checking out. You can download those if needed for your finance office.
2. Once you have completely submitted your members and gone through all of the pop up windows you will be emailed an invoice from the system (check spam/junk).
3. You will also be able to download invoices as needed throughout the year from the system by using the "Invoice History" tab. Click on the eye symbol to preview the invoice.

If you need to have separate invoices for advisors and students...

1. Once you have cleaned out the system you will add your students to the site. This does not mean they are submitted fully - they have just been added as potential members.
2. To obtain the ADVISOR ONLY invoice click on the red "submit membership" button without checking any of the boxes by the student names. This should prompt a pop up window that will show you an invoice estimate. This estimate should only include advisors who are marked "active" in your chapter.
3. After you have fully submitted the advisor only invoice you are ready to submit the student only invoice. To submit students you will check the box next to the students - make sure you select all of them even if they are on multiple pages - and then click the

"submit membership" button. This will prompt a pop up that will show you an estimate for your student membership invoice.

4. ***If your school does not need two separate invoices you can submit everything all at once any checking the boxes next to the student names and clicking the "submit membership" button.***

If you submitted members and your invoice is wrong...

- Let me know as soon as possible if your membership invoice is incorrect. Maybe it won't work for your finance office or you need a date change. Maybe you have advisors and students on the same invoice and you need them separated. Maybe you missed some students...we can help! Just let me know what specifically needs to be done and I will work with DECA to get it adjusted.

If you are frustrated and cannot get anything to work...

Email me and we will work through it! I know that these systems can be a bit frustrating this time of year and I am more than happy to assist. Please keep in mind that there are other advisors that may be frustrated so email is usually the best way to go and I am doing my best to get all registration questions answered within 24 hours if possible.

Chances are that if you are frustrated that there might be something holding you back in the system - so don't hesitate to email me so I can trouble shoot.

Have a wonderful rest of the day!

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