This document will assist advisors in locating and using VA DECA Registration sites, testing site, and online submission site for written events.

VA DECA Registration Site Instructions

Instructions & Access Details

Donna Dail
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## General Information

Key websites used by Virginia DECA for registration, testing and data collection are listed below. Detailed instructions for each is contained in the pages that follow.

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To log in:

- your chapter ID/User Name is a number that starts with 147H-______. If you have forgotten your chapter ID, Donna can give you that number.
- Every advisor has their own unique password. VA DECA office cannot help you with password if you have forgotten it please click on “Forgot Password”.

If you have never had a chapter before (or did not affiliate in 16-17 or 17-18) Use the First Time Chapter Membership and request a first-time chapter membership, I will send that request on to the Department of Education to verify all school and marketing course information before approving the chapter.

Once you are logged in please do the following:

UPDATE your Chapter Information
UPDATE CHAPTER ADVISORS

- From this screen you can add advisors that are new to your chapter and make advisors inactive.
- If you need to add an advisor who is previously with another chapter use the Add Existing Advisor button. You will get a drop-down menu of all advisors – select the advisor who is joining your chapter.
- If you need to add an advisor who is brand new to VA DECA use the Add Chapter Staff.
- You cannot delete an advisor. If there is an advisor listed who is no longer at your school, use the status column to make that advisor inactive (see red circle above). If you click on the check mark beside an advisor it will make them inactive.
- Be sure you update the primary advisor at your school. Click on the edit column beside an advisor. You will see a field that asks for Advisor Type – make the necessary change.

ADD YOUR MEMBERS

- Use the Student tab - There are three options for entering information – scroll to bottom of the page to select the option you wish to use. There are on screen directions for each method.
- You will add Alumni and Professional members under those tabs.
  - HINT: For professional members the system will require an email address for the entry – you can simply make up a generic email address and use it – it does not have to be a real address.
ADDITIONAL HIGHLIGHTS

- You may make **member name change requests** thru this system. There is a Column for Request Change on the membership list. The request will come to me first. This is ONLY for obvious spelling or other name issues – you may not change the student who is a paid member.

- Under Quick Links you will find many useful links to DECA Inc resources. At the bottom of that page you will also find several Virginia links for conference registrations.
- If you look at the arrow with drop-down menu on the far right of your screen, you will see State Information there.
- **ICDC Transcripts** can be downloaded from the Conferences button.

Scroll to the bottom of the screen and use the Student Transcripts button.
RETRIEVING AND PAYING YOUR INVOICES

- You find all invoices for membership under the Invoice History button.

- You can see which invoices have been paid and which are outstanding from this screen.
- If you need to get an invoice use the View column – it will allow you to download the invoice.
- **Payments:** all membership payments go to DECA Headquarters, be sure to follow instructions on the invoice. VA DECA is not involved in the processing of dues.
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
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

Click the box to agree to payment and submit. The next screen will give your invoice.
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 Competition Training registration). Communication about the conference 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

2. Add participants – Advisor(s) and Students

   Enter your participants – Begin with advisor(s) first.
Enter participant names and participant type.

**Advisors who have submitted state/national membership and are registering at least 5 students receive free registration.**

All other advisors should select Advisor nonmember and registration is $10.00

**For students be sure to select the appropriate category – submitted member or nonmember.**

All participant membership status will be verified before registration is finalized.

Continue adding names until all participants are added to registration.

3. Once all participants are entered, click I agree box and click Finish Registration.

Invoice will appear on the next screen.

Click SAVE

Check the box for Virtual Competition Training Conference for each participant

Enter email addresses for all advisors.

Students do not require email

Enter participant names until all participants are added to registration.

For students be sure to select the appropriate category – submitted member or nonmember.

All participant membership status will be verified before registration is finalized.
DISTRICT LEADERSHIP CONFERENCE REGISTRATION

District conference registration fees, deadlines, and procedures are determined by each district. Contact your district advisor for details.

Details about each competitive event category are available in the Chapter Management Guide (Section C).

REGISTRATION SITES

District 1 - https://www.decaregistration.com/va-01
District 2 - https://www.decaregistration.com/va-02
District 3 - https://www.decaregistration.com/va-03
District 4 - https://www.decaregistration.com/va-04
District 5 - https://www.decaregistration.com/va-05
District 6 - https://www.decaregistration.com/va-06
District 7 - https://www.decaregistration.com/va-07
District 8 - https://www.decaregistration.com/va-08
District 9 - https://www.decaregistration.com/va-09
District 10 - https://www.decaregistration.com/va-10
District 11 - https://www.decaregistration.com/va-11
District 12 - https://www.decaregistration.com/va-12
District 13 - https://www.decaregistration.com/va-13
District 14 - https://www.decaregistration.com/va-14
District 15 - https://www.decaregistration.com/va-15
District 18 - https://www.decaregistration.com/va-18
District 19 - https://www.decaregistration.com/va-19
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District 21 - https://www.decaregistration.com/va-21
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District 28 - https://www.decaregistration.com/va-28
District 29 - https://www.decaregistration.com/va-29
District 30 - https://www.decaregistration.com/va-30
District 31 - https://www.decaregistration.com/va-31
District 33 - https://www.decaregistration.com/va-33

Log in for each chapter is your Chapter ID # and a password you have chosen. Each school has ONE log in. It is up to the lead advisor who has that password to access the site.

If you have forgotten your password for VA Registration Sites – Donna can send it to you – email roush.vadeca@gmail.com for assistance.
REGISTRATION INSTRUCTIONS

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 roush.vadeca@gmail.com

1. Update your Advisor Information – This is the primary advisor (or whoever is responsible for DLC registration). Communication about the conference 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

2. Add other advisors and students

   - When adding students, a list of students who have been submitted to the membership site will appear.
   - To select a student to register for DLC change the Participant Type

   NOTE: Students Must be submitted members before they can be registered for DLC

   Be sure to save at the bottom of the page when finished
3. Select events for each student

Be sure to save at the bottom of the page when finished.

- From this screen you may save to finish later.
- You should review all your event selections to be sure everything is accurate.
- Once everything is complete, don’t forget to click **Finish Registration**.
TESTING FOR DISTRICT LEADERSHIP CONFERENCE

- Each district sets their testing window. Any changes or extensions must be made thru your district advisor
- Each district has a unique testing site log in
- Passwords will be sent to the District Advisor who will send them out to their chapters

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

Enter the ID and Password sent to you from your DA

Print Testing Tickets for your students

Print Testing Roster of all students

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

- While logged in the proctor system, 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
- Write the new password on the back of the Student Testing Ticket
- Click on the “Back to List” link
Student testing tickets will contain the log in for the sites listed below.

Student Testing Sites:

District 15 - https://www.answerwrite.com/deca/va15

**VA Only Job Interview Event** – the job application should be completed during the testing window. Site Address: https://vadeca.wufoo.com/forms/job-application/
STATE LEADERSHIP CONFERENCE

REGISTRATION GUIDELINES

The registration window is December 1st – January 27th.

All registration and lodging will be completed online.

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

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.

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

You must enter an arrival & departure date and time

A similar screen should come up:

Be sure to save at the bottom of the page when finished
2. Registration Options
   a. Add your non-students first (DECA guideline is 1:8 ratio; SLC will accept 1:10)
   b. 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
   c. Participant Type: **You MUST select the same option for everyone registered with your chapter.**
      i. Registration Only – **No meals included**
      ii. Registration with Meal Friday – includes Friday dinner after opening session

3. Adding Registration for Saturday Night Meal
   a. Select items for each participant (if you choose to add Saturday meal – all participants from your chapter must choose this option)
   b. You may add donation to VA DECA Foundation, extra t-shirt, and/or Sat. Dinner
   c. **You may add Alumni Dues for your seniors here also.** This will be for the 2020-21 school year. They will be added to your 20-21 membership totals.
4. After saving your selected students you will need to edit and select events for each participant.

**LODGING REGISTRATION**

Once you have entered all your participants you will see this screen:

1. Click on the Housing Button.

2. Choose the hotel **assigned to you**. If a hotel other than your assigned hotel is selected, your registration will be corrected, and revised invoice/registration sent to you.
3. Place participants in rooms. You can share rooms with other schools.
4. You will be invoiced for your student’s portion of the room.
5. Review and Submit.

If you are sharing rooms (advisors, chaperones, or students) with those from another chapter:
  o 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.
  o The second advisor will add their names to the existing room (housing site will give you option to add to another chapter)
  o Once the room is full all advisors can submit registration.

SUBMITTING YOUR REGISTRATION AND PAYMENT:

Once you have completed your registration and housing, read the agreement items on the registration, click “I agree” and click the Finish Registration button.

Conference registration invoice and check made out to PVCC should be sent to:
Virginia DECA
PO BOX 310
Quinton, VA 23141
SLC TESTING

Proctor/Security

- EVERY Advisor who has students taking an SLC test MUST complete the Test Security Agreement form (this is only to be completed by advisors)
- https://vadeca.wufoo.com/forms/slc-test-security-agreement/

Students with IEP for extended time on tests
Students may receive this accommodation for testing. Please complete the form at the link below prior to testing.
https://vadeca.wufoo.com/forms/service-for-special-need-students/

Proctor Site to obtain testing tickets: https://answerwrite.com/Proctor/Login.aspx
Logins and Passwords:

Use your DLC log-in with a 1 in front of it. For example:
DLC Log in was: myschool
Now SLC log in will be: 1myschool

Password will be sent to you with testing instructions when testing window opens

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

Print Testing Tickets for your students
Print Testing Roster of all students
How to Reset a Password for a Student (If the test has not been started):

- While logged in the proctor system, 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
- Write the new password on the back of the Student Testing Ticket
- Click on the “Back to List” link

Testing site for students: https://www.answerwrite.com/deca/va
Student log in details will be printed on the testing ticket
SUBMITTING WRITTEN EVENTS

All Written Events/Manuals must be submitted by February 6th.

Logon to: http://judges.decaregistration.com/org/deca-va/conf/scdc and the following screen will show up.

Use your Virginia login credentials (the one district/state registrations). Once you have entered your User Name and password you will click the blue “login” button.

Submission Notes:

You must submit a project as ONE PDF file.

There cannot be any hyperlinks within the document. Judges are only permitted access to the written text within the paper.
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.

![Image of DECA Written Event Submission Site]

4. To submit a project you will click on the blue “Submit New Project” button.

![Image of DECA Written Event Submission Site]

5. The first thing you will do when submitting a new project is select from a dropdown menu titled “Event” which event type the event is (Public Relations, Business Growth Plan, etc.). You will then type the title of the project or business in the box marked “Title of Project/Business Name.”

![Image of DECA Written Event Submission Site]
6. Once the event type and project title have been selected, you will attach the corresponding project. (Please use a PDF file, without a Statement of Assurance, no larger than 4MB). Upload project and click the blue “add attachment” button. **TIP Use the same title for the saved document and the Title of the project**

If you accidently attach the wrong project you can delete it (as long as you haven’t submitted it) by clicking on the red “Delete” button.

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

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 the Virginia DECA office to have someone with administrative privileges do it for you and then start from the beginning.
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).

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.

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 of 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.
Once you have clicked the blue “Confirm” button you will be automatically directed back to your main page.
Once all the projects you have submitted have been “signed” they will appear in green (rather than the original yellow or red) and the button that you clicked to sign them is no longer an option.

\[\text{Image of DECA Written Event Submission Site}\]

Congratulations, you are done.

If you only had one project to submit and you followed all the directions listed above, your site will look like the image above. If you had more projects they would all be listed in order of submission.

\[\text{Written Events/Manuals submitted after February 6th will not be accepted.}\]
ICDC REGISTRATION

The registration window is March 4 – 13th.

Go to the following website: https://www.decaregistration.com/va-icdc

A similar screen should come up:

**Log In** – Your membership must be paid in order to register for ICDC.

**User name** – your Chapter ID #

**Password** – one per chapter, you created. Donna can help if you have forgotten password – email roush.vadeca@gmail.com

1. Update any advisor information and complete the required fields.
   
   Note: This is the advisor that will receive invoices and ICDC chapter updates.

   **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

   You must enter an arrival & departure date and time

   Be sure to save at the bottom of the page when finished
2. Add any other advisors and students

- Add adults first, then add your students
- VA DECA WILL DO ITS VERY BEST TO HONOR YOUR T-SHIRT SIZE REQUEST, BUT WE CANNOT GUARANTEE THAT EXACT SIZES WILL BE GIVEN.

3. Once all your students are entered, you need to select events for each student.

- When adding students, a list of students who have been submitted to the membership site will appear.
- To select a student to register for DLC change the Participant Type
Select the event for each student

4. Click on Items for each student to Select items you wish to purchase

**NOTE:** T-shirts and trading pins are included in the conference Pack and must be purchased – these are NOT included in conference registration.
ICDC LODGING

Once you have entered all your participants you are ready to assign rooms:

- Click on the Housing Button.

- Click Select on the hotel button for Virginia DECA’s assigned hotel.

- Place participants in rooms. Select room type and room number – then select each person who should be put in that room – Click add to room

Be sure that you have selected the correct number of nights with each room type – all rooms in your chapter should match the arrival date/time you entered when you began your registration

- You can share rooms with other schools & are encouraged to max room occupancy where possible.
- You will be invoiced for your student’s portion of the room.
Review and Submit Hotel Reservation.

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 second advisor will add their names to the existing room (housing site will give you option to add to another chapter)
- Once the room is full all advisors can submit registration.

SUBMITTING YOUR REGISTRATION AND PAYMENT:

Once you have completed your registration and housing, read the agreement items on the registration, click “I agree” and click the Finish Registration button.

Conference registration invoice and check made out to PVCC should be sent to:

Virginia DECA
PO BOX 310
Quinton, VA 23141