ICDC REGISTRATION INSTRUCTIONS

Chapters in Michigan, Minnesota, Mississippi and Washington will register through their state association and may have an earlier deadline.

All other chapters should follow the instructions below, including additional guidelines and instructions set by your chartered association.

The Collegiate ICDC Registration Kit can be found here.

IMPORTANT FOR 2021!
The following must be provided for each registered attendee:

- Name
- Email address
- Complete mailing address
- T-Shirt Size

To assist with collecting this information, we encourage your student members to complete this information in the student portal so it will carry over to the registration system. Provide them with their DECA Member ID and password you set on your chapter screen and ask them to login to www.deca.org/studentportal prior to completing your chapter’s ICDC registration.

CHAPTER REGISTRATION INSTRUCTIONS

1. Login to the Membership Portal.
2. Click on the Conferences tab.
3. Click on 2021 Collegiate DECA ICDC
4. Select Register Advisors
   1. Use the check box beside the Advisor Name to select the advisors attending, or you can use the Select All button and click Continue
   2. Verify the information that has been pre-filled. Please enter any missing information that is in a RED box
      1. click ICDC Registration under Registration Rates
      2. click Next
   3. To select your shirt size, click the down arrow beside T-Shirt and select your size. You must pick a shirt size to continue.
   4. Verify the information on the screen and click Finish. You will need to do this for each advisor registering for ICDC.
5. Select Register Students
   1. Use the check box beside the Student Name to select the students attending, or you can use the Select All button...click Continue.
   2. The Name Verification Box will appear, please read that information and click Ok if no changes are needed.
3. Please verify the information that is pre-filled from the student record. Email Address and Home Address must be filled in and correct. This information will be used to send their competition information and ICDC Swag Pack. Click **ICDC Registration** under **Registration Rates**...click Next

4. Choose a **Competitive Event** for the student. Select the box to the right of the event in which the student will compete. (Note: the events can be sorted by **Name** or **Category** by clicking on the column header.)
   1. If the student is not in a competitive event and **only participating** in the **Sales Challenge** or **Entrepreneurship Challenge**, please select **Challenges Only** as their Competitive Event.
   2. If the student is doing a competitive event **AND** the Sales Challenge or Entrepreneurship Challenge, please select the Competitive Event. You will be asked on the next screen to select a Challenge.
   3. If the student is in a team event, a team number must be selected in the drop-down box. **Each student on the same team must have the same number selected in this column. You must also designate someone on the team as the Team Captain by checking the Team Captain check box for that student only.**

5. Click Next

6. To select a Challenge, click the down arrow beside Challenges and select the desired challenge. You may choose both or neither.

7. To select your shirt size – click the down arrow beside T-Shirt and select your size. **You must pick a shirt size to continue.**

8. Click Next

9. Verify the information and click the **Next Student** button. Repeat this process for all your students.

6. Back on the main **Conferences** tab under **2021 Collegiate DECA ICDC**, scroll down to see a list of your tentative registrations.

7. Click the **Select All** button or only the box(es) beside the name of the people for whom you want to confirm registration.

8. Click **Accept Disclaimers**
   1. Check or uncheck box 1 – **Email Rules and Regulations**
   2. You must check the “**Read and Agree**” check box...click **Confirm**

9. Click **Submit Registration**

10. Click **Confirm**

11. You can view or pay your invoices from this screen or if you click close, you can view and pay from your **Invoice History** tab.
   1. **Chapters from the following states will see invoices in their invoice history, but they should be ignored. They will receive an invoice from their association:**

      Michigan, Minnesota, Mississippi, Washington

**SUBSTITUTIONS/CANCELLATIONS**

All substitutions and cancellations must be made through your Chartered Association Advisor or through the membership portal based on the instructions given to you.

**To make changes to your registration via the membership portal, please follow the instructions below:**

1. Login to the **Membership Portal**.
2. Click the **Conferences** tab
3. Click **2021 Collegiate DECA ICDC**
4. If you have **NOT** submitted your registration:
1. Scroll down to see a list of your tentative registrations. Click the **red X** under the **Delete** column for any registrants you wish to change or cancel.

2. Click Register Advisors, Students, or Guests to add someone else or the same student with new information.

3. Follow the instructions above to submit your new/revised registration.

5. If you **have submitted** your registration:

1. To Cancel or Change Information for a confirmed Attendee:
   1. To **Cancel** a confirmed attendee:
      1. Click **Cancel/Substitute Request**
      2. Check the **CANCEL** box next to the registrant name
      3. Select a reason in the **Cancellation/Substitution Reason** dropdown
      4. **Make sure you click each check box for every item you need to cancel (registration, competitive event, and shirt size)**
      5. Click **Submit Cancel/Substitute Request**
      6. Click **Confirm** on both screens
      7. You will see **Cancellation Pending/Approved** beside the attendee’s name after it is submitted and approved
      8. Your invoice will be updated after DECA Inc. approves your cancellation

   2. To **Substitute** an attendee:
      1. Click **Cancel/Substitute Request**
      2. Click the **Substitution** box beside the **Attendee’s Name**
      3. Select a reason in the **Cancellation/Substitution Reason** dropdown
      4. **Make sure you click each check box for every item you need to cancel for the student dropping (registration, competitive event, and shirt size)**
      5. Choose the appropriate registrant classification in the **red** box (**Student, Chapter Advisor** or **Chaperone**)
      6. Click **Student (Not Currently Registered)** in the **red Select Student** box
      7. Click the new student who is attending
      8. Click **Save**
      9. Click **Submit Cancel/Substitute Request** button
      10. Click **Confirm** on both screens

2. To change the **Competitive Event** of an attendee:
   1. Click the **Edit Events** button
   2. Pick new event(s) from the drop-down box next to any student(s) requiring change(s)
   3. Click **Save**
   4. Click **Back**