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!!!!!

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

Enter your participants

• 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
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

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