STATE FAIR REGISTRATION INSTRUCTIONS

https://www.decaregistration.com/va-statefair

Log in is your Chapter ID # and password you have set. One log in per chapter. If you need help with password Donna can help – email dail.vadeca@gmail.com

1. Update your Advisor Information – This is the primary advisor (or whoever is responsible for State Fair registration). Communication about the event will go to this person, including invoices, emails, etc.

   DO NOT change the Chapter Name!!!
   Please leave this as it is!!!!
   This is your school name and should be exactly like it appears – do NOT alter this

2. Enter your participants –
   Click Add New Name

   You will need to enter field for change your password and confirm your password
   You may use the same password as previously – that is up to you
3. Add Participant names and events

Enter name
Select Participant Type
Email is NOT needed for student participants

Check box for either Promotional Campaign or Role Play (cannot do both)
For Promotional Campaign participants be sure to identify the team number for each student. You may have up to 30 teams. Students on the same team must have the same team number.

4. Before submitting, Review Events to be sure everyone is teamed correctly.
5. Be sure that all participants are in the correct event category and that your teams are grouped correctly.

6. Go back to Registration List and make any needed adjustments and Finish Registration.