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).
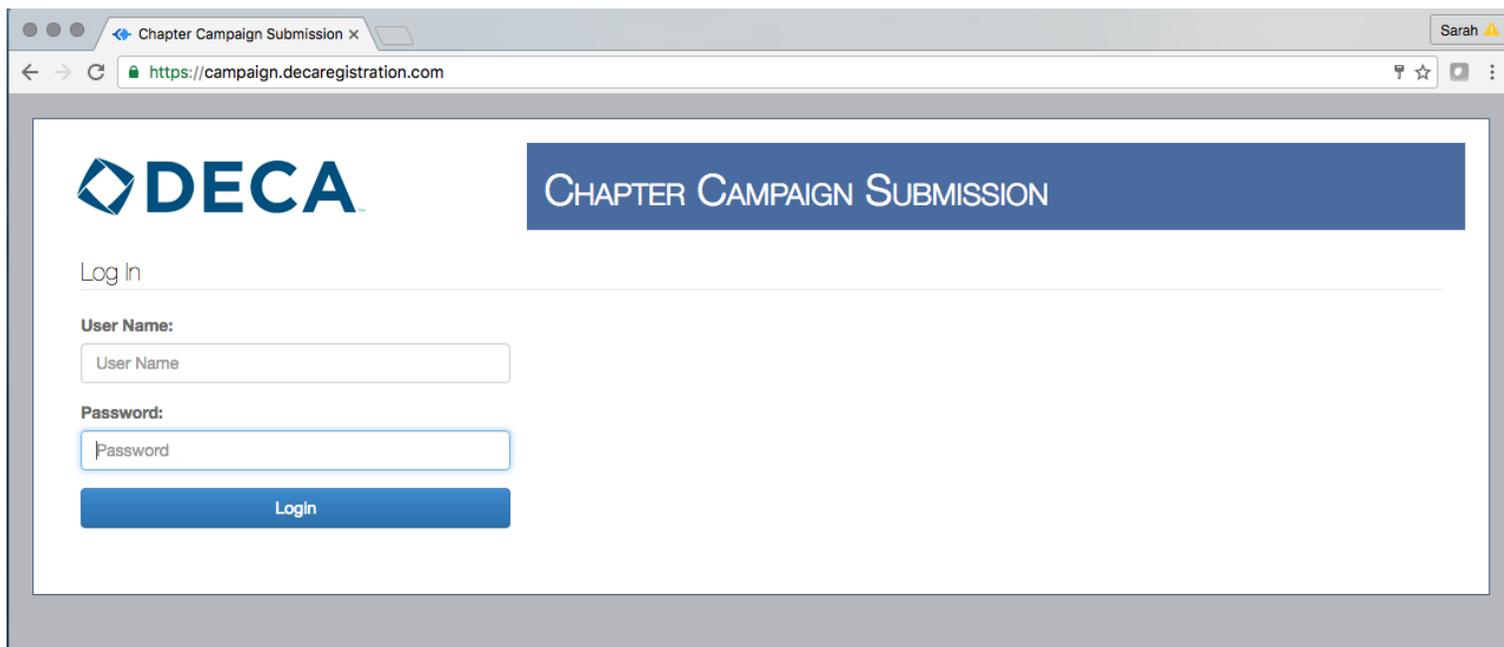
STEP 2:

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 campaign.
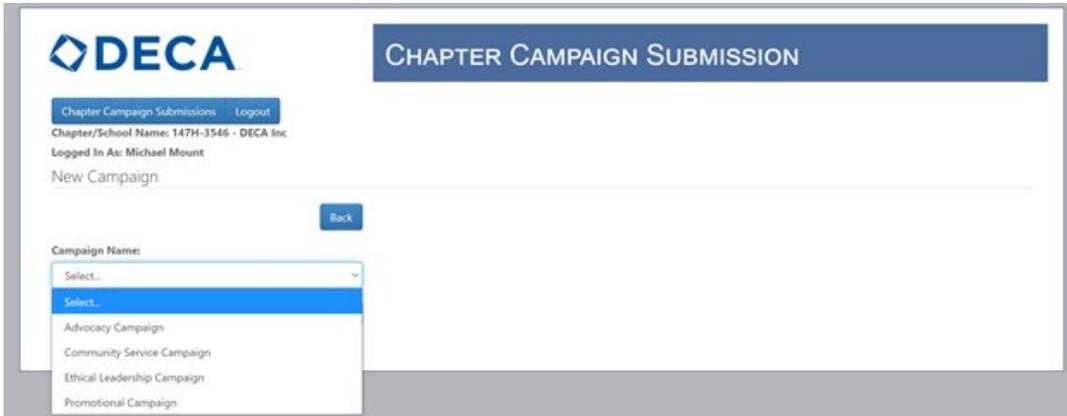
STEP 3:

Select "Community Service Campaign" from the drop down menu.

STEP 4:

Click "Save"

STEP 5:

Verify your chapter's information and enter the description of your community service project and click save.

STEP 6:

Click "Attachments"

CHAPTER CAMPAIGN SUBMISSION

◇DECA

Chapter Campaign Submissions | Logout

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

Logged In As: Michael Mount

FORMS FOR COMMUNITY SERVICE CAMPAIGN

147H-3546 - DECA INC

Back

Chapter Advisor

		Form Name	Status
Edit	Attachments	DECA Community Service Campaign	**Complete**

STEP 7:

Click "Upload attachment"

CHAPTER CAMPAIGN SUBMISSION

◇DECA

Chapter Campaign Submissions | Logout

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

Logged In As: Michael Mount

FILE ATTACHMENTS FOR COMMUNITY SERVICE CAMPAIGN

147H-3546 - DECA INC

Back

Upload attachment

File Name	Description

STEP 8:

Click "Choose File" to add your Form of Publicity or Promotion. Include a brief description of the attachment. Click "Save."

CHAPTER CAMPAIGN SUBMISSION

◇DECA

Chapter Campaign Submissions | Logout

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

Logged In As: Michael Mount

Upload attachment

Back

The following file types are allowed: PDF, Microsoft Word, Microsoft Excel, .JPG Images

Select File:

Choose File | No file chosen

Description:

Description

Save

STEP 9:

Repeat Step 8 until all attachments are uploaded.

STEP 10:

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

STEP 11:

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

STEP 12:

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

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	08/26/2022 3:40 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. 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