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NEED SUPPORT?
Contact Virginia DECA

Monday – Friday 7AM – 4PM
804-291-8497
Donna Dail – dail.vadeca@gmail.com
# TIMELINE OF EVENTS

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Conference Registration

Conference Registration | Open Jan. 10 – 25, 2022

Detailed instructions for the registration site can be found on page 14 of this document.

There are three registration options:

Conference Only (advisors & students) $100.00

- Registration fees apply to advisors and students.
- Conference participants will receive the following registration materials:
  o Conference T-Shirt - Name Tag - Conference Program App Access – Access to Leadership Village activities – Access to Live Stream of sessions for family and friends

Conference Including Dinner Friday Night $130.00

Saturday Night Meal available $35.00/person
(purchased as option Item, NOTE: entire chapter must purchase this option if chosen)

(NOTE: You must register your entire chapter – advisors, students & chaperones for the same meal registration option.)

Chapters registering for either option with a meal(s) will receive wristbands that must be worn to meal functions.

Registration Guidelines:

- Chapters are expected to adhere to DECA’s guideline for student to adult ratio 10:1. (For ICDC this ratio will be 8:1 per DECA Inc. requirement)
- All registrations will be monitored for compliance.
- All Chaperones & Advisors must be registered for the conference
- Advisors may NOT register as chaperones – this will be monitored with revised registration & invoices sent if changes are necessary.
Conference Lodging

LODGING – RATE INCLUDES TAXES AND FEES AND ARE PER NIGHT.

- Chapters will be notified of their assigned hotel property. These assignments are conditional and may be adjusted after registration closes.
  - It is possible that chapters will need to be moved after registration closes in order to fill required hotel blocks. You will be notified if your chapter is affected.
  - Please see the website for the list of hotel assignments. https://www.vadeca.org/state-leadership-conference
- Lodging and Registration will be on one bill in the online registration system.
- Invoices will include message with breakdown of lodging rate, taxes, and fees to assist with Perkins reimbursements.
- All chapters must utilize lodging within DECA's hotel blocks. No independent arrangements can be made.
- If your school system is not allowing overnight travel this year, you may apply for an exemption for THIS YEAR ONLY by emailing Donna Dail. Conference registration for these chapters will be $180.00 per person. This must be the decision of the school division, NOT individual schools.
- If your school division is allowing overnight travel but you as the advisor or your chapter has extenuating circumstances regarding overnight travel, please reach out to Donna to discuss options.

Documents Required During Registration:

- My Options Registration Card – this will be electronic form that is collected by DECA Inc, for all students. Students will complete this after registration is submitted. Advisor will receive instructions and links to forms.

- Acknowledgement of Abuse and Molestation policy – All registered advisors will receive information and a link to sign documentation that they have received and acknowledge the VA DECA policy. This is a requirement of our insurance underwriter and simply acknowledges that you have received a copy of the policy (a copy of the policy will be sent to you).

- SLC Test Security Agreement – All advisors must complete this form before testing begins. Due date is Feb. 12, 2022. Link to form is on page 9 of this document.

- Advisors should have already submitted the Advisor Statement of Compliance and Responsibility via DocuSign. Advisors will be contacted individually if this is missing.
Safety and Mitigation Measures

All local, state, and federal mandates will be followed according to guidance at the time of the conference.

VA DECA will be requiring masks for all participants while in the convention center and on VA DECA provided transportation (shuttle busses)

Hand sanitizing stations will be placed throughout the convention center.

Lodging: The number of students per room is a local school division or parent determination. VA DECA will work with our hotel partners to accommodate rooming requests.

Competitive Events: Safety protocols will be in place as follows:
- there will be no handshaking between judges and students
- no materials will be passed to judges
- all preparation materials will be disposed of and not left with judges
- students must provide their own writing utensil for role play preparation (you need to prepare your students for this!)
- event scenarios will be in plastic sheet protectors
- disinfection wipes and hand sanitizer will be placed on all prep tables

General Sessions: All sessions are being live streamed. If a chapter wishes to view the sessions from their hotel or other meeting space that will be their option. VA DECA will NOT be arranging these spaces. Chapters will need to work with hotels or schools for this.

Seating will be spaced as much as possible based on conference registration within the general session rooms.

Backstage during the general sessions:
- medals will be placed on tables for students to pick up on their way to stage (we will not have people putting medals on them)
- hand sanitizing stations will be used at each medal pick up table
- students reporting backstage will be spaced as much as feasible with the space we have
- access to the backstage area will be limited with reduced staff as much as possible

Business/Election Session: All activities during the session will be handled electronically – no paper processes. Delegates check in will be done utilizing QR codes or similar technology. No paper ballots will be used. Delegates will be using their own smart phone to vote electronically. No paper ballots will be used.
Additional Registration Options

Alumni Dues – 2022-23:
If you want senior Alumni Dues for 2022-23 invoiced with your registration, you may add it as an option Item. Alumni Dues can be found under “Items” in the registration. Seniors prepaid with registration, will receive recognition on screen at the opening session and will receive a free alumni t-shirt with their conference materials.

Request for Accommodations:
Advisors should complete the request at the link below for any students that have an IEP indicating a need for accommodations for testing or role play participation. Extended time will be 1 ½ time unless otherwise specified in the IEP.
Request for Accommodations

Payment Information

Payments: All Payments should be remitted to: Old Dominion University (ODU)
AND Mailed to: VA DECA, PO Box 310, Quinton, VA 23141
Payment is due by Feb. 14.

Refunds: A partial refund of $40.00 for registration can be given if the request is received by Feb. 7. After Feb. 7, refunds will not be given.

For students who registered in a written event, and do not submit the project by the due date, their registration will be moved to Leadership Academy participation.

It is imperative that you get commitments from students prior to registration closing on Jan. 25!

WHY: Once registration closes VA DECA commits to orders for T-shirts, programs, conference, materials, meals, etc. Once those orders are placed, we cannot refund money spent.

Substitutions: Substitutions can be made in SBE, and Leadership Academy until Feb. 16.
Competitive Event Eligibility

Chapters may register students according to the scales below.

Individual Events, Principles Events (including Financial Literacy), VA Only Freshmen events – These events advance to SLC from DLC based on the district’s total membership

- Districts with 1 – 200 members: 1st place advances
- Districts with 201 - 325 members: 1st & 2nd place advances
- Districts with 326 – 450 members: 1st, 2nd, & 3rd place advances
- Districts with 451+ members: 1st, 2nd, 3rd, & 4th place advances

Team Decision Making Events – These events are based on each chapter’s total membership

- Chapters with 0 - 35 members: 2 teams total
- Chapters with 36 – 47 members: 3 teams total
- Chapters with 48 – 60 members: 4 teams total
- Chapters with 61 – 72 members: 5 teams total
- Chapters with 73 – 85 members: 6 teams total
- Chapters with 86 – 97 members: 7 teams total
- Chapters with 98 – 110 members: 8 teams total
- Chapters with 111 – 135 members: 9 teams total
- Chapters with 136 – 160 members: 10 teams total
- Chapters with 161+ members: 11 teams total

Written & Prepared Events – Every chapter is permitted two entries per category

SBE – Every chapter is permitted one entry in each category

Leadership Academy – Every chapter is permitted up to 5 students (If you are a new chapter and would like to request additional slots, please email Donna Dail, dail.vadeca@gmail.com)
**Competitive Events – General Information**

**Dress Code:**
All competitors should be professionally dressed. DECA Inc dress code will be enforced for all students appearing before judges.

NOTE: If a collared shirt is worn, a tie or scarf is required. If a blouse is worn, a scarf is NOT required. Please see the complete dress code for all requirements.

Dress code details can be found at [https://www.vadeca.org/state-leadership-conference](https://www.vadeca.org/state-leadership-conference)

**Judges:**
Chapters are encouraged to assist in recruiting judges who are business professionals.

We will need both on site judges and those who are comfortable working in an electronic format to evaluate written events prior to the conference.

Please share the Judge Application link with any individuals you feel would make a good judge for both role play and written/prepared events.


Or access the Judge Application link via QR Code

![QR Code](https://example.com/qr-code.png)
Testing | February 14-18, 2022

- ALL testing will occur on Monday through Friday 2/14 – 2/18 between the hours of 7:00AM – 6:00PM.
- All testing must be proctored by an adult who is not the students marketing teacher.
- All Advisors must complete the SLC Test Security Agreement. [https://vadeca.wufoo.com/forms/slc-test-security-agreement/](https://vadeca.wufoo.com/forms/slc-test-security-agreement/)

The proctor site will be available to advisors beginning on February 10th to begin printing test tickets. You can also get tickets any day during the testing window. Test tickets will be the same regardless of the day you print them.

Detailed testing instructions begin on page 20 of this document.

Testing Protocols:
- All testing will be done in a proctored test environment
- Test is 100 questions and students have 90 minutes to complete the test
- Only one question will appear on the screen at a time
- All questions will be presented in a randomized order
- Calculators are available in the testing window

Technology Information:
Please confirm the following testing requirements prior to the day of administering exams:
- Internet Explorer 7 or higher or FireFox 3.0 or higher. Safari may work but tends to be problematic.
- We suggest using a Windows XP or higher operating system, but any OS with a supported browser should work as long as it supports current JavaScript.
- If you have a pop-up blocker, it must be turned off for this site.
- The most common problem is the site being blocked by filtering agents put in place by the IT department at the school or district level. Make sure you get with the proper technician to ensure that the site will be allowed through PRIOR TO THE TESTING DATES.

Required Settings:
- Your browser must have JavaScript enabled
- If you have a pop-up blocker, it must be disabled for this site
- Make sure that you get with the proper technicians to make sure that the site is not blocked by our school or district BEFORE testing begins.
Competitive Events

All events are on site. No virtual option is available.

Competitive Events - Written Events

ALL Written Events (both 10- and 20-page papers) will be submitted by the advisors online by 11:59pm on February 7, 2022. READ THE GUIDELINES BELOW!

Written Projects:

- Written projects may only be submitted as a PDF document
- Papers should not have any links to external content within the document
  - Judges will be instructed not to access any links within the paper.
- Projects should NOT include any evaluation forms or a Statement of Assurances
- Only one file is uploaded
  - If students created their project in multiple files (ex: cover page, table of contents, and body of the paper) you can merge them
    - SmallPDF
    - PDFSimpli
    - Help from Adobe
- Projects can be no larger than 11.9 MB
  - If you have an issue with file size, try compressing the file
    - Help from Adobe
    - 5 Ways to reduce the size of a PDF
- Need help with page numbering?
  - Inserting page numbers beginning with Executive Summary
- Recommend you DISCOURAGE students from writing the entire paper in Canva. Canva is a great resource for graphics and added elements but is NOT a good place to write content.

Penalty Points will be assessed prior to SLC from the online submission.

Written Events will not be accepted after February 7th

Instructions for submitting written events can be found on page 22 of this document.
**Officer Elections**

All State Officer Applicants should reference the new Chapter Management Guide – Section H for application and campaign information (available to students at [https://www.vadeca.org/student-recognition-and-forms](https://www.vadeca.org/student-recognition-and-forms)).

There will be some revised guidelines about campaign booths and materials to limit contact and increase safety in the campaign area. These will be sent to all officer applicants by Jan. 3, 2022.

**Voting Delegates:**

Advisors will send the names and email addresses of their voting delegates to Donna Dail, [dail.vadeca@gmail.com](mailto:dail.vadeca@gmail.com) by Feb. 16, 2022 at 5:00PM. Voting delegate emails must be an address that is able to accept email from outside your school division. NO substitutions of voting delegates may take place after Feb. 16.

All voting will take place at the business session on Saturday March 5, 2022. Voting will be done using Election Buddy which will require all delegates to have access to a smart phone during the meeting.

Delegates receive one vote. If you have more than one vote you need to designate a delegate for each vote your chapter has AND assure that all delegates are at the business session.

Chapter Voting Delegate Allocations:

- Chapter membership 1 – 99: 1 delegate
- Chapter membership 100 – 199; 2 delegates
- Chapter membership 200 +: 3 delegates

**Scholarship Interviews**

Scholarship interviews will be conducted in the evening on Monday Feb. 28 and Tuesday Mar 1.

Students will be scheduled using a doodle form. Link to the form will be sent to scholarship finalists.

The interview will be conducted in a live Zoom session and will NOT be recorded.

**Annual Report**

The submission of the Annual Report is online. [https://www.decaregistration.com/va-16](https://www.decaregistration.com/va-16) Detailed submission instructions can be found in the Chapter Management Guide folder in the linked Google Folder at [vadeca/advisors](https://vadeca/advisors). (Password to advisor page: TeachVA)
Academies

State Leadership Development Academy (SLDA)

- SLDA participants will have the opportunity to participate in different tracks.
- One of your SLDA participants can also act as your voting delegate if desired.
- Details about topics and programming for SLDA will be available prior to SLC.
- All competitors are welcome to join a track when not competing.

Each chapter can send up to five students for SLDA. If you are a new chapter and would like to request additional slots for SLDA, email Donna at dail.vadeca@gmail.com

School Based Enterprise Academy

We will NOT have an SBE Academy this year.

We will have competitive event for both certified and exploring chapters. See event guidelines for both posted at vadeca.org.

Individual Mini Grants

Students may apply for individual mini grants to help with the cost of SLC registration.

Link to application form: Individual Mini Grant Application

This grant is for individual student needs. All responses to questions should be based on the individual student need NOT information about the chapter.

40 grants will be awarded. The total amount of each grant will be equal to the cost of SLC Registration ($100).

Chapter Mini Grants

Chapters may apply for the chapter mini grant. These grants are designed to assist chapters who may have unique circumstances which create an added financial burden on the chapter. For example, they may have a special needs student(s) who requires an additional chaperone be registered, or may have unique transportation situation creating additional cost for the chapter, etc.

These grants are not designed for use of individual students. Those should be applied for in the Individual Mini Grant application.

10 grants will be awarded in the amount of $100.00

Link to application form: Chapter Mini Grant Application
ICDC Eligibility

Competitors must make a minimum of competency level to move on to ICDC. 65% in each component of the event.

Top 9 per event advance in the following events:
Principles events, Individual Series Events, Team Decision Making Events

Top 8 per event advance in the following events:
Operations Research, Project Management Events, Entrepreneurship Events, Integrated Marketing Campaigns, Professional Selling Events

1st place in VA Only Events will be invited to attend Ignite academy at ICDC

ICDC SPECIAL PERMISSION SLOTS - THESE SLOTS WILL BE FILLED BASED ON PARTICIPATION AT SLC AND ADVISOR RECOMMENDATION.

Voting Delegate – these slots are filled by current and incoming state officer teams

Thrive Academy – these are for chapters earning slots through DECA Inc. campaigns.
Ignite Academy — recommended for first and second year DECA members.
Elevate Academy — recommended for upcoming chapter leaders and officers.
Aspire Academy — limited to graduating seniors.

Each chapter can request up to five special permission slots for ICDC. Primary Advisor will be notified of slots awarded by VA DECA office. Once notified of slots, it is the advisor's responsibility to notify the VA DECA Office of any un-used spots.

Special Permission Slots will be awarded based on the following order:

1. VA Only 1st place winners

2. Chapters who do not have competitors advancing from SLC to ICDC and/or have not earned Thrive slots (in other words - only ICDC participants would be special permission slots)

3. Chapters needing to fill 1 or 2 rooms (housing should be completed in registration to determine need in this category)

4. All other requests

Timeline of Slots Released:
- Applications taken 3/7 - 3/8
- 1st Round of Slots go to chapters 3/9 (based on above criteria)
- Chapter must confirm 1st round slots by 3/10
- 2nd Round of Slots go to chapters 3/11
- Chapter must confirm 2nd round slots by 3/12
CHAPTER ADVISOR STEP-BY-STEP INSTRUCTIONS FOR REGISTRATION SITE

https://www.decaregistration.com/VA/Main.asp

The registration window is Jan 10 – Jan 25, 2022.

1. Log In – Your log in is your Chapter ID# and password that you set. Donna can help you with password if you have forgotten it – email dail.vadeca@gmail.com.

Each chapter has one log in.

Be sure to answer the Special Questions:

- These relate to your attendance at each of the general sessions.
- With sessions streamed live, we need to know if your students will be watching remotely (in hotel or other meeting space) or in person at the convention center.
2. Add Conference participants
   a. Notice the primary advisor has already been added.
   b. ADD Students and Advisors - Select student to add to your registration from the membership list (see figure). Be sure to select t-shirt size and participant type. VA DECA WILL DO ITS VERY BEST TO HONOR YOUR T-SHIRT SIZE REQUEST BUT CANNOT GUARANTEE EXACT SIZES

NOTE: Current State Officer – ONLY 2021-22 state officers should select this option

Once you have added all your students – scroll to the ‘ ‘ and click SAVE

3. Adding Items to student registration
   a. Select Items for participants that wish to add the following items:
      i. Saturday Evening Meal – the ENTIRE chapter must select this item if you want to purchase the Saturday dinner. You CANNOT purchase for only some members of your chapter.
      ii. Donation to VA DECA Foundation
      iii. Alumni Dues – this will be for 2022-23. This is a discounted rate of $10.00. It includes a t-shirt. Alumni members will be added to your roster next year. THIS IS A BENEFIT YOU CAN OFFER YOUR SENIOR MEMBERS

Check the items you wish to add for the student. These will be added to your chapter invoice. Be sure to click SAVE for each student
4. **Edit & Select Events for each participant.**

   - Check the box beside the event you wish to register the student in.
   - For Teams – leave the team number 1 unless you have multiple teams in an event.
   - If you have multiple teams in an event, you will designate the students in the second team as team “2”. Be sure you have your students paired correctly.

   a. For all team events you must designate one member of the team as the **Team Captain**. This is being asked in the unlikely event that we must pivot to a virtual conference.

   b. Go through the Edit & Select Event process for all students.

5. **Review Events**

   **PLEASE** double check your event registration to be sure every student is in the correct event and that your team numbers are paired correctly.
6. Housing

All chapters must complete the housing (unless you have submitted and been approved for a ONE YEAR housing exemption) before your registration can be submitted.

a. Click Housing

![Hotel Selection Screen]

b. Click Select for the hotel your chapter was assigned

![Hotel Options]

If you select a hotel that was not assigned to you, it will be changed, and a corrected invoice sent to you.
c. Place participants in rooms

- From the drop-down menu, select the type of room
- The second drop down menu is the room number (please start with 1)
- Check which people you want in that room
- Click Green ADD to Room button
- Continue this process until all your people are in rooms

You can share rooms with other schools.
You will be invoiced for your student’s portion of the room.

**If you are sharing rooms (advisors, chaperones, or students) with those from another chapter:**
- The first advisor to submit their registration will activate the room by putting their name(s) in the assigned room. That first advisor will want to wait to submit housing until those sharing the room have been added.
- The chapter you are sharing with must have submitted their registration (leaving the person sharing rooms NOT in a room)
- You will use the ADD From Another Chapter button to add their names to the existing room
- Once the room is full both advisors can submit registration.

**IF you need help adding students from another chapter to your housing, please reach out to Donna.**
7. Once you get your housing invoice > Go back to Registration to finish.

To Finish Registration:

![Registration screenshot]

Several items available to you here:
- Registration Detail
- Housing Detail

Once you have confirmed that everything is complete and accurate, **CHECK the agree to financial commitment**

Click Finish Registration

All conference registration and lodging should be mailed to VA DECA, PO Box 310, Quinton, VA 23141

All Checks should be made payable to Old Dominion University.

**Notes about Registration:**

- You may make any changes you need to your registration up until it closes at 11:59PM on Jan. 25, 2022
- Please be sure to review and confirm all students are in the correct events and that your teams are correctly identified
- Once registration closes all payments are due. Only partial refunds are available at that time.
- Requests for partial refunds may be made to Donna Dail until Feb. 7. A partial refund for students is $40.00.
- After Feb. 7 all registration is final, and no refunds will be granted
- Written event competitors that fail to submit the written paper, will be moved to a leadership academy slot.
CHAPTER ADVISOR STEP-BY-STEP INSTRUCTIONS FOR TESTING SITE

**Proctor Site** to obtain testing tickets: [https://answerwrite.com/Proctor/Login.aspx](https://answerwrite.com/Proctor/Login.aspx)

Proctor Site will be open beginning Feb. 10, 2022. Each chapter shares ONE proctor log in. The proctor name is the name of your school.

**NOTE:** Proctor names are listed as the school name – all proctors from the school use the same proctor log in. **PLEASE DO NOT CHANGE THE PROCTOR NAME – IT SHOULD REMAIN AS THE NAME OF THE SCHOOL**

- **Your User Name** is the same as you used for DLC testing with a 1 added in front.
  - For Example: If your DLC username was: HighSchool your SLC testing user name will be: 1HighSchool
  - **Your password:** decastate

- Print Testing Tickets and/or Testing Roster for your students

- **You may select either PDF or CSV file for your test tickets.**
  - If you select PDF you can check the box for Page Break By Student if you wish OR leave unchecked to print all students on one page
  - Select All Students and All Tests
  - Click Print
  - Click on the link that populates to download your tickets

**DO NOT DISTRIBUTE ENTIRE DOCUMENT TO ALL STUDENTS – EACH STUDENT MUST ONLY RECEIVE THEIR INDIVIDUAL LOGIN AND PASSWORD!**
**Student Testing:** [https://www.answerwrite.com/deca/va](https://www.answerwrite.com/deca/va)

Testing is open Feb. 14 - Feb. 18 7:00AM – 6:00PM ONLY.

Recommendation: Plan to test Monday – Wednesday, leaving Thursday and Friday for makeup testing if needed.

You determine when students from your chapter will test with a proctor that is not their marketing teacher.

Testing Notes:
1. If a student’s test submits, Donna must do the test reset. Email or call for assistance
2. If a student simply makes an error logging in or cannot get into the test, the advisor should be able to reset the password. **TRY THIS FIRST!** Instructions are below for a simple password reset.

How to Reset a Password for a Student (If the test has not been started):

Passwords are only good for one attempt by students. If they need a reset, follow the instructions below.

- While logged in the proctor site, locate the student that you want to reset the password for (use last name or ID#)
- Click the “PW” link located beside the Student Name
- Make note of the new password to give to the student
- Click on the “Back to List” link
CHAPTER ADVISOR STEP-BY-STEP INSTRUCTIONS FOR WRITTEN EVENT SUBMISSION SITE

Have your students give you a PDF version of their paper that is no larger than 11.9 MB (and without a statement of assurances). PDF format is the only acceptable format to submit projects. If they gave it to you in a Word doc – just click “file” “save as” and select “PDF” as the format you would like to save it in. You can also print the document and scan it as a PDF file.

1. Logon to: http://judgespro.registermychapter.com/org/jpva-scdc/conf/scdc and the following screen will show up.

3. Use your membership/registration login credentials. Once you have entered your Username and password you will click the blue “login” button.

3. Now that you are logged in, you can submit and view projects by clicking on the blue “Projects” button at the top left of the page.
4. To submit a project you will click on the blue “Submit New Project” button.

5. Select from the dropdown menu titled “Event” which event type the event is (Business Solutions Project, Business Operations Finance etc.).

Type the title of the project or business in the box marked “Title of Project/Business Name.”

The Title MUST be the “event acronym – title of project or business name”. The example shown is PMBS (the acronym for Business Solutions Project) then the project title. If this is over a company, like in the Entrepreneurship or Operations Research events, then the company name may be more appropriate.

PLEASE use this same title as the name of the saved document you will upload

ALL DOCS uploaded should be named the same as this Title of Project (see example below)

PMBS – Pink Out with VA DECA or SEOR – Richmond Flying Squirrels
6. Attach the corresponding project. (Please use a PDF file, **without** a Statement of Assurance, no larger than 11.9 MB). Upload project and click the blue “add attachment” button.

If you accidently attach the wrong project you can delete it by clicking on the red “Delete” button. If you submitted the project with the wrong attachment, you must notify Donna Dail at dail.vadeca@gmail.com

7. Once the project has been attached (you will know it has been attached if you have an option to delete it), select students using the dropdown menu titled “Select Students to Add”. It will pull a list of students from your registered DECA Inc. members. Select all students on the team for that project.

At this time, you can either Submit the project or Save it for later. Once you submit a project, it can only be deleted by an admin – you will have to call Donna Dail do to this.
8. Once you press “Save For Later” on the previous screen it will automatically direct you back to the home screen. (The project below is highlighted red because it hasn’t been submitted).

| Chapter Team | Event - Learn and Earn Project - Learn and Earn Project | LEP - Turning School Spirit into School Funds | Learn and Earn Project | Madison Clark | 11/19/2018 04:14 PM | Lisa Greco | Yes | No |

If you select “Submit Project” (on the previous screen) the main page will look like the screen below, where the project is highlighted in yellow/white (depending on browser).

| Chapter Team | Event - Learn and Earn Project - Learn and Earn Project | LEP - Turning School Spirit into School Funds | Learn and Earn Project | Madison Clark | 11/19/2018 04:14 PM | Lisa Greco | 11/19/2018 04:14 PM | No | No |

At this time, you can either submit a new project (follow steps 4-8) or sign the advisor version of the online Statement of Assurances by clicking the red “Sign Projects” button. (You can sign one project at a time or all your submitted projects once you are done uploading them.)

9. Once you click the red “Sign Projects” button on the previous screen, an abbreviated version of the Statement of Assurances will pop up. You will check the “I Agree” button after reading the terms. You will be automatically directed back to your main page.

Once all projects for your chapter have been “signed” they will appear in green or blue (depending on your browser) and the button that you clicked to sign the projects is no longer an option.

| Chapter Team | Event - Learn and Earn Project - Learn and Earn Project | LEP - Turning School Spirit into School Funds | Learn and Earn Project | Madison Clark | 11/19/2018 04:14 PM | Lisa Greco | 11/19/2018 04:14 PM | Yes | No |

Confirm that the projects submitted are in the correct events, and that there are no duplicates impacting your numbers. At this point you are done!

What is next?
- No changes can be made after Feb. 7, 2022
- To make changes prior to the deadline you must email Donna Dail