

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

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

State Fair 2020
State Fair (Home)

fy and update the following information

Advisor * First Name: Donna
Last Name: Dail
Cell Phone: 8042918497 (Optional)
Chapter Name * Virginia DECA
Address 1: 7435 Patriots Landing Place
Address 2:
City: Quinton State: VA Zip: 23141
Email * dail.vadeca@gmail.com
Chapter Phone: Ext:
Chapter Fax: (000) 000-0000
Password * *****
Chapter ID: 147H-3717
Area/Region/District: 1
Payment Type:
P.O. #:

2. Enter your participants –
Click Add New Name

State Fair 2020
State Fair (Home)

Registration for
Virginia DECA

NOTE: Your registration has already been submitted. If you make any changes, please be sure to click on the Finished Registering button.

There are currently no entries.

Add New Name

Save and Print Label

Review Events View Registration Balance Due: \$0.00

By hitting submit you are agreeing to pay all fees to VA DECA as invoiced by this system.

I agree to the above statements

Finish Registrations

3. Add Participant names and events

Virginia DECA
 (Click the above link to edit your chapter information)

Add New Name

First Name* M Last*

Participant Type*

Email (Required for Advisors, Advisor)

Special Needs

Team # should remain 1 unless you are sending more than one team to compete in the same event. [\(Click here for help with Teams\)](#)

Be sure to select the appropriate event Role Play or Promotional Campaign.

The Promotional Campaign event consists of teams of 1-3 participants. Be sure to identify students who should be assigned to each team.

Select	Team #	Event Name	Min Students	Max Students	Max # of Teams
Business Operations					
<input checked="" type="checkbox"/>	1	Virtual Promotional Campaign (VPC)	1	3	30
Individual					
<input type="checkbox"/>		Virtual Role Play (VRP)	1	15	

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.

Registration for Virginia DECA
 (Click the above link to edit your Chapter information)

NOTE: Registration will NOT be completed until you click on the Finished Registration button.

Add New Name:

ID	Name	Status	Events
2860023	Lost, Joey	STU	1 Edit & Select Events Delete
2860025	Pop, Lolli	STU	1 Edit & Select Events Delete
2860021	Que, Susie	STU	1 Edit & Select Events Delete
2860024	Rancher, Jolly	STU	1 Edit & Select Events Delete
2860022	Two, Tommy	STU	1 Edit & Select Events Delete

Add New Name:

Balance Due: \$0.00

- Be sure that all participants are in the correct event category and that your teams are grouped correctly.

Is everyone in the correct category?
Are your teams grouped correctly?

View Events By Team

Virginia DECA

VPC: Virtual Promotional Campaign

Team #1: 2860023 Joey Lost

Team #1: 2860021 Susie Que

Team #1: 2860022 Tommy Two

Team #2: 2860025 Lolli Pop

Team #2: 2860024 Jolly Rancher

VRP: Virtual Role Play

2860026 Molly Must

[\[Back to Registration List\]](#)

VA DECA State Fair Online Registration
If you have problems with registration, e-mail Donna Dail @dail.vadeca@gmail.com

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

(Click the above link to edit your Chapter information)

NOTE: Registration will NOT be completed until you click on the Finished Registering button.

Add New Name

ID	Name	Status	Events		
2860023	Lost, Joey	STU	1	Edit & Select Events	Delete
2860026	Must, Molly	STU	1	Edit & Select Events	Delete
2860025	Pop, Lolli	STU	1	Edit & Select Events	Delete
2860021	Que, Susie	STU	1	Edit & Select Events	Delete
2860024	Rancher, Jolly	STU	1	Edit & Select Events	Delete
2860022	Two, Tommy	STU	1	Edit & Select Events	Delete

Add New Name

Save and Finish Later

Review Events View Registration **Balance Due: \$0.00**

By hitting submit you are agreeing to pay all fees to VA DECA as invoiced by this system.

I Agree to the above statement(s)

Finish Registration

If changes are needed to event category or team numbers make them here in Edit & Select Events

If registration is correct, Click I Agree box
Click Finish Registration