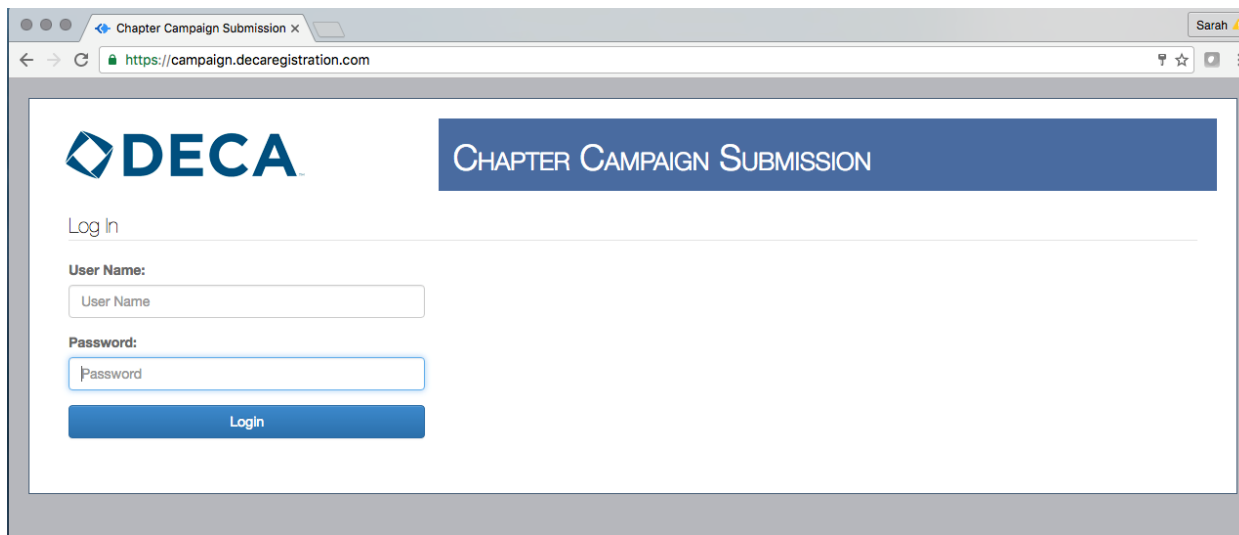


ETHICAL LEADERSHIP CAMPAIGN

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 address bar displaying <https://campaign.decaregistration.com>. The page features the DECA logo on the left and a blue header bar on the right that reads "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.



CHAPTER CAMPAIGN SUBMISSION

Chapter Campaign Submissions Logout

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

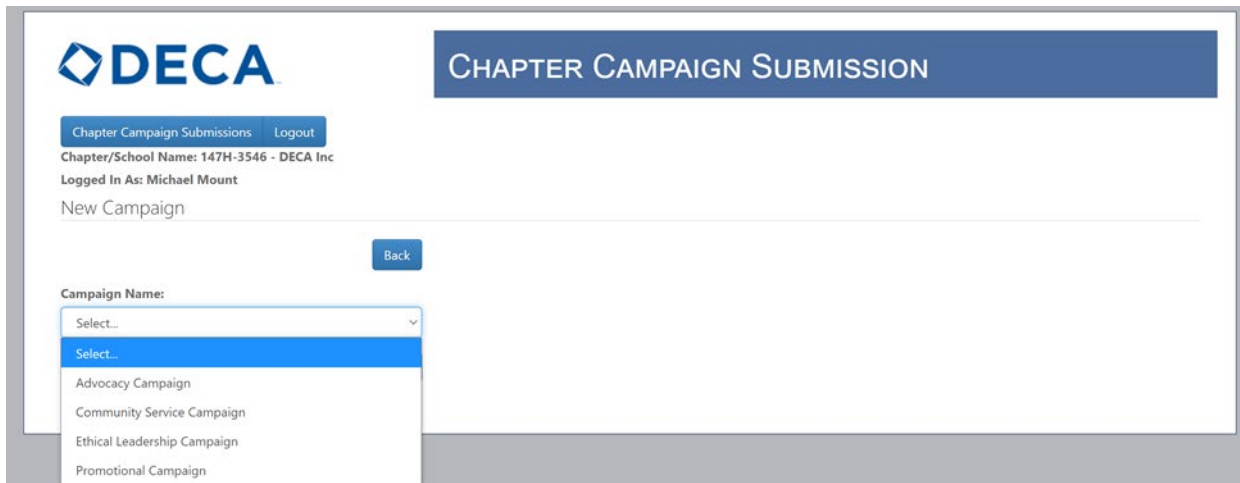
Logged In As: Michael Mount

Create Campaign

| Campaign Type | Submitted Date | Chapter/School Name | State | Submitted For Evaluation | Evaluator | Evaluation Complete | Approved |
|---------------|----------------|---------------------|-------|--------------------------|-----------|---------------------|----------|
|---------------|----------------|---------------------|-------|--------------------------|-----------|---------------------|----------|

STEP 3:

Select “Ethical Leadership” from the drop-down menu.



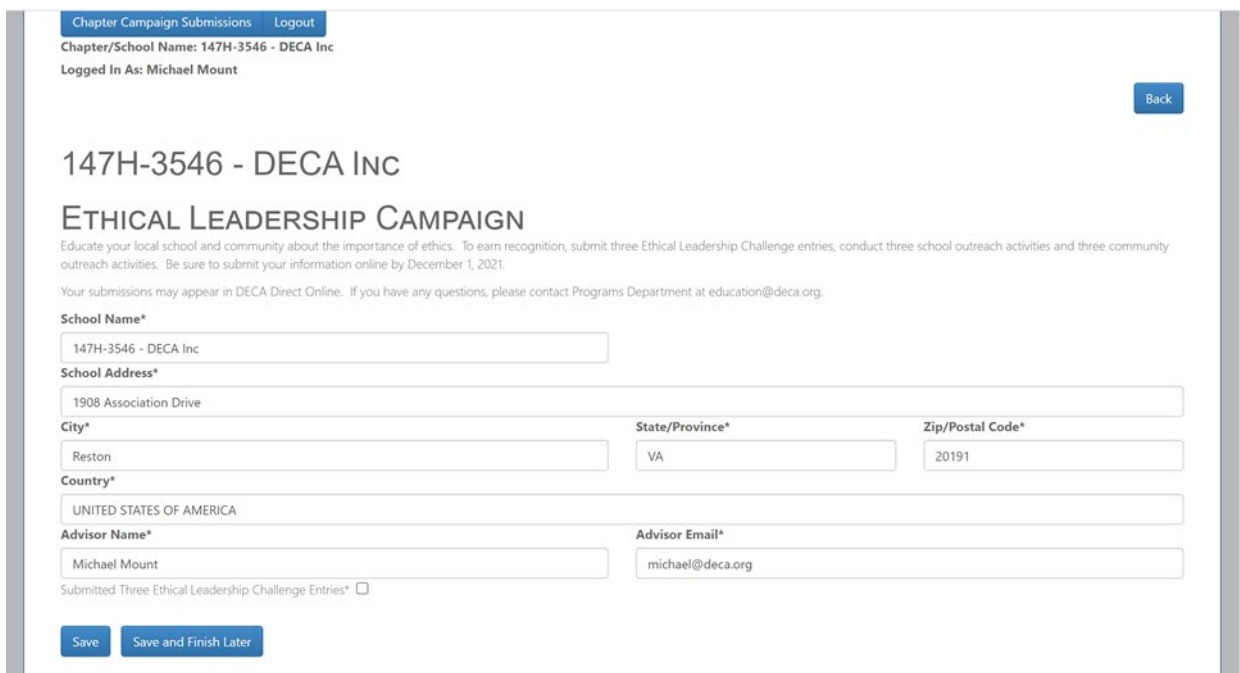
The screenshot shows the DECA Chapter Campaign Submission interface. At the top left is the DECA logo. To the right, a blue header bar contains the text "CHAPTER CAMPAIGN SUBMISSION". Below the logo, there are navigation links for "Chapter Campaign Submissions" and "Logout". The user's information is displayed: "Chapter/School Name: 147H-3546 - DECA Inc" and "Logged In As: Michael Mount". The main heading is "New Campaign". A "Back" button is visible. The "Campaign Name:" dropdown menu is open, showing options: "Select...", "Select..." (highlighted), "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 form for the "ETHICAL LEADERSHIP CAMPAIGN". At the top, it displays the chapter name "147H-3546 - DECA Inc" and the user "Michael Mount". A "Back" button is in the top right. The campaign title "ETHICAL LEADERSHIP CAMPAIGN" is prominently displayed. Below the title, there is a brief description: "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." A note states: "Your submissions may appear in DECA Direct Online. If you have any questions, please contact Programs Department at education@deca.org." The form contains several input fields: "School Name*" (147H-3546 - DECA Inc), "School Address*" (1908 Association Drive), "City*" (Reston), "State/Province*" (VA), "Zip/Postal Code*" (20191), and "Country*" (UNITED STATES OF AMERICA). There are also fields for "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”.

The screenshot shows the DECA Chapter Campaign Submission interface. At the top left is the DECA logo. To its right is a blue header bar with the text "CHAPTER CAMPAIGN SUBMISSION". Below the logo are two buttons: "Chapter Campaign Submissions" and "Logout". Underneath, it displays "Chapter/School Name: 147H-3546 - DECA Inc" and "Logged In As: Michael Mount". The main heading is "FORMS FOR ETHICAL LEADERSHIP CAMPAIGN" followed by "147H-3546 - DECA INC" and a "Back" button. A "Chapter Advisor" section is followed by a table with three rows. Each row has an "Edit" button, an "Attachments" button, a "Form Name", and a "Status".

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

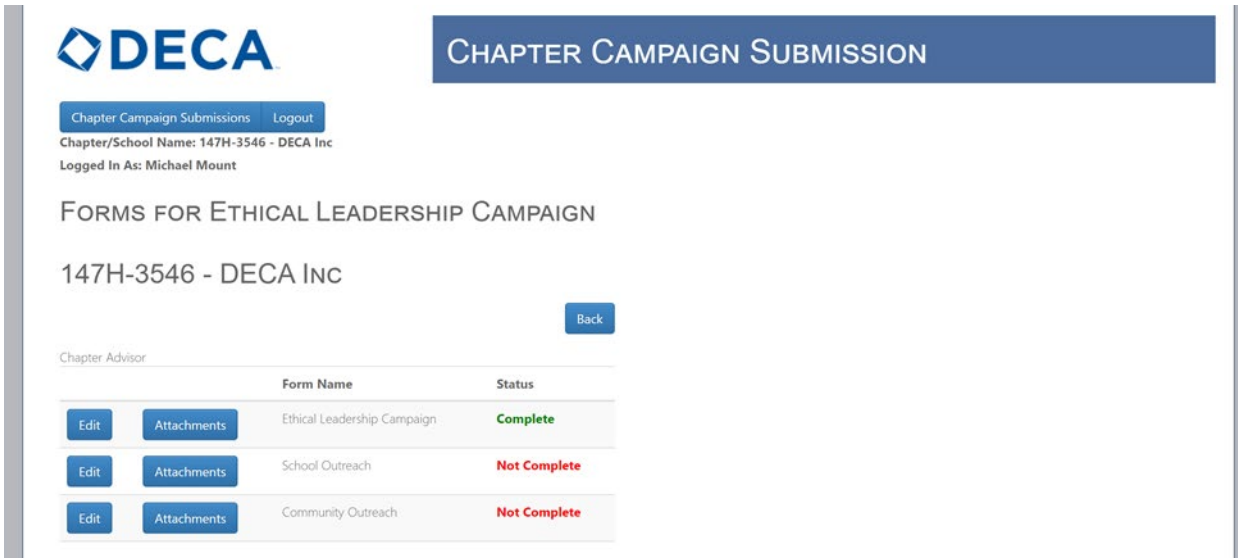
STEP 8:

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

The screenshot shows the DECA Chapter Campaign Submission interface for the "SCHOOL OUTREACH" section. At the top left is the DECA logo. To its right is a blue header bar with the text "CHAPTER CAMPAIGN SUBMISSION". Below the logo are two buttons: "Chapter Campaign Submissions" and "Logout". Underneath, it displays "Chapter/School Name: 147H-3546 - DECA Inc" and "Logged In As: Michael Mount". The main heading is "147H-3546 - DECA INC" followed by "SCHOOL OUTREACH". Below this is the instruction "Report your activities to gain recognition in this campaign." and "School Outreach Activity 1* Tell us about your school outreach activity." followed by a large text input area. This pattern repeats for "School Outreach Activity 2*" and "School Outreach Activity 3*", each with its own text input area. A "Back" button is visible in the top right corner.

STEP 9:

Click “Edit” beside “Community Outreach”.

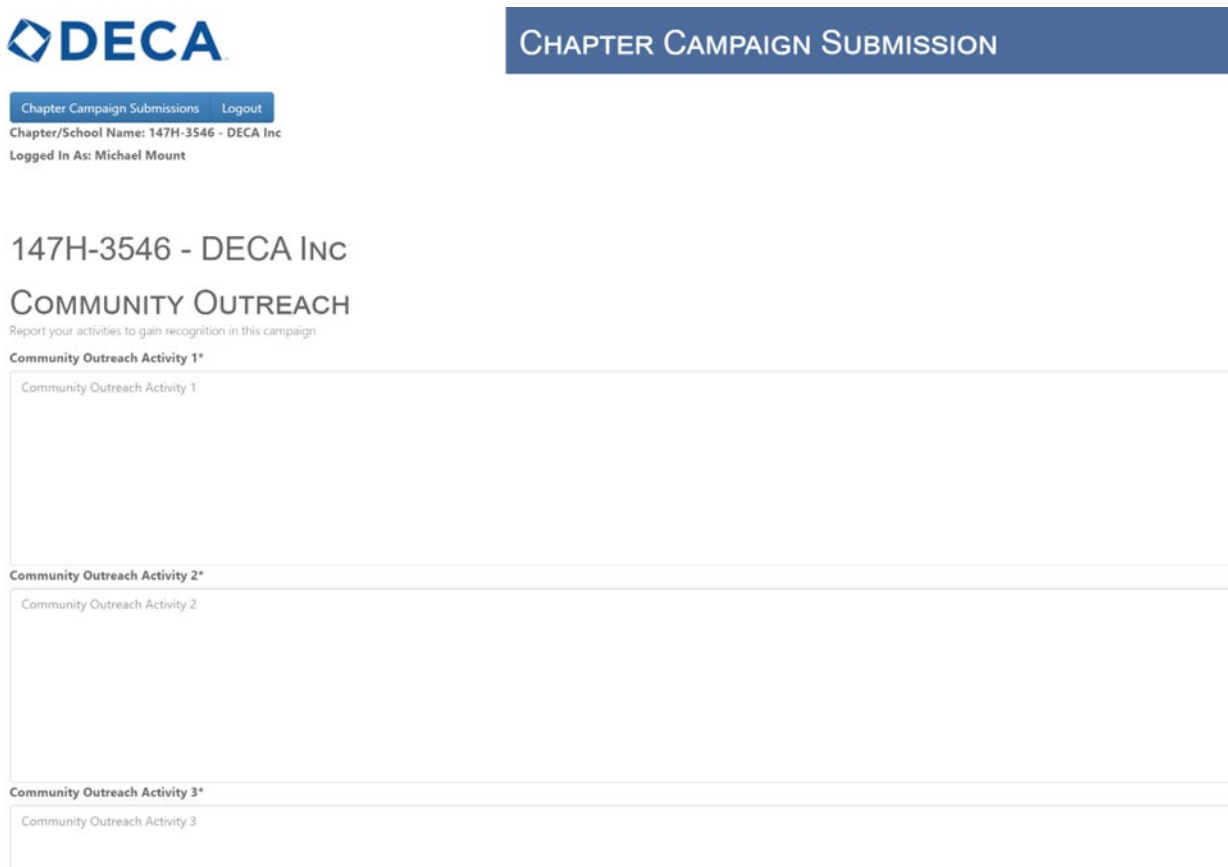


The screenshot shows the DECA Chapter Campaign Submission interface. At the top left is the DECA logo. To the right, a blue header bar contains the text "CHAPTER CAMPAIGN SUBMISSION". Below the logo, there are navigation links for "Chapter Campaign Submissions" and "Logout". The user information section displays "Chapter/School Name: 147H-3546 - DECA Inc" and "Logged In As: Michael Mount". The main heading is "FORMS FOR ETHICAL LEADERSHIP CAMPAIGN" followed by "147H-3546 - DECA INC" and a "Back" button. A "Chapter Advisor" section is present above a table. The table has columns for "Form Name" and "Status". Each row includes "Edit" and "Attachments" buttons. The first row, "Ethical Leadership Campaign", is marked as "Complete". The second row, "School Outreach", and the third row, "Community Outreach", are marked as "Not Complete".

| 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 DECA Chapter Campaign Submission interface for the "COMMUNITY OUTREACH" section. 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 navigation links for "Chapter Campaign Submissions" and "Logout". The user information section displays "Chapter/School Name: 147H-3546 - DECA Inc" and "Logged In As: Michael Mount". The main heading is "147H-3546 - DECA INC" followed by "COMMUNITY OUTREACH". A sub-heading reads "Report your activities to gain recognition in this campaign". There are three sections for "Community Outreach Activity 1*", "Community Outreach Activity 2*", and "Community Outreach Activity 3*", each with a text input field.

STEP 11 - Optional:

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

DECA 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

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 | | | |
|-----------------------------|--------------------|----------------------|-------|--------------------------|-----------|---------------------|--------------|-------|--------|-----------------|
| 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 Submissions Logout
 Chapter/School Name: 147H-3546 - DECA Inc
 Logged In As: Michael Mount

Create Campaign

CHAPTER CAMPAIGN SUBMISSION

| 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. 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