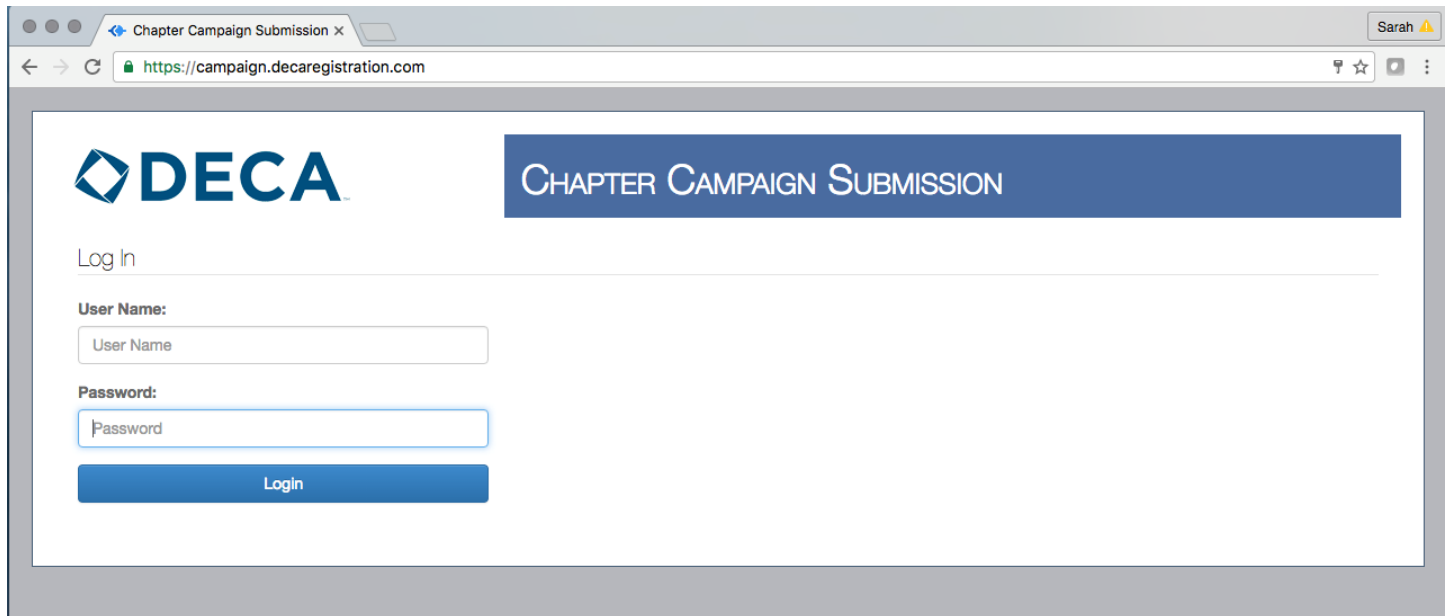


COMMUNITY SERVICE CAMPAIGN

ONLINE SUBMISSION INSTRUCTIONS

STEP 1:

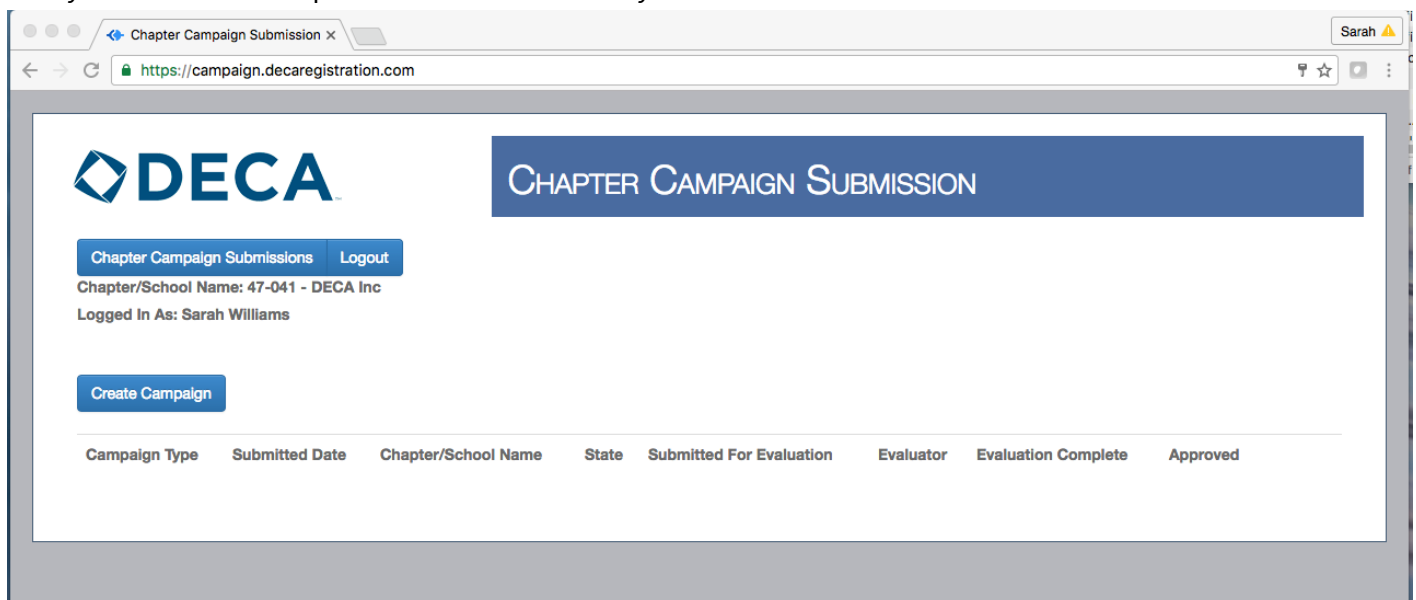
Log on to <https://campaign.decaregistration.com/> using your DECA Advisor username and password (the same username and password used to log on to DECA's membership system).



A screenshot of a web browser showing the login page for the DECA Chapter Campaign Submission system. The browser's address bar displays "https://campaign.decaregistration.com". The page features the DECA logo on the left and a blue header with the text "CHAPTER CAMPAIGN SUBMISSION". Below the header, there is a "Log In" section with two input fields: "User Name" and "Password". A blue "Login" button is positioned below the password field. The browser's user interface shows a profile name "Sarah" in the top right corner.

STEP 2:

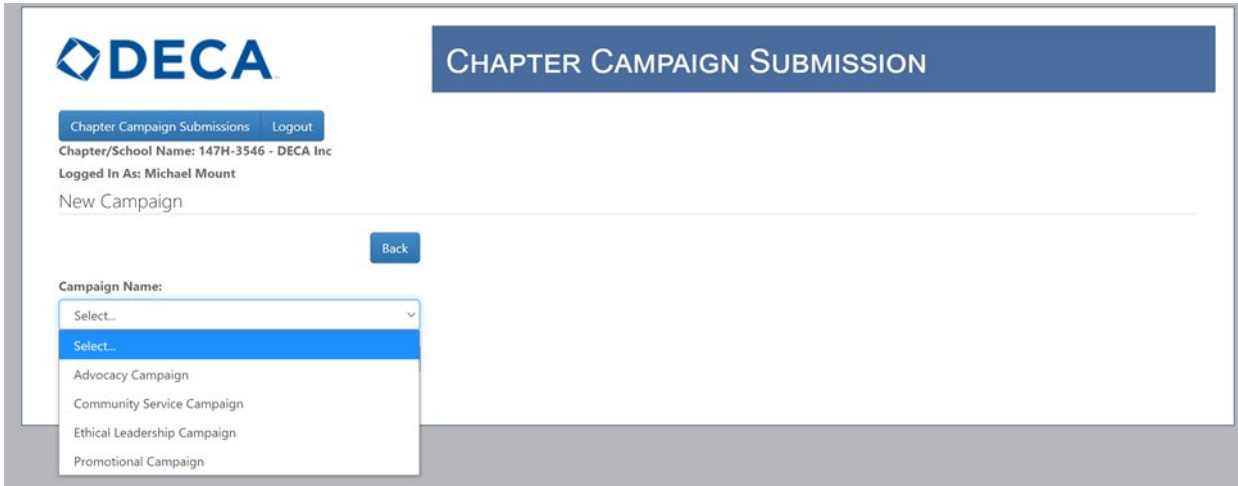
Upon log on – you will see the home screen/Campaign List. Here you will click “Create Campaign”. Clicking this will take you to a screen to input the information about your SBE.



A screenshot of the DECA Chapter Campaign Submission home screen after a successful login. The browser's address bar shows "https://campaign.decaregistration.com". The page includes the DECA logo and a blue header with "CHAPTER CAMPAIGN SUBMISSION". Below the header, there are two buttons: "Chapter Campaign Submissions" and "Logout". The user's information is displayed: "Chapter/School Name: 47-041 - DECA Inc" and "Logged In As: Sarah Williams". A prominent blue "Create Campaign" button is visible. At the bottom of the page, a table header is shown with the following columns: "Campaign Type", "Submitted Date", "Chapter/School Name", "State", "Submitted For Evaluation", "Evaluator", "Evaluation Complete", and "Approved".

STEP 3:

Select “Community Service Campaign” from the drop down menu.



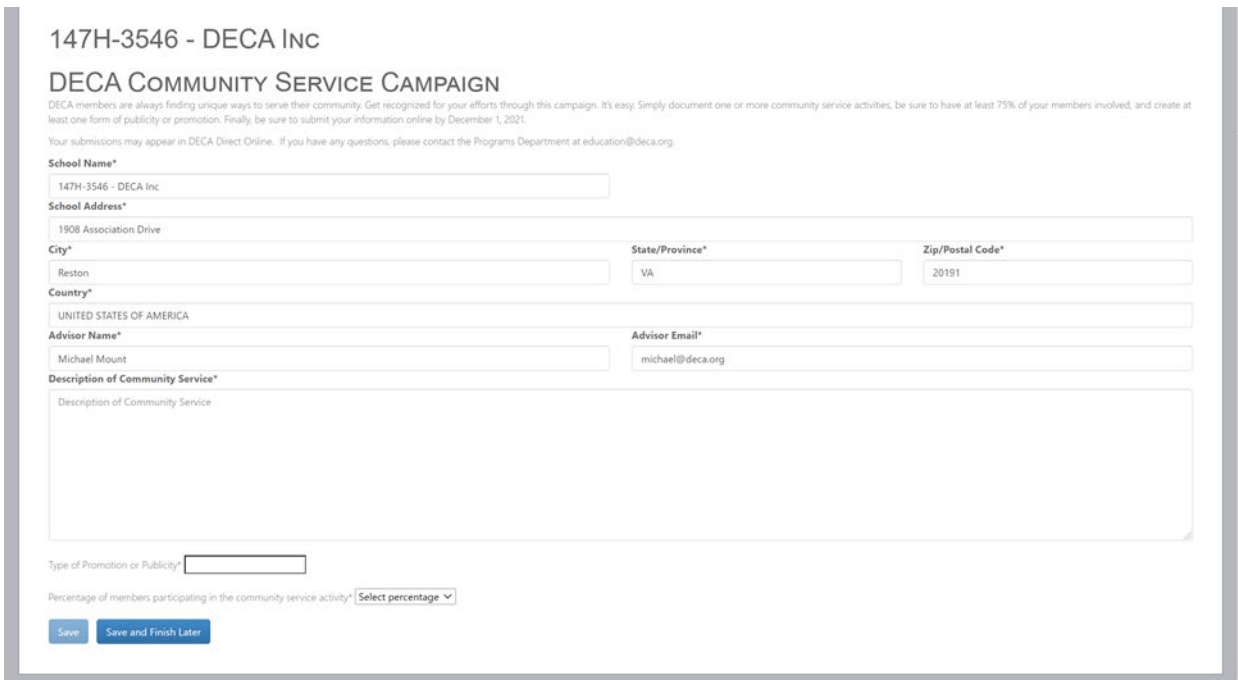
The screenshot shows the DECA Chapter Campaign Submission interface. At the top left is the DECA logo. To the right, a blue header bar contains the text "CHAPTER CAMPAIGN SUBMISSION". Below the logo, there are links for "Chapter Campaign Submissions" and "Logout". The user's information is displayed: "Chapter/School Name: 147H-3546 - DECA Inc" and "Logged In As: Michael Mount". A "New Campaign" link is visible. A "Back" button is located above a dropdown menu for "Campaign Name:". The dropdown menu is open, showing options: "Select...", "Advocacy Campaign", "Community Service Campaign", "Ethical Leadership Campaign", and "Promotional Campaign".

STEP 4:

Click “Save”

STEP 5:


Verify your chapter’s information and enter the description of your community service project. Add your form of publicity or promotion and select the percentage of your members involved in the project.



The screenshot displays the "DECA COMMUNITY SERVICE CAMPAIGN" form. The header shows "147H-3546 - DECA INC" and "DECA COMMUNITY SERVICE CAMPAIGN". A small text block explains the campaign's purpose and deadline. The form includes several fields: "School Name*" (147H-3546 - DECA Inc), "School Address*" (1908 Association Drive), "City*" (Reston), "State/Province*" (VA), "Zip/Postal Code*" (20191), "Country*" (UNITED STATES OF AMERICA), "Advisor Name*" (Michael Mount), and "Advisor Email*" (michael@deca.org). A large text area is provided for the "Description of Community Service*". At the bottom, there are fields for "Type of Promotion or Publicity*" and "Percentage of members participating in the community service activity*" (with a dropdown menu for "Select percentage"). Two buttons, "Save" and "Save and Finish Later", are located at the bottom left.

STEP 6:

Click "Attachments"



The screenshot shows the DECA Chapter Campaign Submission interface. At the top left is the DECA logo. To its right is a blue header bar with the text "CHAPTER CAMPAIGN SUBMISSION". Below the logo are navigation links: "Chapter Campaign Submissions" and "Logout". The user information is displayed as "Chapter/School Name: 147H-3546 - DECA Inc" and "Logged In As: Michael Mount". The main heading is "FORMS FOR COMMUNITY SERVICE CAMPAIGN" followed by "147H-3546 - DECA Inc". A "Back" button is located to the right. Below this is a "Chapter Advisor" field. A table lists the campaign details:

Form Name	Status
DECA Community Service Campaign	Complete

Buttons for "Edit" and "Attachments" are visible to the left of the table row.

STEP 7:

Click "Upload attachment"



The screenshot shows the DECA Chapter Campaign Submission interface. The header and user information are the same as in Step 6. The main heading is "FILE ATTACHMENTS FOR COMMUNITY SERVICE CAMPAIGN" followed by "147H-3546 - DECA Inc". A "Back" button is located to the right. Below this is an "Upload attachment" button. Below the button is a table with columns for "File Name" and "Description".

File Name	Description
-----------	-------------

STEP 8:

Click "Chapter Campaign Submissions" to return to the Campaign List



The screenshot shows the DECA Chapter Campaign Submission interface. The header and user information are the same as in Step 6. The main heading is "FILE ATTACHMENTS FOR COMMUNITY SERVICE CAMPAIGN" followed by "147H-3546 - DECA Inc". A "Back" button is located to the right. Below this is an "Upload attachment" button. Below the button is a table with columns for "File Name" and "Description".

File Name	Description
Joseph Schwartz - Spotswood_HS_NJPG	Community Service

A "Delete attachment" button is located to the right of the table row.

STEP 9:

All unsubmitted campaigns will show up in red on the Campaign list. Click "Submit" to submit your campaign.

DECA CHAPTER CAMPAIGN SUBMISSION

Chapter Campaign Submissions Logout
Chapter/School Name: 147H-3546 - DECA Inc
Logged In As: Michael Mount

Create Campaign

Campaign Type	Submitted Date	Chapter/School Name	State	Submitted For Evaluation	Evaluator	Evaluation Complete	Approved
Community Service Campaign		147H-3546 - DECA Inc	VA	No		No	Not Reviewed
Promotional Campaign	10/04/2021 3:41 PM	147H-3546 - DECA Inc	VA	Yes		No	Not Reviewed

STEP 10:

Click “I Agree” to attest that 75% of your members participated in the activity. Click “Confirm”

DECA CHAPTER CAMPAIGN SUBMISSION

Chapter Campaign Submissions Logout
Chapter/School Name: 147H-3546 - DECA Inc
Logged In As: Michael Mount

Create Campaign

SUBMIT CAMPAIGNS

I Agree

Cancel Confirm

Campaign Type	Submitted Date	Chapter/School Name	State	Submitted For Evaluation	Evaluator	Evaluation Complete	Approved
Community Service Campaign		147H-3546 - DECA Inc	VA	No		No	Not Reviewed
Promotional Campaign	10/04/2021 3:41 PM	147H-3546 - DECA Inc	VA	Yes		No	Not Reviewed

After submitting, you will no longer be able to add or delete attachments or make any changes to the campaign information entered.

You will still be able to view the attachments associated with the campaigns on the list, but no changes will be permitted. The Campaign List will indicate “Yes” under the “Submitted for Evaluation” field and the campaign information row will be highlighted green, indicating it was submitted successfully. After a judge has evaluated your submissions, the “Evaluation Complete” column will automatically update to “Yes”.

DECA CHAPTER CAMPAIGN SUBMISSION

Chapter Campaign Submissions Logout
Chapter/School Name: 147H-3546 - DECA Inc
Logged In As: Michael Mount

Create Campaign

Campaign Type	Submitted Date	Chapter/School Name	State	Submitted For Evaluation	Evaluator	Evaluation Complete	Approved
Promotional Campaign	10/04/2021 3:41 PM	147H-3546 - DECA Inc	VA	Yes		No	Not Reviewed
Community Service Campaign	10/05/2021 9:11 AM	147H-3546 - DECA Inc	VA	Yes		No	Not Reviewed

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 Membership at membership@deca.org.

Can my students submit the campaigns 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 campaign or submit another file. Contact the Programs Department at education@deca.org so the incorrect campaign file can be deleted and the correct one can be uploaded.

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

Do not attempt to create a new campaign or submit another file. Contact the Programs Department at education@deca.org so the incorrect campaign file can be deleted and the correct one can be uploaded.

For additional questions please contact:

DECA Inc.

(703) 860-5000

education@deca.org