DECA

ONLINE MEMBERSHIP SYSTEM
INSTRUCTIONS

LOGIN AND VERIFY YOUR INFORMATION

- Go to www.deca.org/register to log into the membership system.
- Enter your Chapter ID as your username. This was sent to you from membership@deca.org.
- Your password was sent to you as well. If you do not have it, please click the Forgot Password button.
- Verify the following:
    - User Information
    - Principal/Dean Information
    - Addresses
    - Select the opt-in or opt-out option to receive emails from DECA's corporate partners.
- Click **Confirm Information** to advance to the next screen.

VERIFY YOUR CHAPTER INFORMATION

- Student Password – Set the password used by your paid student members to access their student portal at www.deca.org/studentportal
- Principal/Dean Information – Second verification
- CTE (Career and Technical Education) Director (High School Only) – Leave blank if not applicable
- Graduation Preferences – Set the highest grade at your school
- Set what happens to your senior members when you complete the graduation process (done at the beginning of the next school year).
    - Move onto the Same Chapter - Select your City and Chapter from the drop-down lists. Use this if you will be joining them the next year as your alumni/professional group.
    - Eligible for Alumni/Professional - Used so that those members can join as an Alumni/Professional Member and connect back to your chapter or the chartered association.
    - Move on to Various Chapters - Used so that those seniors can join a Collegiate DECA Chapter.
- Confirm your DECA District, Region or Area: if you do not know this information, contact your Chartered Association Advisor.
- Confirm your School District: if your district is not listed, please contact your Chartered Association Advisor to have it added.
- Click **Confirm** to advance to the next screen.

GET STARTED

- Any **RED** tabs should be clicked first. When you first login it will be the Chapter Information tab and the Chapter Advisor(s) tab.
- Students Tab – Graduate:
    - Click the Select All button.
    - Click Graduation Completed – Your students will move based on what shows in the Graduating School column.
    - OR click Drop Selected – This will move everyone on the screen into Inactive Status.
- Students Tab – Edit Students
    - Click the Bulk Grade Rollforward button and confirm on the pop-up.
    - Click the Bulk Edit Complete button and confirm on the pop-up.

- All chapter information will pull from the two confirmation screens that were previously used. Simply verify and make any necessary changes.
- Update all chapter advisors on this screen by editing them or making them inactive by changing their status.
  - Once invoiced, they cannot be removed.
  - You can add Chapter Advisors by clicking on the Add Chapter Staff.

ADD ADDITIONAL MEMBERS

- In the appropriate tab (Students, Alumni, Professional and Chapter Advisor), click the **Add** button.
- The following information is required when adding a student member.
  - First Name and Last Name
  - Grade/Year In School (5th through 12th for High School and Freshman through Graduate for Collegiate)
  - Gender (Female, Male, Other, Opt-Out)
  - Demographic
  - Member Title
  - Years as a DECA member

  💡 **TIP** | Upload your members using an excel template found in the Bulk CSV Upload section.

SUBMIT YOUR MEMBERSHIP AND PAYMENT

- Once you are ready to submit, you may do so through the student tab. You can select individual members to submit or you may submit all at once.
  - Note: Unsubmitted Chapter Advisors will be submitted along with the students.
- Invoicing and Submitting Payment
  - Click on the **Invoice History** tab
  - To pay online with a credit card:
    - Click the **RED** Pay Invoices button and select the invoice(s) you wish to pay
    - Fill in all the required fields and click the Pay button
  - To pay with a check:
    - Click the emoji under the view column
    - Print and follow your school's check processing procedure

ADDITIONAL FEATURES

- Additional Stickers Request – if your membership exceeds the number of stickers you received, request more.
- Print Membership Cards – select paid members and print membership cards
- Print Membership Certificates – select paid members and print membership certificates
- Membership Information – found by clicking the Membership Information Bar on the top right of your screen, this shows current year compared to previous years.
- Student Portal – available for students to self-report demographic information, view prior years' transcripts, and enter DECA history.
- Conferences – shows available DECA Inc. managed conferences that you may register to attend.
- Invoice History – shows all invoices for the current year along with payments and balances due. Historical invoices are also available through this tab.
- Association Information – provides contact information for the Chartered Association Advisor, Association Dues rates, and important membership and association meeting dates.
- Resources – houses DECA's W-9 and instruction booklets.
- Emerging Leader Award – nominate a senior member for this award.
- SBE Certification History – provides past SBE history information for the chapter.
- Name Change Process – allows you to request a name change with reason to get approval of chartered association advisor.

FOR ADDITIONAL SUPPORT, PLEASE CONTACT MEMBERSHIP@DECA.ORG.