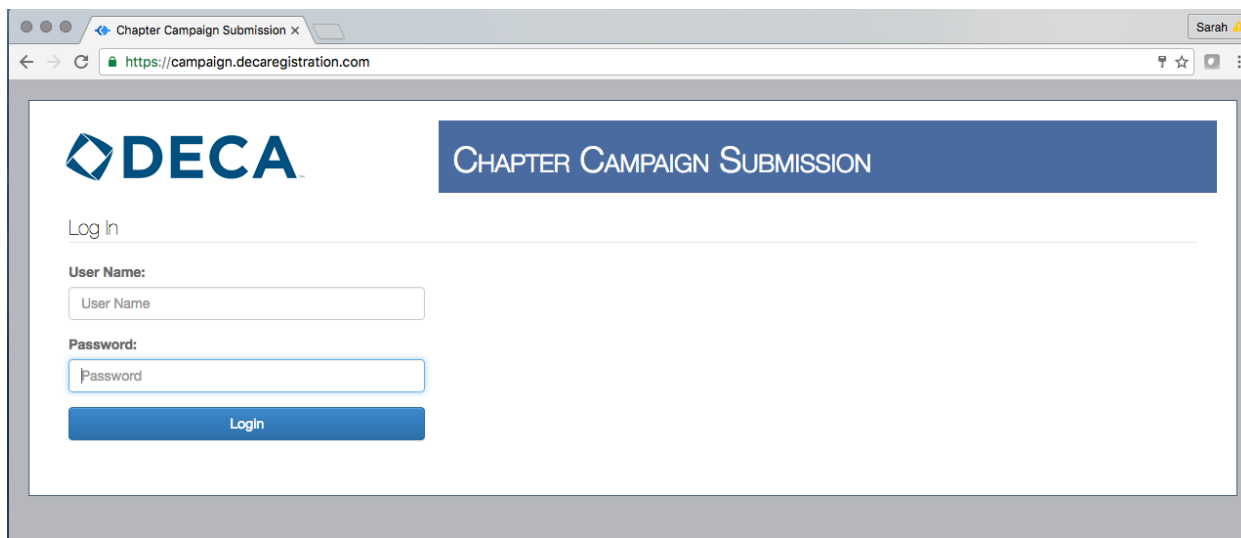


# PROMOTIONAL CAMPAIGN

## ONLINE SUBMISSION INSTRUCTIONS

### STEP 1:

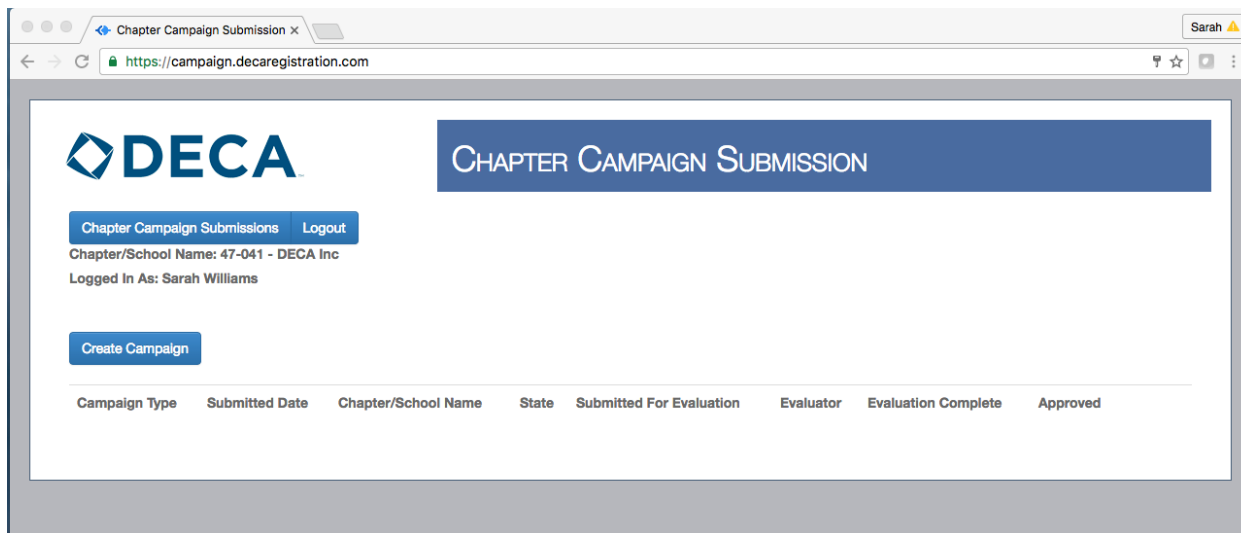
Log on to <https://campaign.decaregistration.com/> using your DECA Advisor username and password (the same username and password used to log on to DECA's membership system).



A screenshot of a web browser window 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 a "User Name:" label and a text input field containing "User Name", a "Password:" label and a text input field containing "Password", and a blue "Login" button.

### STEP 2:

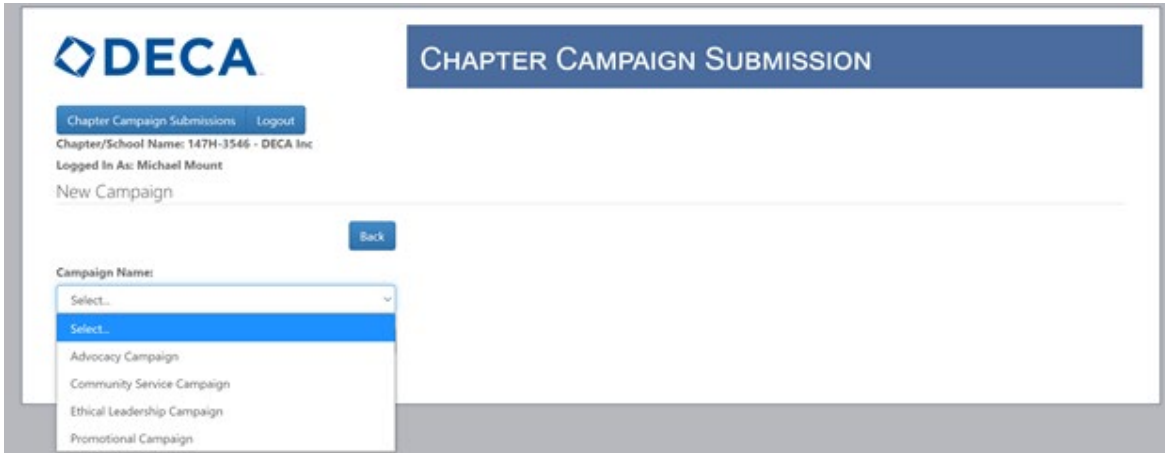
Upon log on – you will see the home screen/Campaign List. Here you will click “Create Campaign”. Clicking this will take you to a screen to input the information about your SBE.



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, a blue header with "CHAPTER CAMPAIGN SUBMISSION", and a navigation bar with "Chapter Campaign Submissions" and "Logout" buttons. Below this, 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 "DECA Promotional Campaign" from the drop down menu.



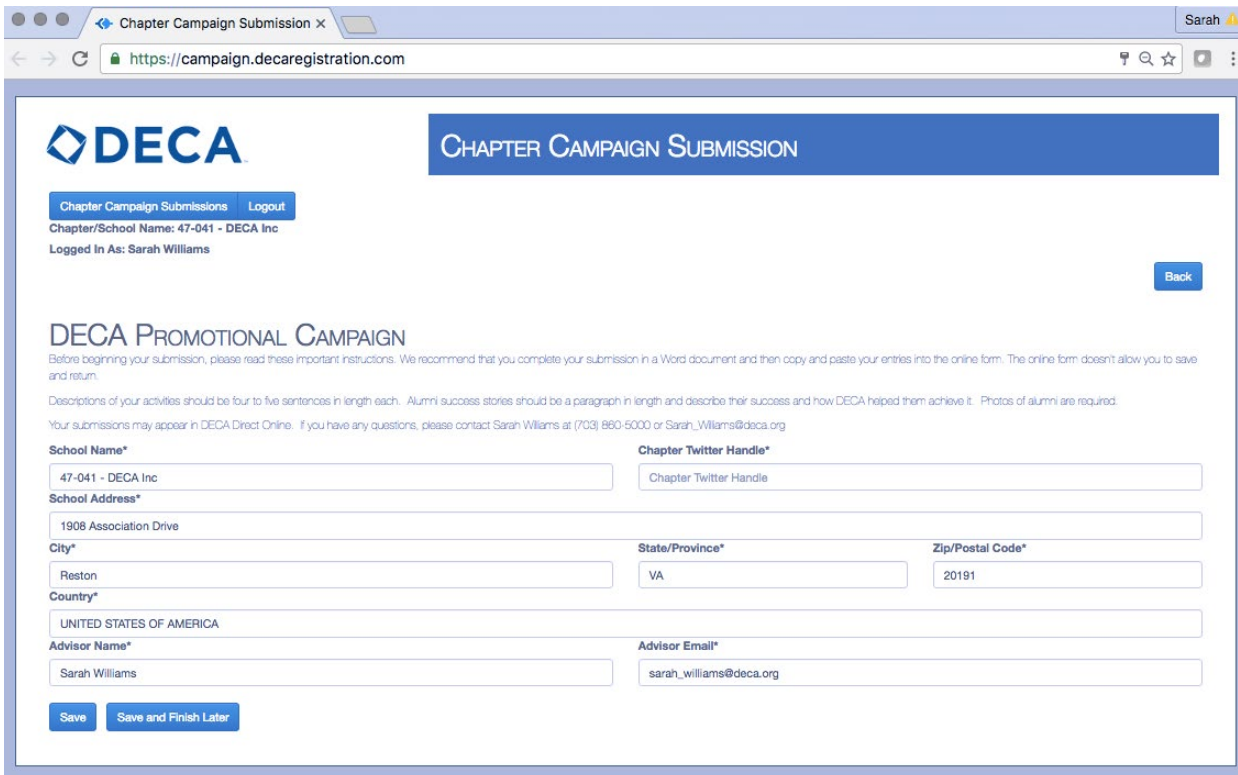
The screenshot shows the DECA Chapter Campaign Submission page. At the top left is the DECA logo. To the right, a blue header bar contains the text "CHAPTER CAMPAIGN SUBMISSION". Below the logo, there are links for "Chapter Campaign Submissions" and "Logout". The page displays "Chapter/School Name: 147H-3546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

### STEP 4:

Click "Save"

### STEP 5:

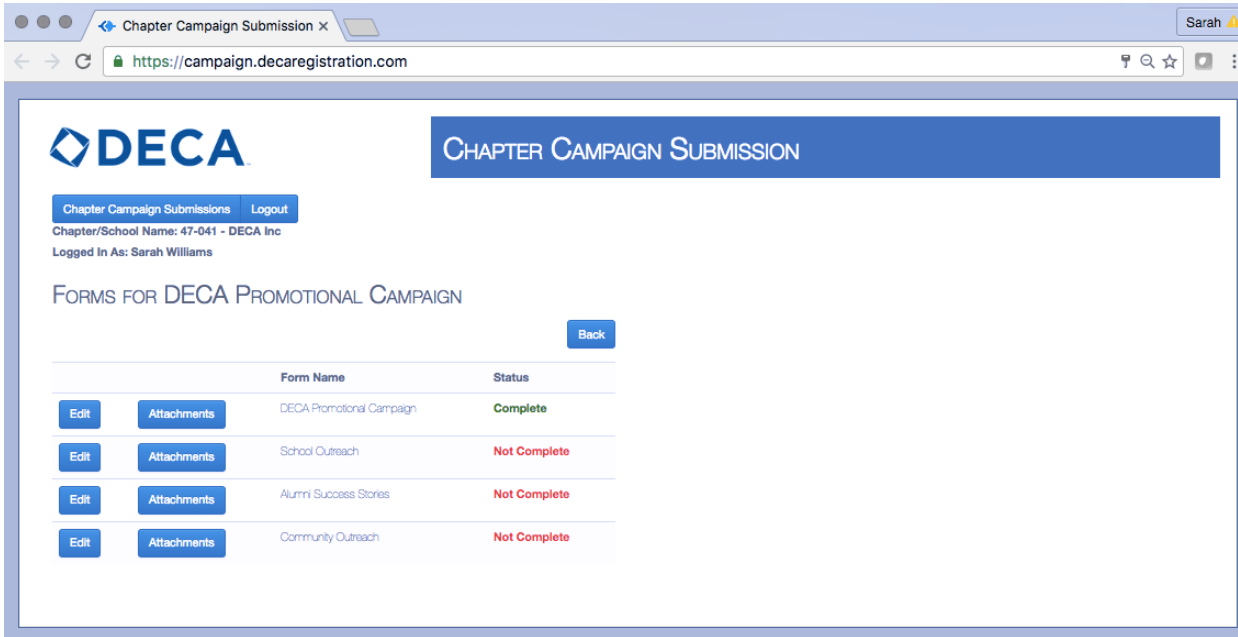
Verify your chapter's information and click save.



The screenshot shows a web browser window with the URL "https://campaign.decaregistration.com". The page title is "Chapter Campaign Submission" and the user is logged in as "Sarah". The page displays the DECA logo and the header "CHAPTER CAMPAIGN SUBMISSION". Below the logo, there are links for "Chapter Campaign Submissions" and "Logout". The page displays "Chapter/School Name: 47-041 - DECA Inc" and "Logged In As: Sarah Williams". A "Back" button is visible. The main content area is titled "DECA PROMOTIONAL CAMPAIGN" and includes instructions: "Before beginning your submission, please read these important instructions. We recommend that you complete your submission in a Word document and then copy and paste your entries into the online form. The online form doesn't allow you to save and return. Descriptions of your activities should be four to five sentences in length each. Alumni success stories should be a paragraph in length and describe their success and how DECA helped them achieve it. Photos of alumni are required. Your submissions may appear in DECA Direct Online. If you have any questions, please contact Sarah Williams at (703) 860-5000 or Sarah\_Williams@deca.org". The form fields are: "School Name\*" (47-041 - DECA Inc), "Chapter Twitter Handle\*" (Chapter Twitter Handle), "School Address\*" (1908 Association Drive), "City\*" (Reston), "State/Province\*" (VA), "Zip/Postal Code\*" (20191), "Country\*" (UNITED STATES OF AMERICA), "Advisor Name\*" (Sarah Williams), and "Advisor Email\*" (sarah\_williams@deca.org). At the bottom, there are "Save" and "Save and Finish Later" buttons.

## STEP 6:

Click “Edit” beside “School Outreach”.

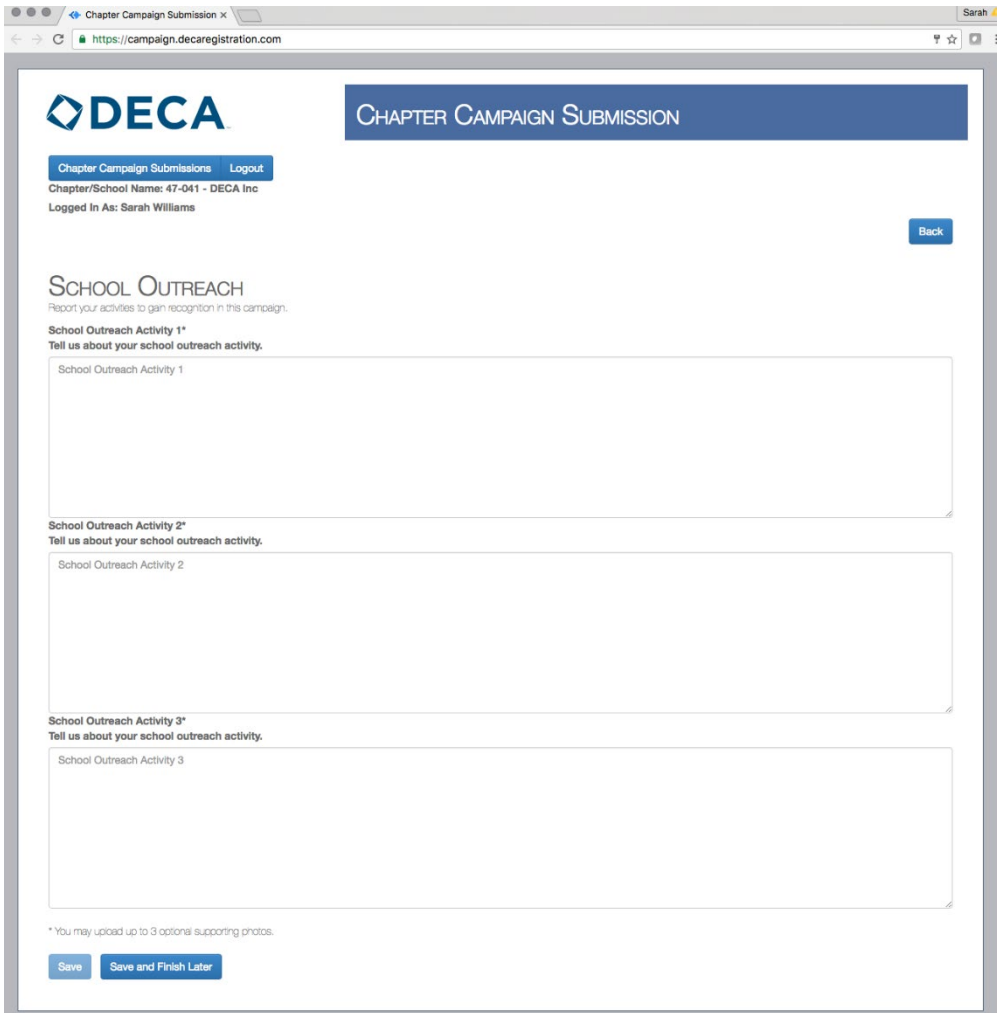


The screenshot shows a web browser window with the URL <https://campaign.decaregistration.com>. The page header includes the DECA logo and the title "CHAPTER CAMPAIGN SUBMISSION". Below the header, there are navigation links for "Chapter Campaign Submissions" and "Logout", and user information: "Chapter/School Name: 47-041 - DECA Inc" and "Logged In As: Sarah Williams". The main section is titled "FORMS FOR DECA PROMOTIONAL CAMPAIGN" and contains a table with the following data:

	Form Name	Status
<a href="#">Edit</a>	DECA Promotional Campaign	Complete
<a href="#">Edit</a>	School Outreach	Not Complete
<a href="#">Edit</a>	Alumni Success Stories	Not Complete
<a href="#">Edit</a>	Community Outreach	Not Complete

## STEP 7:

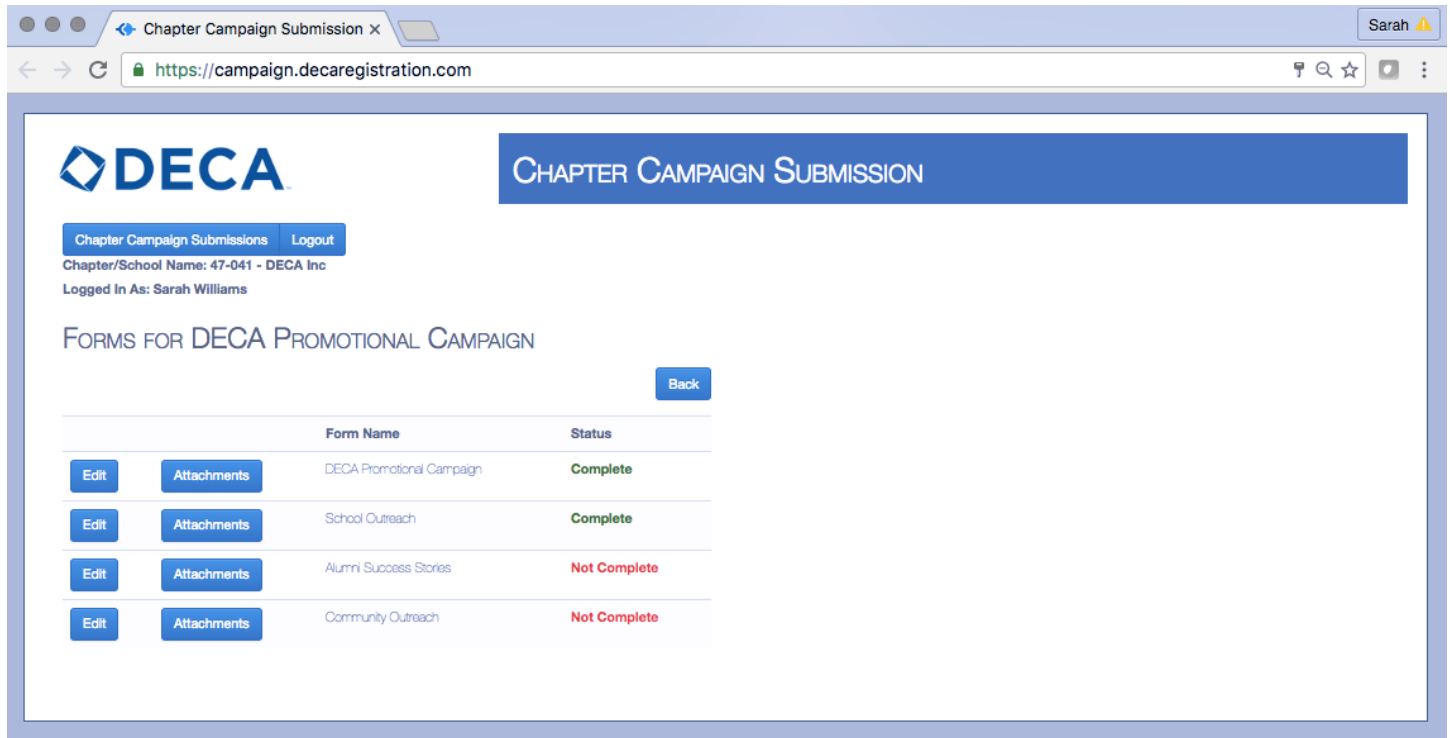
Enter a description for each of your three school outreach activities and click “Save”.



The screenshot shows the "SCHOOL OUTREACH" form. The header is the same as in Step 6. The main section is titled "SCHOOL OUTREACH" and includes the instruction: "Report your activities to gain recognition in this campaign." Below this, 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 of the form, there are two buttons: "Save" and "Save and Finish Later". A note at the bottom left states: "\* You may upload up to 3 optional supporting photos."

## STEP 8:

Click “Edit” beside “Alumni Success Stories”.

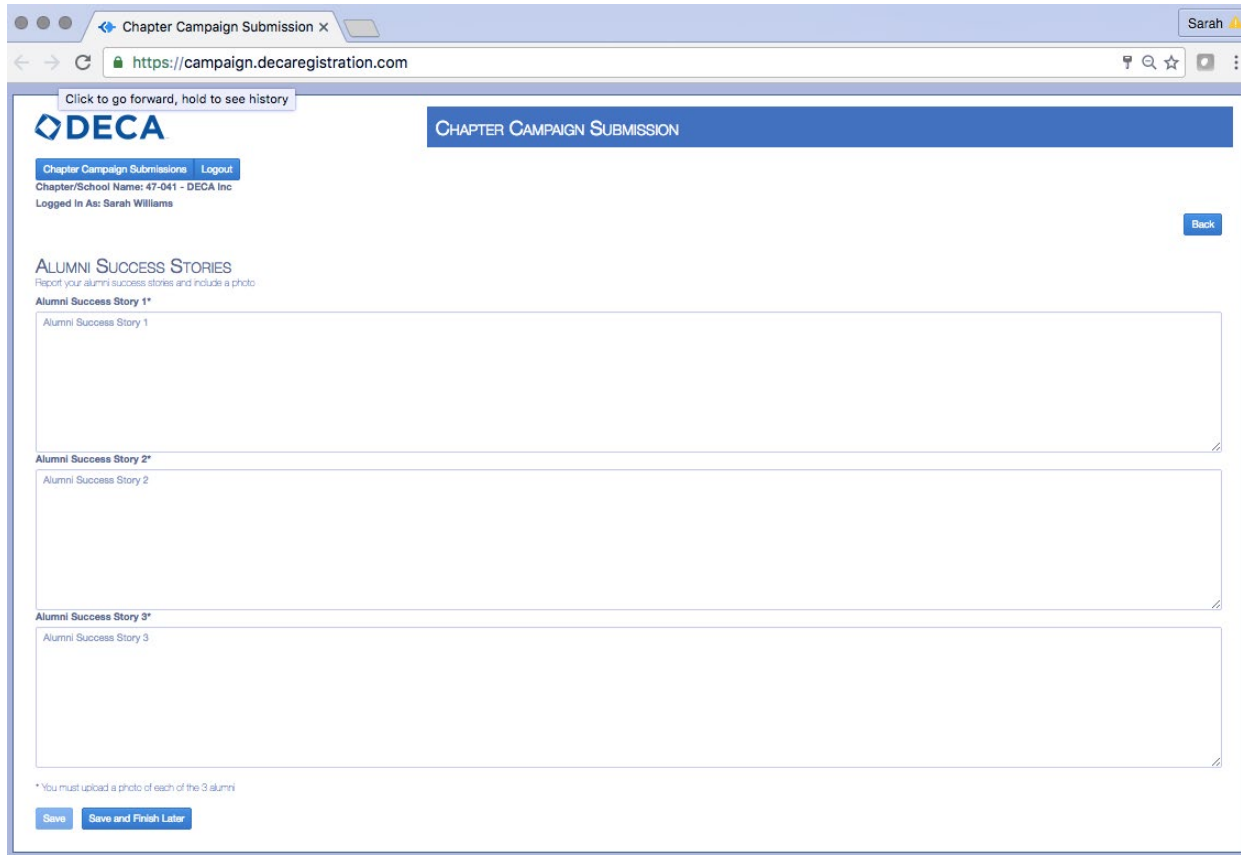


The screenshot shows a web browser window with the URL <https://campaign.decaregistration.com>. The page header includes the DECA logo and the title "CHAPTER CAMPAIGN SUBMISSION". Below the header, there are navigation links for "Chapter Campaign Submissions" and "Logout", and user information: "Chapter/School Name: 47-041 - DECA Inc" and "Logged In As: Sarah Williams". The main heading is "FORMS FOR DECA PROMOTIONAL CAMPAIGN". A "Back" button is located to the right of this heading. Below is a table with the following data:

	Form Name	Status
<a href="#">Edit</a> <a href="#">Attachments</a>	DECA Promotional Campaign	Complete
<a href="#">Edit</a> <a href="#">Attachments</a>	School Outreach	Complete
<a href="#">Edit</a> <a href="#">Attachments</a>	Alumni Success Stories	Not Complete
<a href="#">Edit</a> <a href="#">Attachments</a>	Community Outreach	Not Complete

## STEP 9:

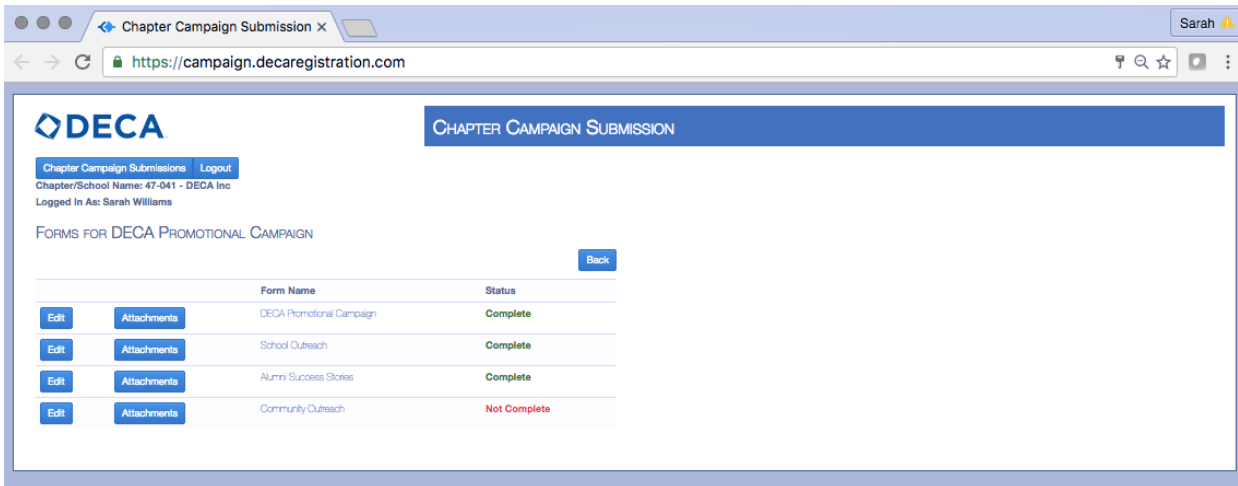
Enter the alumni stories for all three alumni then click “Save”.



The screenshot shows the "ALUMNI SUCCESS STORIES" form. The header includes the DECA logo and "CHAPTER CAMPAIGN SUBMISSION". Navigation links for "Chapter Campaign Submissions" and "Logout" are present, along with user information: "Chapter/School Name: 47-041 - DECA Inc" and "Logged In As: Sarah Williams". A "Back" button is in the top right. The form title is "ALUMNI SUCCESS STORIES" with the instruction "Report your alumni success stories and include a photo". There are three text input fields labeled "Alumni Success Story 1\*", "Alumni Success Story 2\*", and "Alumni Success Story 3\*". At the bottom, there is a note: "\* You must upload a photo of each of the 3 alumni". Two buttons are at the bottom: "Save" and "Save and Finish Later".

## STEP 10:

Click “Attachments” beside “Alumni Success Stories”.



The screenshot shows a web browser window with the URL <https://campaign.decaregistration.com>. The page header includes the DECA logo and the title "CHAPTER CAMPAIGN SUBMISSION". Below the header, there are links for "Chapter Campaign Submissions" and "Logout", and user information: "Chapter/School Name: 47-041 - DECA Inc" and "Logged In As: Sarah Williams". The main content area is titled "FORMS FOR DECA PROMOTIONAL CAMPAIGN" and contains a table with the following data:

	Form Name	Status
<a href="#">Edit</a> <a href="#">Attachments</a>	DECA Promotional Campaign	Complete
<a href="#">Edit</a> <a href="#">Attachments</a>	Schod Outreach	Complete
<a href="#">Edit</a> <a href="#">Attachments</a>	Alumni Success Stories	Complete
<a href="#">Edit</a> <a href="#">Attachments</a>	Community Outreach	Not Complete

## STEP 11:

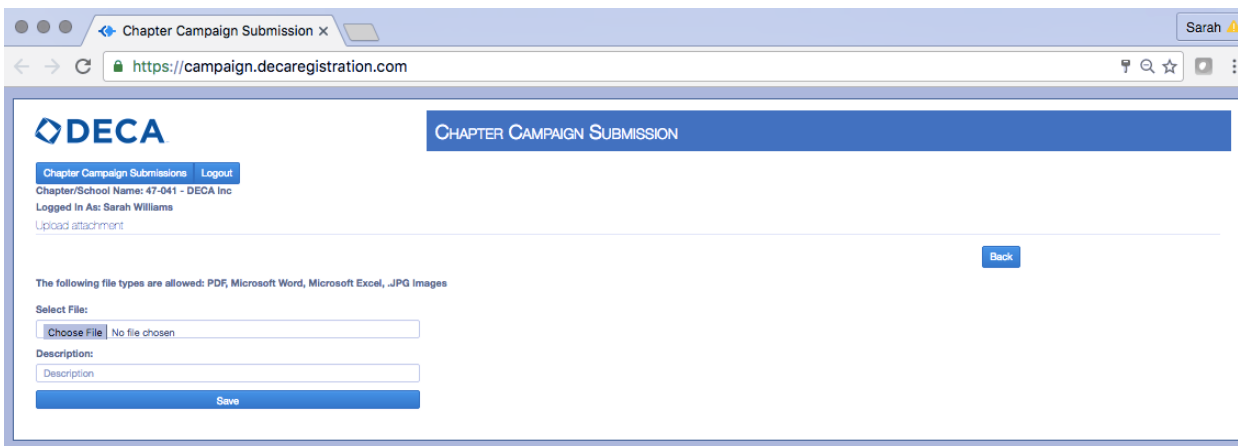
Click “Upload Attachment”



The screenshot shows the same web browser window as in Step 10, but the page content has changed to "FILE ATTACHMENTS FOR DECA PROMOTIONAL CAMPAIGN". There is a "Back" button in the top right corner and an "Upload attachment" button in the top left corner. Below these buttons is a table with two columns: "File Name" and "Description".

## STEP 12:

Click “Choose File” to add photos of each alumni. Include the name of the alumni in the ‘Description’ field. Click “Save.”



The screenshot shows the same web browser window as in Step 11, but the page content has changed to show the file upload form. The page title is "CHAPTER CAMPAIGN SUBMISSION" and the user information is the same. Below the header, there is a "Back" button and a "Upload attachment" button. The form includes the following fields:

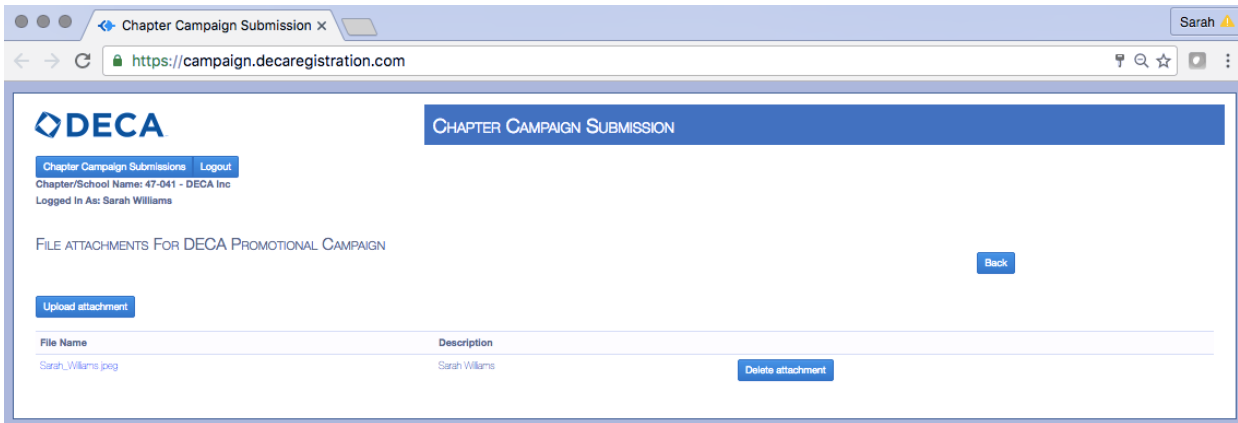
- A message: "The following file types are allowed: PDF, Microsoft Word, Microsoft Excel, JPG Images"
- A "Select File:" label above a "Choose File" button and a text input field containing "No file chosen".
- A "Description:" label above a text input field containing "Description".
- A "Save" button at the bottom of the form.

## STEP 13:

Repeat steps 11 and 12 for your other two alumni.

## STEP 14:

Click “Back” to return to the forms.

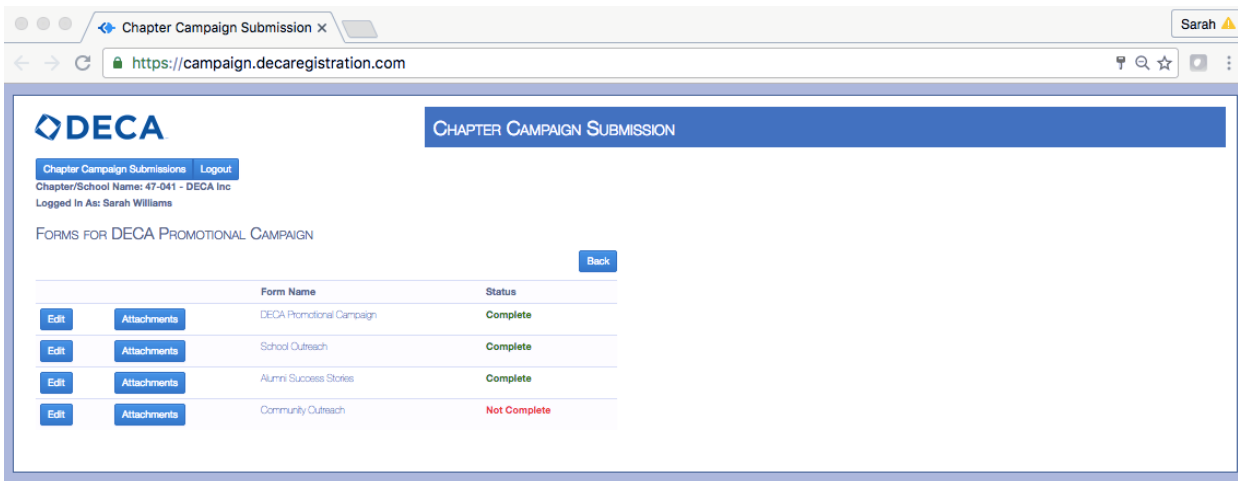


The screenshot shows a web browser window with the URL <https://campaign.decregistration.com>. The page header includes the DECA logo and the title "CHAPTER CAMPAIGN SUBMISSION". Below the header, there are navigation links for "Chapter Campaign Submissions" and "Logout", and user information: "Chapter/School Name: 47-041 - DECA Inc" and "Logged In As: Sarah Williams". The main content area is titled "FILE ATTACHMENTS FOR DECA PROMOTIONAL CAMPAIGN" and features a "Back" button. Below this is an "Upload attachment" button and a table with the following data:

File Name	Description	
Sarah_Williams.jpg	Sarah Williams	Delete attachment

## STEP 15:

Click “Edit” beside “Community Outreach”.

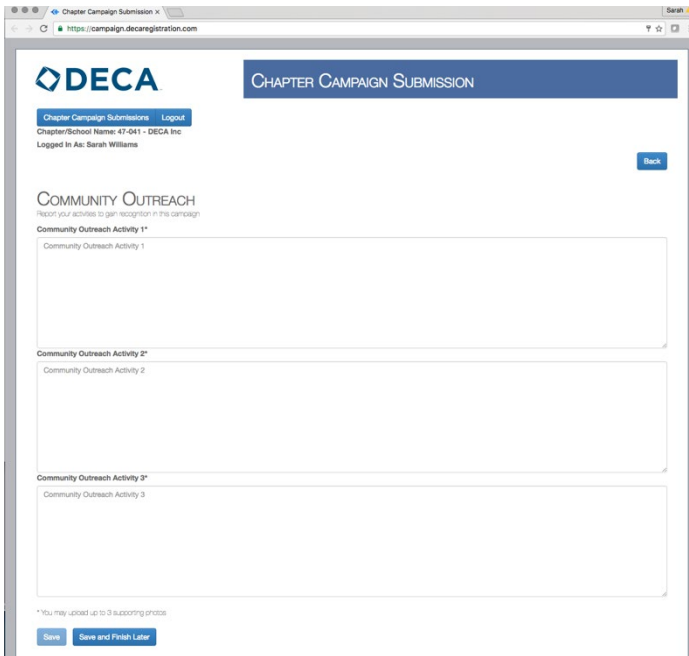


The screenshot shows the same web browser window as in Step 14. The main content area is titled "FORMS FOR DECA PROMOTIONAL CAMPAIGN" and features a "Back" button. Below this is a table with the following data:

	Form Name	Status
<a href="#">Edit</a> <a href="#">Attachments</a>	DECA Promotional Campaign	Complete
<a href="#">Edit</a> <a href="#">Attachments</a>	School Outreach	Complete
<a href="#">Edit</a> <a href="#">Attachments</a>	Alumni Success Stories	Complete
<a href="#">Edit</a> <a href="#">Attachments</a>	Community Outreach	Not Complete

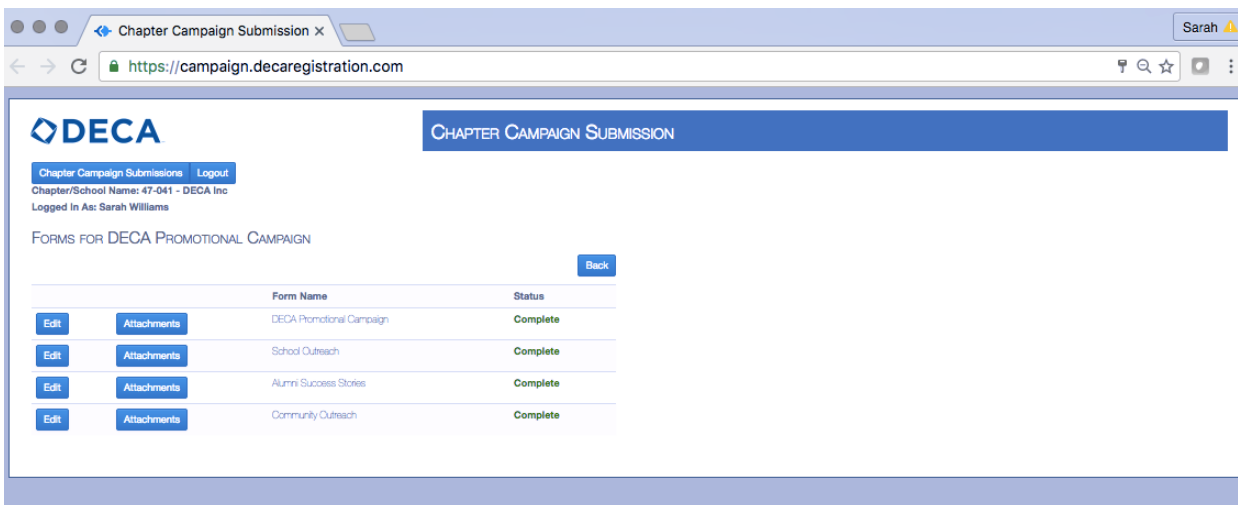
## STEP 16:

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



## STEP 17 - Optional:

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



## STEP 18:

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

Chapter Campaign Submission x Sarah

https://campaign.decaregistration.com

**DECA** CHAPTER CAMPAIGN SUBMISSION

Chapter Campaign Submissions Logout  
 Chapter/School Name: 47-041 - DECA Inc  
 Logged In As: Sarah Williams

FORMS FOR DECA PROMOTIONAL CAMPAIGN [Back](#)

	Form Name	Status
<a href="#">Edit</a> <a href="#">Attachments</a>	DECA Promotional Campaign	Complete
<a href="#">Edit</a> <a href="#">Attachments</a>	School Outreach	Complete
<a href="#">Edit</a> <a href="#">Attachments</a>	Alumni Success Stories	Complete
<a href="#">Edit</a> <a href="#">Attachments</a>	Community Outreach	Complete

## STEP 19:

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

Chapter Campaign Submission x Sarah

https://campaign.decaregistration.com

**DECA** CHAPTER CAMPAIGN SUBMISSION

Chapter Campaign Submissions Logout  
 Chapter/School Name: 47-041 - DECA Inc  
 Logged In As: Sarah Williams

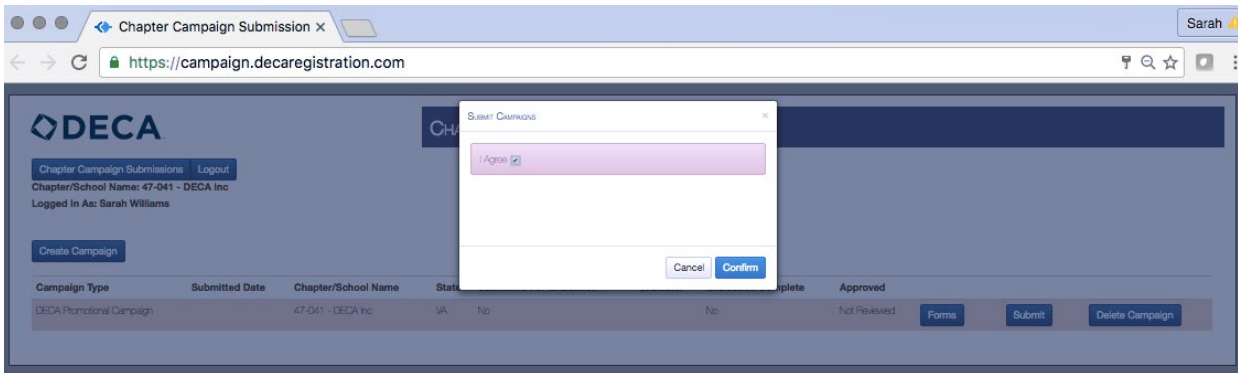
[Create Campaign](#)

Campaign Type	Submitted Date	Chapter/School Name	State	Submitted For Evaluation	Evaluator	Evaluation Complete	Approved	
DECA Promotional Campaign		47-041 - DECA Inc	VA	No		No	Not Reviewed	<a href="#">Forms</a> <a href="#">Submit</a> <a href="#">Delete Campaign</a>



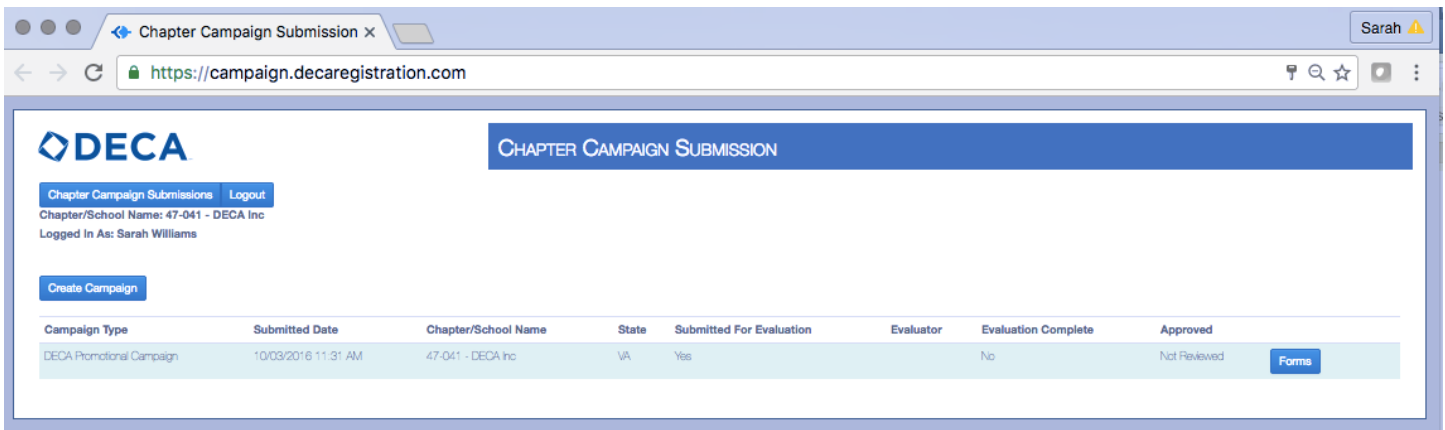
## STEP 20:

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



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”.



# 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](mailto: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](mailto: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](mailto: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](mailto:education@deca.org)