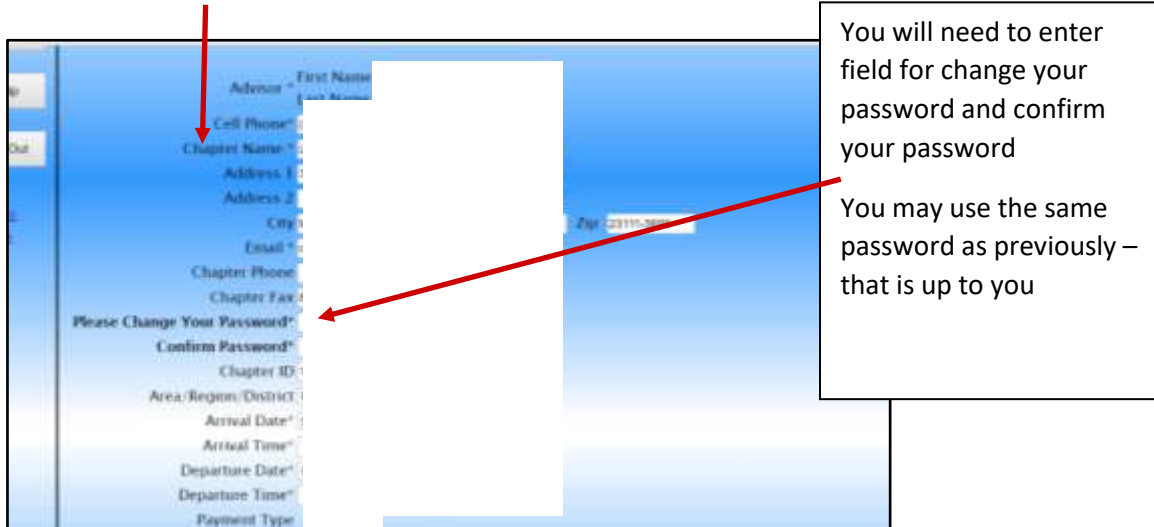


OFFICER LEADERSHIP RETREAT

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

Log in is your Chapter ID# and password you set. One log in per chapter. If you forget password, Donna can help – email roush.vadeca@gmail.com

DO NOT change the Chapter Name!!! Please leave this as it is!!!!



The screenshot shows a registration form with various fields. A red arrow points to the 'Chapter Name' field. To the right, a text box contains instructions: 'You will need to enter field for change your password and confirm your password' and 'You may use the same password as previously – that is up to you'. Another red arrow points from this text box to the 'Please Change Your Password' and 'Confirm Password' fields.

Enter your participants



The screenshot shows a registration page with a red arrow pointing to the 'Add New Name' button. The page displays the message 'There are currently no entries' and a 'Save and Finish Later' button. A note at the bottom states: 'NOTE: Registration will NOT be completed until you click on the Finished Registering button. PLEASE! - You MUST complete logging before you can submit'.



The screenshot shows the 'Add New Name' form with fields for First Name, Last Name, # of years in DECA, T-Shirt Size, Participant Type, Gender, Email, and Phone. Below the form is a table for special activities:

Select	Event Name	Min	Max
<input type="checkbox"/>	Special Activities		
<input type="checkbox"/>	Officers Leadership Retreat September 9-10, 2018 (OLR)	1	150

- Add your adult participants first, then your students.
- Be sure to select t-shirt size, participant type, and check box for event.
- Adults will also require an email address
- Click Save after each entry
- Repeat for each participant

HOUSING REGISTRATION – **DO NOT NEED THIS SECTION FOR 2020-21**

Place students in rooms (max 6 per room). You will be sharing with students from other schools in order to fill all beds in all bunkrooms. **Actual rooming assignments could be changed in order to fill all beds. Every attempt will be made to keep students grouped as entered, but changes are likely.**

Select Room Type – Advisor, Male Student, or Female Student

Select Room number

Select each participant that should be placed in that room

Click add to room

Repeat those steps until all participants are placed into a room



Once all participants are placed in a room – scroll to bottom of the screen and click on Submit Hotel Reservation



Submit your Registration

Be sure to complete the registration by clicking Finish Registration

The screenshot shows a web browser window displaying the 'Fair Science Registration' form. The browser address bar shows the URL: <https://www.deca.org/fair/science/registration/finish.asp>. The form is titled 'Fair Science Registration' and contains a table with two columns: 'Student Name' and 'Event'. The first row shows 'Donna Roush (T-Shirt: M)' under 'Student Name' and 'OKC Leadership Retreat Sept 9-10 Advisor' under 'Event'. Below the table, there are input fields for 'First*', 'Last*', 'Participant Type*', 'T-Shirt Size', and 'Gender*', each with a 'Please Select...' dropdown menu. A 'Save' button is located to the right of the dropdowns. Below the form, there is a message: 'Your hearing reservation has been submitted'. At the bottom left, there is a 'Finish Registration' button. A red arrow points from the top right of the page down to the 'Finish Registration' button.

Click the box to agree to payment and submit. The next screen will give your invoice.