◇ DECA
ONLINE MEMBERSHIP SYSTEM

CHAPTER ID

DUES

	Chapter	Association	DECA Inc.	Total
Student		$12.00	$8.00	
Alumni		$12.00	$8.00	
Professional		$12.00	$8.00	
Advisor		$12.00	$8.00	

Learn more about your association dues at deca.org/associations.

DEADLINES

	Initial	Final
Chapter		
Association	November 15	February 15
DECA Inc.	November 15	February 15*

*February 15 is the ICDC Competitor Deadline; however, members may be added until June 30. Associations may have earlier deadlines, which superceed DECA Inc. deadlines.

INSTRUCTIONS

LOGIN

- Go to **www.deca.org/register** to log into the membership system.
- Enter your Chapter ID as your username, and password.

CONFIRM YOUR CHAPTER INFORMATION

- When you login for the first time each school year, confirm your chapter's information.
- Set the **Student Password** used by your paid student members to access their student portal at www.deca.org/studentportal
- **Principal's Information and CTE (Career and Technical Education) Director's Information**. Leave blank if not applicable.
- Select Your **Graduation Preferences.**
  - Select the highest grade level at your school.
  - Select what happens to your graduated seniors at the beginning of the next school year—see options in box to the right.
- Confirm your **DECA District, Region or Area**. If you do not know, contact your Chartered Association Advisor.
- Confirm your **School District**. If your district is not listed, contact membership@deca.org.
- Click **Confirm** to advance to the next screen.

GRADUATE + PROMOTE YOUR PREVIOUS MEMBERS

- Any **RED** tabs should be clicked first, starting with **Graduate**.
- **Students Tab – Graduate**
  - Click the Select All button, and select one option:
    - Click Graduation Completed – Students will move based on what appears in the Graduating School column.
    - OR click Drop Selected – Everyone on the screen will move into Inactive Status.
- **Students Tab – Edit Students**
  - Click the Bulk Grade Rollforward button and confirm on the pop-up.
  - Click the Bulk Edit Complete button and confirm on the pop-up.

CHAPTER + ADVISOR INFORMATION

Chapter Information

- Make any necessary changes from the information populated from the confirmation screen.
- Verify your chapter website and social media.
- Indicate if your chapter operates a SBE (school-based enterprise). If yes, indicate: Food, Retail or Food and Retail.
- Verify your chapter address.

Chapter Advisors

- Update all chapter advisors on this screen. Select preference to receive e-mails from DECA's partners.
- If a chapter advisor is not joining, make their status inactive, or they will be submitted and cannot be voided.
- Add chapter advisors by clicking on the Add Chapter Staff.
- Chapter advisors will automatically submit when students are submitted.

ADD STUDENT, ALUMNI AND PROFESSIONAL MEMBERS

- In the appropriate tab (**Students, Alumni, Professional**), click the Add button.
- The following information is required when adding a student member.
  - First Name and Last Name
  - Grade In School (5 through 12)
  - Gender (Female, Male, Other, Opt-Out)
  - Demographic (Opt-Out option)
  - Member Title (Chapter Member, Chapter Officer, Association Officer, etc.)
  - Years as a DECA member

> **ℹ TIP**
>
> Upload your members using an excel template found in the Bulk CSV Upload section.
>
> Only add members who paid membership dues. Once members are submitted, payment is required. Members cannot be deleted.

SUBMIT YOUR MEMBERSHIP

- Click on **Students.**
- Select the checkbox next to students you wish to submit or Select All.
- Click **Submit Membership** button.
- Complete the disclaimers and confirmation process to finalize.

> **ℹ TIP**
>
> Only submit members who paid membership dues. Once members are submitted, payment is required. Members cannot be deleted.

Note: Unsubmitted chapter advisors will automatically submit with the students. If you do not want to submit them, make their status inactive.

SUBMIT PAYMENT

- Once you have submitted membership, click the **Invoice History** tab.
- To pay with a check:
  - Click the eye under the View column.
  - Click the Download button to print.
  - Follow your school's check processing procedure.
  - Mail check with a copy of the invoice to: DECA Membership, 1908 Association Drive, Reston, VA 20191.
- To pay online with a credit card:
  - Click the **RED** Pay Invoices button and select the invoice(s) to pay.
  - Fill in all the required fields and click the Pay button.

HOW TO

Request Additional Membership Stickers
If your membership exceeds the number of stickers received, click the "Additional Stickers Request" button and enter the number requested. DECA Inc. will verify with your membership and send them to your chapter.

Print Membership Cards
Under the "Students" tab, click "Print Membership Cards," select paid members, then scroll to the bottom and click "Print Membership Cards." A PDF will download.

Print Membership Certificates
Under the "Students" tab, click "Print Membership Certificates," select paid members, then scroll to the bottom and click "Print Membership Certificates." A PDF will download.

Correct a Misspelled Name
To correct a misspelling of a student member name, click the blue person icon beside the student's name under the Request Change column. The request will be sent to your chartered association to approve or deny.

Check Your Chapter's Membership History
Click the down arrow on the Membership Information bar in the top right of your screen to access current year membership compared to previous years.