

NORTHERN REGION DECA CONFERENCE
REGISTRATION INSTRUCTIONS
2010

Welcome to the 2010 Northern Region DECA Conference Registration. To make this process easier, I am emailing to you the excel file that you will to complete for this registration process. Please email this information back to me by **Wednesday, November 18** at the email address listed below.

jpico@pthsd.k12.nj.us

Registration Example:

Single Event Registrant Example: Corey Blafer is a student from Parsippany Hills. His ID number is 227004, The 227 is his school ID and the final three numbers are taken from the National DECA registration roster. Corey will be competing in the Hotel Lodging & Management Event.

1. Open the registration file, which has been forwarded to you on email.
Key your Chapter Name in the header of the excel file.
2. Since HLM is not a team event we leave that column empty.
3. In the ID column we enter Corey's ID number. The first three digits of each ID number will be your school ID #. The last 3 digits will be the student # on your roster.
4. In the Last Name and First Name columns we enter Corey's respective information.
5. In the Category column we enter Corey's event "HLM."
6. The fee column on your registration file is for the registration fee. Please multiply the number of students by \$10.00 to determine the registration fee to be sent to Pat Lamborne.
7. The completed registration for Corey Blafer is as follows:

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Team	ID	Last Name	First Name	Category	Fee
	227004	Blafer	Corey	HLM	\$10.00

Team Event Registrant Example: Megan Barwick and Hannah Embler are participating as a team in the Business Law & Ethics Decision Making Event. Their respective ID numbers are 227002 and 227017.

1. Team Number: Since both members are working as a team there must be some identification that links them. This is the team number. Since this is the first team we are entering we will use the number 1. For each additional team we will simply increase the number to 2, 3, 4, etc. **The important point is that both members share the same team number.**
2. The remainder of the registration is to be entered according to the single event registrant example above. See step 3.

3. The completed entry for this team would be as follows:

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Team	ID	Last Name	First Name	Category	Fee
1	227002	Barwick	Meghan	BLTDM	\$10.00
	227004	Blafer	Corey	HLM	\$10.00
1	227017	Embler	Hannah	BLTDM	\$10.00

A Member Participating in Multiple Events (DECA Quiz Bowl): At the regional level a student may only participate in one competitive event and the DECA Quiz Bowl. Hannah Embler 's number is 227017 and she is participating in both the DECA Quiz Bowl and the BLTDM event. The following will help you make this entry:

1. Enter Hannah's competitive event first.

NOTE: Since this is Hannah's individual event this is where you should record her registration fee.

2. Next enter Hannah's Quiz Bowl event as you would any other team event with 2 modifications:

a. The Quiz Bowl Team's Identification is the letter "A."

b. The fee is \$0.00 since the student has already paid for another event.

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Team	ID	Last Name	First Name	Category	Fee
1	227002	Barwick	Meghan	BLTDM	\$10.00
	227004	Blafer	Corey	HLM	\$10.00
1	227017	Embler	Hannah	BLTDM	\$10.00
A	227017	Embler	Hannah	DQB	\$0.00

Sorting Your File For Printing: Chapter Advisors like to keep copies of their printed registrations. Please print **three** copies of your registration. **One** copy is for your records and **two to submit** with your registration material.

1. Sort the File by ID number.

Please make sure that your students know which event they are registered. This saves much time at the start of the regional conference.

Any questions please don't hesitate to contact me.

John Pico

Parsippany Hills High School

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973-682-2815 x 2422 (school)

973-492-5540 (home)