

Annual Report Submission Instructions 2020-21

All Annual Reports will be submitted online. Please follow the instructions below.

Deadline is January 15, 2021

NOTE: All Files **must be PDF** and can only be uploaded as **ONE document**. Be sure all pages are included in the upload including your cover page, document pages, and membership roster at the end.

Submission Steps:

1. Go to the link below:

<https://www.decaregistration.com/va -16>

Log in to the site using your chapter ID number and password used for VA registration sites.

2. Once logged in you will need to Add a Student

(this step is a must – without assigning the report to a student it will NOT be registered and will NOT be judged)

- It does not matter which student you add here – just type in a name of one of your officers.
- Select Annual Report as their event
- AND - Save

Select	Event Name	Min Entries	Max Entries
<input type="checkbox"/>	Annual Report (AR)	1	1

3. You should see a link “Click Here to upload your Annual Report”

- Choose your file and upload. **FILE MUST BE A PDF!**

Click Here to upload your Annual Report - Not Uploaded Yet

4. Click on Finish Registration