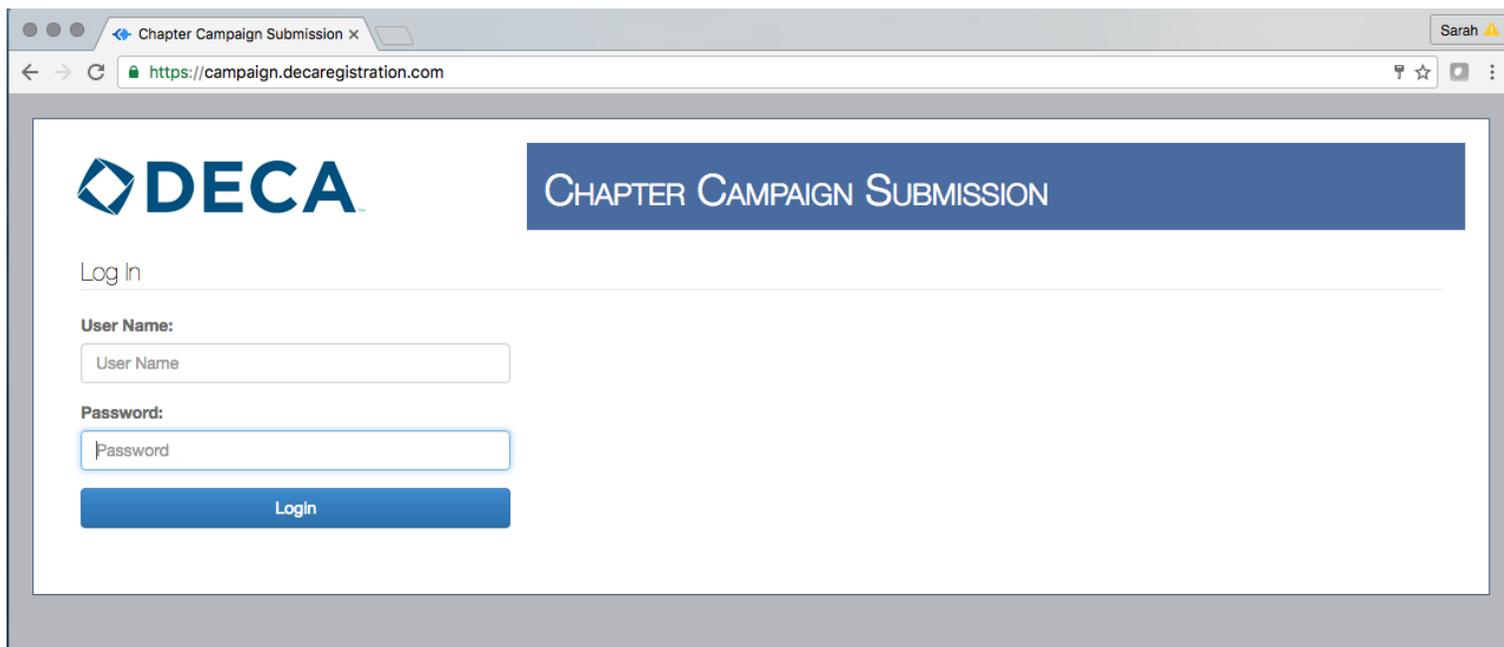


COMMUNITY SERVICE CAMPAIGN

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).



The screenshot shows a web browser window with the address bar displaying <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 an input field containing "User Name", a "Password:" label and an 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 campaign.

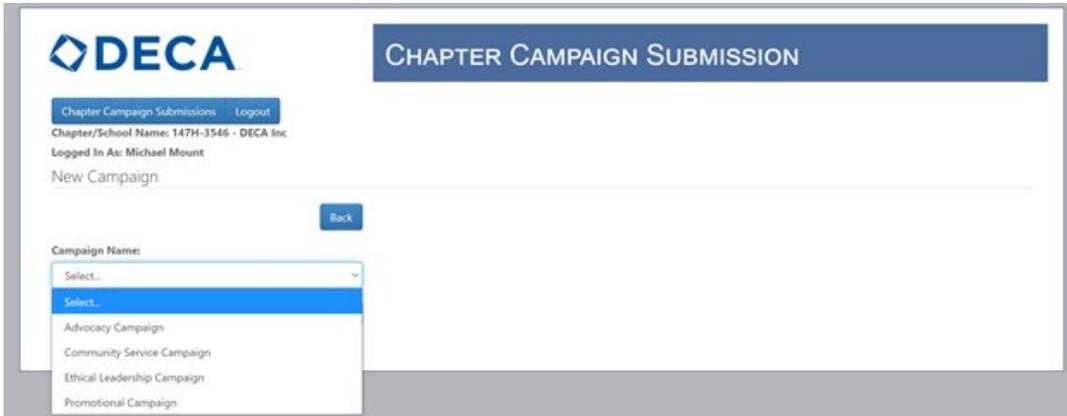


The screenshot shows the home screen of the DECA Chapter Campaign Submission system. It features the DECA logo on the left and a blue header with the text "CHAPTER CAMPAIGN SUBMISSION". Below the header, there is a navigation bar with "Chapter Campaign Submissions" and "Logout" buttons. The user's information is displayed: "Chapter/School Name: 147H-3546 - DECA Inc" and "Logged In As: Michael Mount". A blue "Create Campaign" button is visible. Below the navigation bar, there is a table with the following columns: Campaign Type, Submitted Date, Chapter/School Name, State, Submitted For Evaluation, Evaluator, Evaluation Complete, and Approved.

Campaign Type	Submitted Date	Chapter/School Name	State	Submitted For Evaluation	Evaluator	Evaluation Complete	Approved
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STEP 3:

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



The screenshot shows the DECA Chapter Campaign Submission form. At the top left is the DECA logo. To the right is a blue header with the text "CHAPTER CAMPAIGN SUBMISSION". Below the logo are links for "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 form title is "New Campaign". There is a "Back" button. A dropdown menu for "Campaign Name" 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 and click save.



The screenshot shows the DECA Chapter Campaign Submission form with all fields filled out. At the top left is the DECA logo. To the right is a blue header with the text "CHAPTER CAMPAIGN SUBMISSION". Below the logo are links for "Chapter Campaign Submissions" and "Logout". The user information is displayed as "Chapter/School Name: 147H-3546 - DECA Inc" and "Logged In As: Michael Mount". There is a "Back" button. The form title is "147H-3546 - DECA Inc". The campaign name is "DECA COMMUNITY SERVICE CAMPAIGN". Below the title is a paragraph of text: "DECA members are always finding unique ways to serve their community. Get recognized for your efforts through this campaign. Document one or more community service activities, be sure to have at least 75% of your members involved, and create at least one form of publicity or promotion. Finally, be sure to submit your information online by December 1, 2022." Below this is a note: "Your submissions may appear in DECA Direct Online. If you have any questions, please contact the 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). The "Description of Community Service*" field contains the text "Description of Community Service".

STEP 6:

Click "Attachments"



CHAPTER CAMPAIGN SUBMISSION

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

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
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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

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



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	Forms	Submit	Delete Campaign

STEP 11:

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



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	Forms	Submit	Delete Campaign

STEP 12:

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

The screenshot shows the DECA Chapter Campaign Submission interface. A modal dialog box titled "SUBMIT CAMPAIGNS" is open in the center, featuring an "I Agree" checkbox. The background page displays the campaign list with a red highlight on the "Submitted For Evaluation" column for the "Community Service Campaign" row. The "Approved" column shows "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”.

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