

COVID-19 WAIVER SUBMISSION

CHAPTER ADVISOR INSTRUCTIONS

- Log into the DECA Membership Portal – www.deca.org/register
- Click on the **Conferences** tab
- Click on **2022 High School ICDC**
- Look for your name and click the orange button to the right of your name
- You may download the document under the **View Document** column. Once ready to sign, click **SIGN** under the **Status** column
- Answer the question – Are you 18 years of age or older?
- Using your mouse or touchscreen monitor, sign in the box
- Type in your Full Name in the appropriate box
- Click the blue **Sign** button

TO SEND THE WAIVER TO CHAPERONES OR GUESTS

- Click the orange box beside their name
- Click the orange **Send Form** box under the Status Column
- Enter their email address and click **Confirm**

TO SEND YOUR STUDENT MEMBERS A REMINDER TO SIGN THE WAIVER

- Click the orange box beside their name
- Click the orange **Send Form** box under the Status Column
- Enter their email address and click Confirm

For **students** to login to the student member portal, they must have their **Member ID** (the number to the left of their name in the membership system) and the **password** set by the chapter advisor in the “Chapter Information” tab. To change a student’s password, the chapter advisor can click the pencil icon beside the student name and enter a new password.

TO KEEP TRACK OF THE PROGRESS

- Log into the DECA Membership Portal – www.deca.org/register
- Click on the **Conferences** tab
- Click on **2022 High School ICDC**
- There will be Orange Box for any student not yet signed
- There will be a Blue VIEW Box for any student whose parent has signed

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STUDENT MEMBER INSTRUCTIONS

- Log into the DECA Student Portal – www.deca.org/register - click the **Student Portal** button on the right-hand side of the screen.
 - Member ID: _____
 - Password: _____
- Click on the blue **Conferences** tab
- You may download the document under the **View Document** column. Once ready to sign, click **SIGN** under the **Status** column
- Answer the question: Are you 18 years of age or older?
 - If No:
 - Enter the name and e-mail address of your parent/guardian to have an e-mail sent to them for their signature
 - If Yes:
 - You may download the document under the **View Document** column. Once ready to sign, click **SIGN** under the **Status** column
 - Using your mouse or touchscreen monitor, sign in the box
 - Type in your Full Name in the appropriate box
 - Click the blue **Sign** button

*For **students** to login to the student member portal, you must have your **Member ID** (the number to the left of their name in the membership system) and the **password** set by the chapter advisor in the “Chapter Information” tab.*