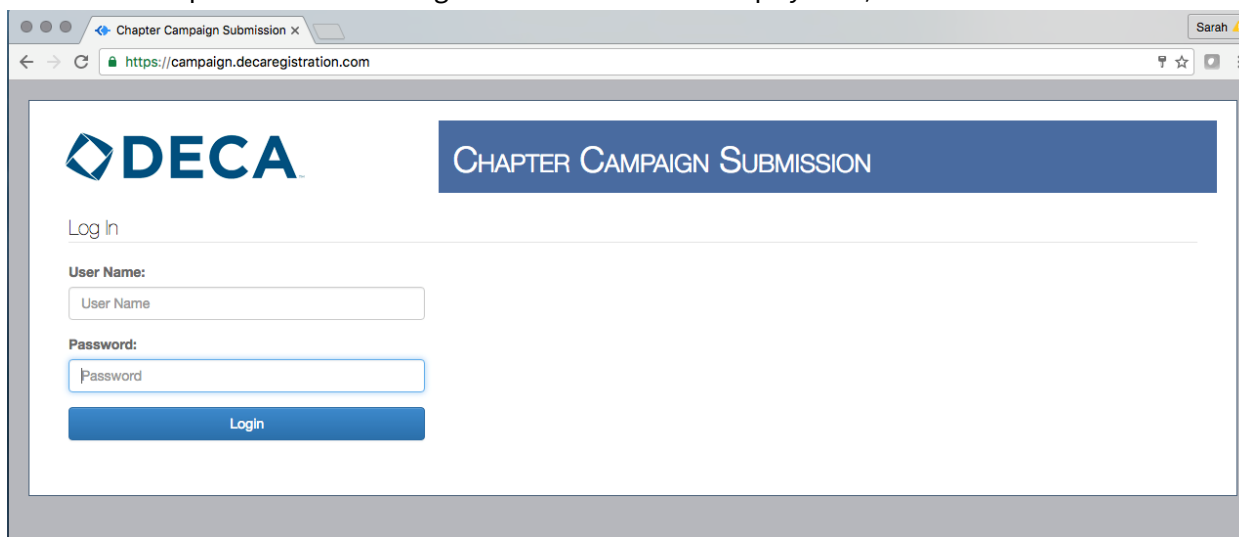


ETHICAL LEADERSHIP CAMPAIGN

ONLINE SUBMISSION INSTRUCTIONS

STEP 1:

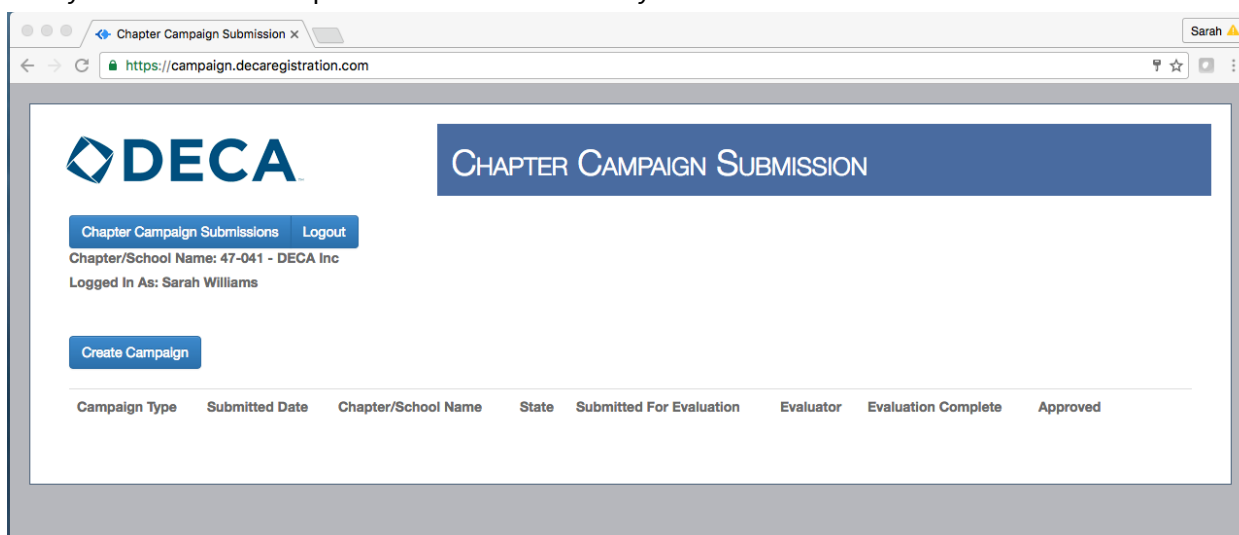
Log on to <https://campaign.decaregistration.com/> using your DECA Advisor username and password (the same username and password used to log on to DECA's membership system).



The screenshot shows a web browser window with the URL <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 is a "Log In" section with a "User Name:" label, a text input field containing "User Name", a "Password:" label, a text input field containing "Password", and a blue "Login" button.

STEP 2:

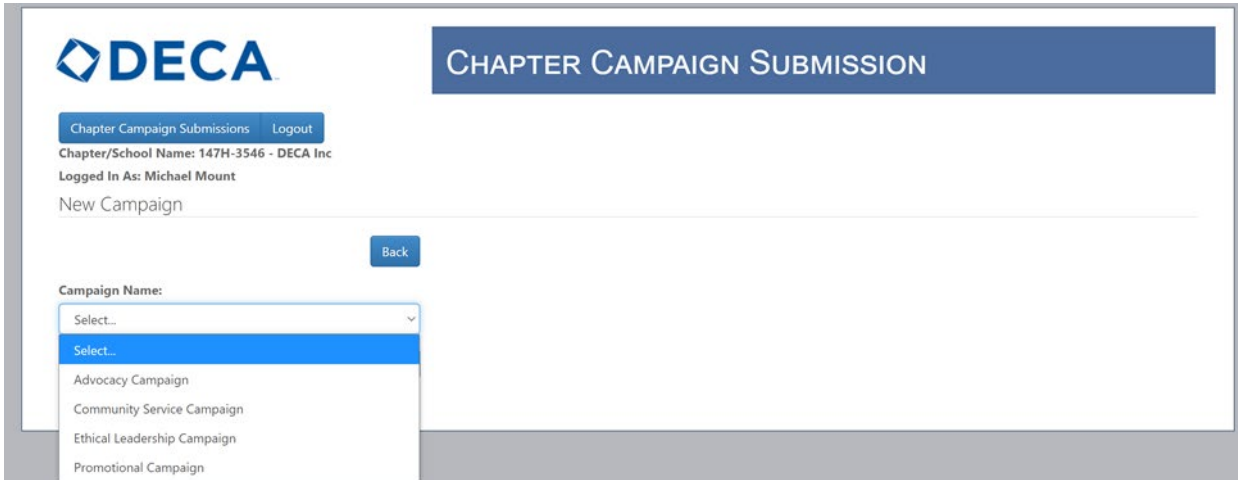
Upon log on – you will see the home screen/Campaign List. Here you will click “Create Campaign”. Clicking this will take you to a screen to input the information about your SBE.



The screenshot shows the home screen of the DECA Chapter Campaign Submission system. It features the DECA logo and a blue header with "CHAPTER CAMPAIGN SUBMISSION". Below the header, there are two buttons: "Chapter Campaign Submissions" and "Logout". The page displays the following information: "Chapter/School Name: 47-041 - DECA Inc" and "Logged In As: Sarah Williams". A blue "Create Campaign" button is prominently displayed. At the bottom, there is a table with the following columns: "Campaign Type", "Submitted Date", "Chapter/School Name", "State", "Submitted For Evaluation", "Evaluator", "Evaluation Complete", and "Approved".

STEP 3:

Select “Ethical Leadership” from the drop down menu.



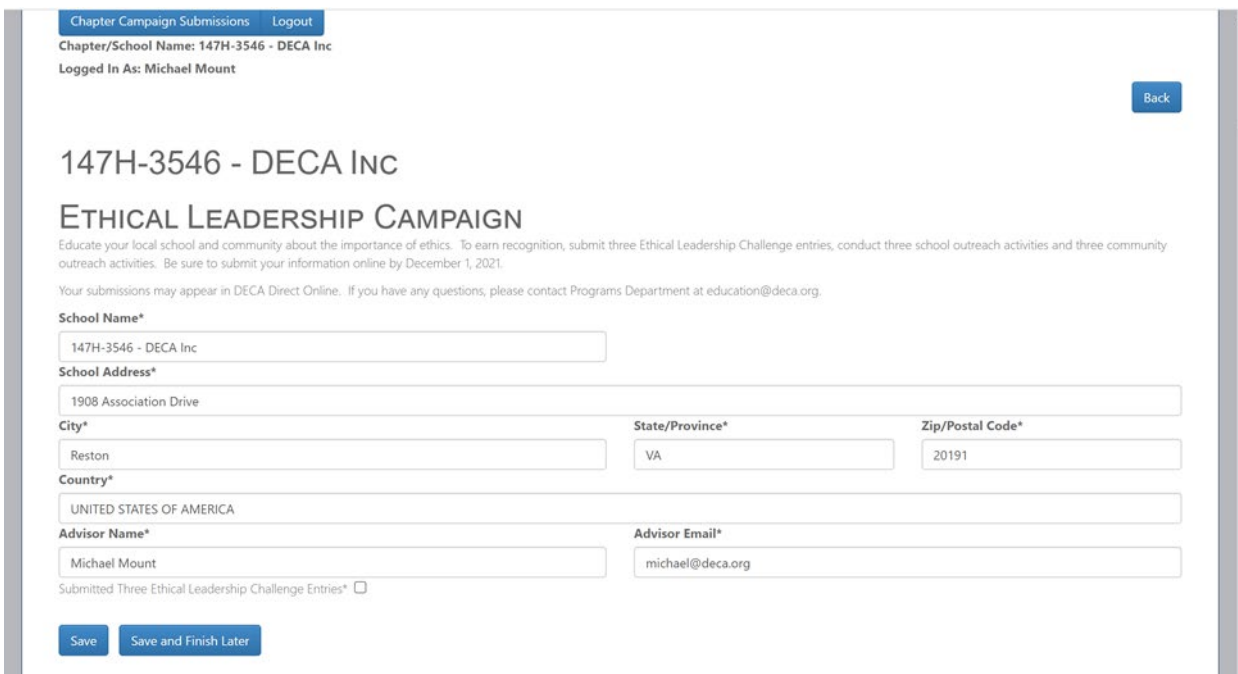
The screenshot shows the DECA Chapter Campaign Submission interface. At the top left is the DECA logo. To its right, a blue header bar contains the text "CHAPTER CAMPAIGN SUBMISSION". Below the logo, there are two buttons: "Chapter Campaign Submissions" and "Logout". The page displays the user's information: "Chapter/School Name: 147H-3546 - DECA Inc" and "Logged In As: Michael Mount". A "New Campaign" section is visible with a "Back" button. The "Campaign Name:" 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 check that your chapter submitted three ethical leadership challenge entries.



The screenshot shows the DECA Chapter Campaign Submission page for the "ETHICAL LEADERSHIP CAMPAIGN". The page header includes the DECA logo, "CHAPTER CAMPAIGN SUBMISSION", and user information: "Chapter/School Name: 147H-3546 - DECA Inc" and "Logged In As: Michael Mount". A "Back" button is in the top right. The main heading is "147H-3546 - DECA INC" followed by "ETHICAL LEADERSHIP CAMPAIGN". Below this is a paragraph of instructions: "Educate your local school and community about the importance of ethics. To earn recognition, submit three Ethical Leadership Challenge entries, conduct three school outreach activities and three community outreach activities. Be sure to submit your information online by December 1, 2021." and a note: "Your submissions may appear in DECA Direct Online. If you have any questions, please contact Programs Department at education@deca.org." The form fields are: "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). At the bottom, there is a checkbox for "Submitted Three Ethical Leadership Challenge Entries*" which is currently unchecked. Two buttons are at the bottom: "Save" and "Save and Finish Later".

STEP 6:

Click Save.

STEP 7:

Click “Edit” beside “School Outreach”.



CHAPTER CAMPAIGN SUBMISSION

[Chapter Campaign Submissions](#) [Logout](#)

Chapter/School Name: 147H-3546 - DECA Inc

Logged In As: Michael Mount

FORMS FOR ETHICAL LEADERSHIP CAMPAIGN

147H-3546 - DECA Inc

[Back](#)

Chapter Advisor

	Form Name	Status
Edit Attachments	Ethical Leadership Campaign	Complete
Edit Attachments	School Outreach	Not Complete
Edit Attachments	Community Outreach	Not Complete

STEP 8:

Enter a description for each of your three school outreach activities and click “Save”.

The screenshot shows a web browser window displaying the DECA Chapter Campaign Submission page. The page title is "CHAPTER CAMPAIGN SUBMISSION". The user is logged in as Sarah Williams. The page is titled "SCHOOL OUTREACH" and instructs the user to report their activities to gain recognition. There are three sections for "School Outreach Activity 1*", "School Outreach Activity 2*", and "School Outreach Activity 3*", each with a text area for description. At the bottom, there are "Save" and "Save and Finish Later" buttons. A note at the bottom states: "*You may upload up to 3 optional supporting photos."

STEP 9:

Click “Edit” beside “Community Outreach”.



CHAPTER CAMPAIGN SUBMISSION

[Chapter Campaign Submissions](#) [Logout](#)

Chapter/School Name: 147H-3546 - DECA Inc

Logged In As: Michael Mount

FORMS FOR ETHICAL LEADERSHIP CAMPAIGN

147H-3546 - DECA Inc

[Back](#)

Chapter Advisor

	Form Name	Status
Edit Attachments	Ethical Leadership Campaign	Complete
Edit Attachments	School Outreach	Not Complete
Edit Attachments	Community Outreach	Not Complete

STEP 10:

Enter a description for each of your three community outreach activities and click “Save”.

The screenshot shows the 'COMMUNITY OUTREACH' section of the submission form. It includes the DECA logo, navigation links, and user information. The main heading is 'COMMUNITY OUTREACH' with a sub-heading 'Report your activities to gain recognition in this campaign.' Below this are three text input fields labeled 'Community Outreach Activity 1*', 'Community Outreach Activity 2*', and 'Community Outreach Activity 3*'. At the bottom, there is a note: '*You may upload up to 3 supporting photos.' and two buttons: 'Save' and 'Save and Finish Later'.

STEP 11 - Optional:

Click “Attachments” next to “School Outreach” or “Community Outreach” to upload supporting photos or documents.



CHAPTER CAMPAIGN SUBMISSION

[Chapter Campaign Submissions](#) [Logout](#)

Chapter/School Name: 147H-3546 - DECA Inc

Logged In As: Michael Mount

FORMS FOR ETHICAL LEADERSHIP CAMPAIGN

147H-3546 - DECA INC

[Back](#)

Chapter Advisor

	Form Name	Status
Edit Attachments	Ethical Leadership Campaign	Complete
Edit Attachments	School Outreach	Complete
Edit Attachments	Community Outreach	Complete

STEP 12:

Click “Chapter Campaign Submissions” to return to the Campaign List



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			
Ethical Leadership Campaign		147H-3546 - DECA Inc	VA	No		No	Not Reviewed	Forms	Submit	Delete Campaign
Advocacy Campaign	10/04/2021 3:41 PM	147H-3546 - DECA Inc	VA	Yes		No	Not Reviewed	Forms		
Community Service Campaign	10/04/2021 3:42 PM	147H-3546 - DECA Inc	VA	Yes		No	Not Reviewed	Forms		
Promotional Campaign	10/04/2021 3:41 PM	147H-3546 - DECA Inc	VA	Yes		No	Not Reviewed	Forms		

STEP 13:

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

STEP 14:

Click “I Agree” and then click “Confirm”.

DECA

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
Ethical Leadership Campaign		147H-3546 - DECA Inc.	VA	No	No	Not Reviewed	Forms Submit Delete Campaign
Advocacy Campaign	10/04/2021 3:41 PM	147H-3546 - DECA Inc.	VA	Yes	No	Not Reviewed	Forms
Community Service Campaign	10/04/2021 3:42 PM	147H-3546 - DECA Inc.	VA	Yes	No	Not Reviewed	Forms
Promotional Campaign	10/04/2021 3:41 PM	147H-3546 - DECA Inc.	VA	Yes	No	Not Reviewed	Forms

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
Advocacy Campaign	10/04/2021 3:41 PM	147H-3546 - DECA Inc.	VA	Yes	No	Not Reviewed	Forms
Community Service Campaign	10/04/2021 3:42 PM	147H-3546 - DECA Inc.	VA	Yes	No	Not Reviewed	Forms
Promotional Campaign	10/04/2021 3:41 PM	147H-3546 - DECA Inc.	VA	Yes	No	Not Reviewed	Forms
Ethical Leadership Campaign	10/04/2021 4:32 PM	147H-3546 - DECA Inc.	VA	Yes	No	Not Reviewed	Forms

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