

This document will assist advisors in locating and using VA DECA Registration sites, testing site, and on-line 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.

	Site Link	Main Contact	Key Dates
Membership	https://membership.decaregistration.com/deca#	DECA Inc Email: deca.org/membership	Initial Roster due 11/15 For SLC Eligibility 1/15
Officer Leadership Retreat (OLR)	https://www.decaregistration.com/va-a	Donna Roush Email: roush.vadeca@gmail.com	Registration Deadline 8/24
Competition Training Conferences (CTC)	https://www.decaregistration.com/va-flc	Donna Roush Email: roush.vadeca@gmail.com	Registration Deadline 10/1
District Leadership Conference Registration (DLC)	Link is specific for each district	District Advisor	Varies by District Last day for DLCs 1/12
District Leadership Conference Testing	Link is specific for each district	District Advisor Donna Roush: roush.vadeca@gmail.com	Varies by District
State Leadership Conference (SLC)	https://www.decaregistration.com/va	Donna Roush Email: roush.vadeca@gmail.com	Registration Deadline 1/28 Payment Deadline 2/8
State Testing	https://www.answerwrite.com/deca/va	Donna Roush Email: roush.vadeca@gmail.com	Testing Window 2/4-2/8
State Test Security Document	https://vadeca.wufoo.com/forms/slc-test-security-agreement/	Donna Roush Email: roush.vadeca@gmail.com	Deadline 2/3
International Career Development Conference (ICDC)	https://www.decaregistration.com/va-icdc	Donna Roush Email: roush.vadeca@gmail.com	Registration Deadline 3/14 Payment Deadline 4/1

DECA MEMBERSHIP

<https://membership.decaregistration.com/deca#>

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".

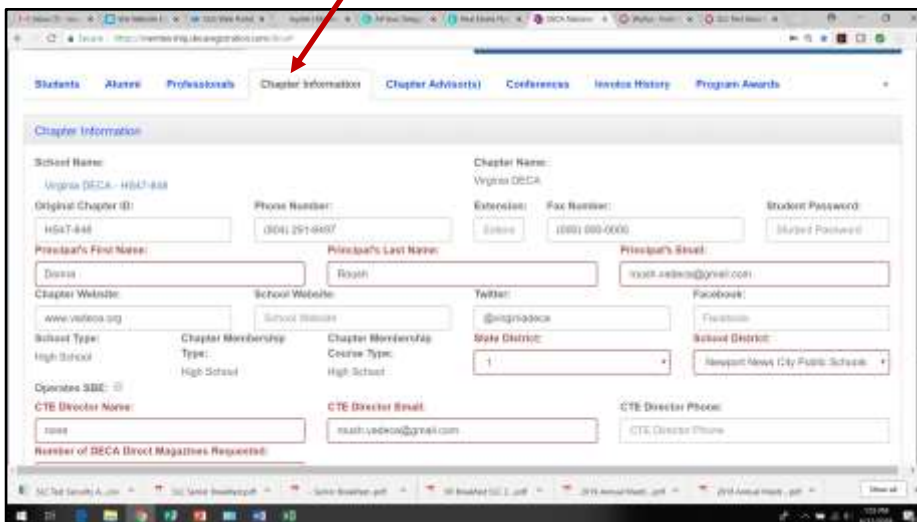


The screenshot shows the DECA Membership System login page. At the top left is the DECA logo. To the right, it says "DECA MEMBERSHIP SYSTEM". Below the logo is a "Login" section. There is a red button labeled "First Time Chapter Membership". Below that is a text input field for "Chapter ID / User Name:" containing "147H-3737". Below that is a password input field. There are two blue buttons: "Login" and "Forgot Password". To the right of the login fields, there is a "Welcome" message and instructions for "First Time Chapter Membership" and "Returning Users".

- 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



The screenshot shows the "Chapter Information" page in the DECA Membership System. A red arrow points to the "Chapter Information" tab in the navigation menu. The page contains various input fields for chapter details, including School Name, Chapter Name, Original Chapter ID, Phone Number, Extension, Fax Number, Student Password, President's First Name, President's Last Name, President's Email, Chapter Website, School Website, Twitter, Facebook, School Type, Chapter Membership Type, Chapter Membership Course Type, State District, School District, Operator SBE, CTE Director Name, CTE Director Email, CTE Director Phone, and Number of DECA Direct Magazines Requested.

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.

Status	Select	Membership ID	Last Name	First Name	Gender	Membership Course Type	Grade	Member Title	Submitted Date	Membership Date	Invoice Number	Transcripts	Edit	Request Change
MEMBER		294385	Agner	Abigail	Female		10	Chapter Member	10/30/2017	11/15/2017	1988			
								Chapter Member	10/30/2017	11/15/2017	1988			
								Chapter Member	10/30/2017	11/15/2017	1988			

- 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

High School ICDC Registration

How to register for ICDC

- You must follow all guidelines and registration instructions set by your Chartered Association Advisor. Please follow those instructions to make sure your chapter will be registered for ICDC.

All invoicing will be done by your Chartered Association Advisor. Please disregard the \$0 invoice that the system generates.

All substitutions and cancellations must be made through your Chartered Association Advisor.

DO NOT update the membership system as these changes will not be received.

Student Transcripts Register Advisors Register Students Register Guests Download CEMS Export

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.

Invoice Number	Invoice Type	Total	Balance Due	Paid On	Created	National/State/Province	Payments	P.O.'s	View
25188	High School Membership	\$14.00	\$0.00	12/19/2017	11/15/2017	National	Payments		View
25200	High School Membership	\$70.00	\$0.00	12/19/2017	11/15/2017	National	Payments		View
26687	High School Membership	\$168.00	\$0.00	12/19/2017	11/21/2017	National	Payments		View
28255	High School Membership	\$14.00	\$0.00	12/19/2017	11/29/2017	National	Payments		View
29025	High School Membership	\$42.00	\$42.00	Unpaid	11/30/2017	National			View
30575	High School Membership	\$14.00	\$14.00	Unpaid	12/01/2017	National			View

- 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!!!!

The screenshot shows a registration form with various fields. A red arrow points to the 'Chapter Name' field, which is highlighted in blue. Other fields include 'First Name', 'Last Name', 'Cell Phone', 'Address 1', 'Address 2', 'City', 'Zip', 'Email', 'Chapter Phone', 'Chapter Fax', 'Please Change Your Password', 'Confirm Password', 'Chapter ID', 'Area/Region/District', 'Arrival Date', 'Arrival Time', 'Departure Date', 'Departure Time', and 'Payment Type'.

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

The screenshot shows a registration page with a blue header. Below the header, there is a red message: 'NOTE: Registration will NOT be completed until you click on the Finished Registering button.' Below this, it says 'There are currently no entries'. There is a button labeled 'Add New Name' and another labeled 'Save and Finish Later'. At the bottom, there is a note: 'PLEASE! - You MUST complete hearing before you can submit'.

The screenshot shows the 'Add New Name' form. It has fields for 'First Name', 'Last Name', '# of years at DECA', 'T-Shirt Size', 'Participant Type', 'Gender', 'Email', 'Phone', and 'Special Needs'. There is a dropdown menu for 'Participant Type' with options 'Please Select', 'Please Select', 'Leadership Retreat Sept 9-10 Adult', and 'Leadership Retreat Sept 9-10 Student'. There is also a checkbox for 'Event'. At the bottom, there is a table with columns 'Event Name', 'Min Entries', and 'Max Entries'. The table has one row: 'Special Activities', 'Officer Leadership Retreat September 9-10, 2018 (OLR)', '1', and '150'. There is a 'Save' button at the bottom left.

- 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

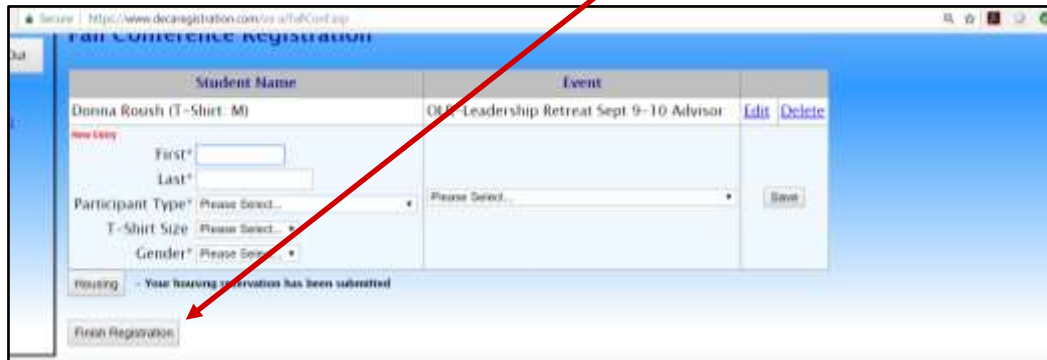


Once all participants are placed in a room – scroll to bottom of the screen and click on Submit Hotel Reservation



Submit your Registration

Be sure to complete the registration by clicking Finish Registration



The screenshot shows a web browser window with the URL <https://www.decanightclub.com/ra/raConf.asp>. The page title is "Fair Commerce Registration". It features a table with two columns: "Student Name" and "Event". The first row contains "Donna Roush (T-Shirt: M)" and "Old Leadership Retreat Sept 9-10 Advisor", with "Edit" and "Delete" links. Below the table is a form with fields for "First*", "Last*", "Participant Type*" (dropdown), "T-Shirt Size*" (dropdown), and "Gender*" (dropdown). A "Save" button is to the right of the dropdowns. A "Processing" status bar indicates "Your hearing reservation has been submitted". At the bottom left, there is a "Finish Registration" button, which is highlighted by a red arrow pointing from the text above.

Student Name	Event
Donna Roush (T-Shirt: M)	Old Leadership Retreat Sept 9-10 Advisor

Processing - Your hearing reservation has been submitted

Finish Registration

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

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

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

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 participants – Advisor(s) and Students

Enter your participants – Begin with advisor(s) first.

2020 VA DECA Competition Training
VA DECA - Next Level!
[Home](#)

Virginia DECA
(Click the above link to edit your chapter information)

Add New Name

First Name* MI Last*

Participant Type*

Email (Required for Advisors, Advisor Member with 5 students registered, Student Submitted Member)

Special Needs

Select	Event Name	Min Students	Max Students
Special Event			
<input type="checkbox"/>	Virtual Competition Training Conference (VCTC)	1	300

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

Check the box for Virtual Competition Training Conference for each participant
Click SAVE

Enter email addresses for all advisors.
Students do not require email

Continue adding names until all participants are added to registration.

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

(Click the above link to edit your Chapter information)

NOTE: Registration will NOT be completed until you click on the Finished Registering button.

Add New Name

ID	Name	Status	Events
2860009	Dail, Donna	ADV	1 Edit & Select Events Delete
2860011	Lost, Joey	STU	1 Edit & Select Events Delete
2860010	Que, Suzie	STU	1 Edit & Select Events Delete

Add New Name

Balance Due: \$70.00

Please make checks payable to Piedmont Virginia Community College.
All payments should be sent to VA DECA at: PO Box 310, Quinton, VA 23141
By hitting submit you are agreeing to pay all fees to VA DECA as invoiced by this system.

I agree to the above statement(s)

Invoice will appear on the next screen

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>

District 20 - <https://www.decaregistration.com/va-20>

District 21 - <https://www.decaregistration.com/va-21>

District 22 - <https://www.decaregistration.com/va-22>

District 23 - <https://www.decaregistration.com/va-23>

District 24 - <https://www.decaregistration.com/va-24>

District 25 - <https://www.decaregistration.com/va-25>

District 27 - <https://www.decaregistration.com/va-27>

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

Please Verify and update the

Name: []
Address: []
City: []
State: []
Zip: []
Chapter ID: []
Please Change Your Password
Confirm Password: []
Chapter ID: []
Area/Region/State: []
Participant Type: []
Special Needs: []

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

2. Add other advisors and students

Registration for [] High School

NOTE: Registrations will NOT be completed until you click on the Finished Registering button.

Add Student Add Non-Student Select Events For Each Student

ID	Name	Status	Events	Item Selection	Item Selection
[]	[]	A	0	Items	\$0.00

Add Student Add Non-Student Select Events For Each Student

Save and Finish Later

Review Events View Registration Balance

Finish Registration

- 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

NOTE: The session will time out after 20 minutes. Please be sure to Save the Participants being registered by clicking on the Save button. If you need more than 20 minutes, you may enter the Participants in multiple sessions.

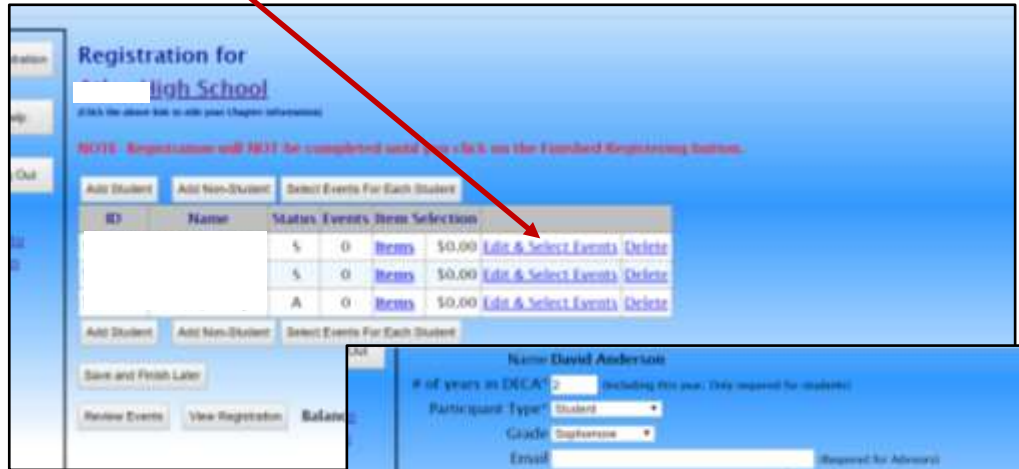
NOTE: If you do not change the default Participant Type from "Select..." in another selection, your selections will NOT be saved for that Participant!

Select All Select All (NOTE: New previous selections will be overwritten)
NOTE: All fields are required.

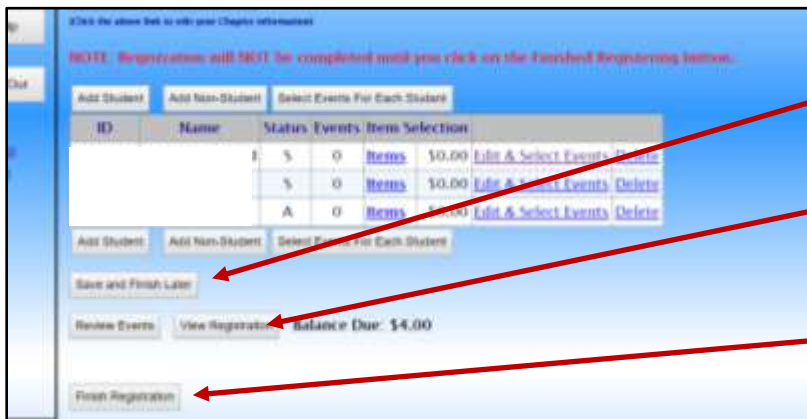
Name	# of Years in DCA	Grade	Participant Type
David Anderson	2	Sophomore	Select...
Kate Anderson	4	Senior	District President
Nagale Annett	1	Freshman	Student
Kendall Armstrong	3	Junior	Select...
Kelly Ayer	1	Freshman	Select...
Jasmine Ayers	1	Junior	Select...
Grace Bailey	3	Senior	Select...
Laurel Barnes	1	Freshman	Select...
Zachary Beach	1	Junior	Select...
Sydney Beasley	1	Freshman	Select...
Jason Bennett	2	Junior	Select...
Garrett Bond	1	Freshman	Select...

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>

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 1 - <https://www.answerwrite.com/deca/va01>

District 2 - <https://www.answerwrite.com/deca/va02>

District 3 - <https://www.answerwrite.com/deca/va03>

District 4 - <https://www.answerwrite.com/deca/va04>

District 5 - <https://www.answerwrite.com/deca/va05>

District 6 - <https://www.answerwrite.com/deca/va06>

District 7 - <https://www.answerwrite.com/deca/va07>

District 8 - <https://www.answerwrite.com/deca/va08>

District 9 - <https://www.answerwrite.com/deca/va-09>

District 10 - <https://www.answerwrite.com/deca/va10>

District 11 - <https://www.answerwrite.com/deca/va11>

District 12 - <https://www.answerwrite.com/deca/va12>

District 13 - <https://www.answerwrite.com/deca/va13>

District 14 - <https://www.answerwrite.com/deca/va14>

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

District 18 - <https://www.answerwrite.com/deca/va18>

District 19 - <https://www.answerwrite.com/deca/va19>

District 20 - <https://www.answerwrite.com/deca/va20>

District 21 - <https://www.answerwrite.com/deca/va21>

District 22 - <https://www.answerwrite.com/deca/va22>

District 23 - <https://www.answerwrite.com/deca/va23>

District 24 - <https://www.answerwrite.com/deca/va24>

District 25 - <https://www.answerwrite.com/deca/va25>

District 27 - <https://www.answerwrite.com/deca/va27>

District 28 - <https://www.answerwrite.com/deca/va28>

District 29 - <https://www.answerwrite.com/deca/va29>

District 30 - <https://www.answerwrite.com/deca/va30>

District 31 - <https://www.answerwrite.com/deca/va31>

District 33 - <https://www.answerwrite.com/deca/va33>

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

Please Verify and update the following information

Advisor: First Name: _____ Last Name: _____

Cell Phone: _____

Chapter Name: _____

Address 1: _____

Address 2: _____

City: _____

Email: _____

Chapter Phone: _____

Chapter Fax: _____

Please Change Your Password: _____

Confirm Password: _____

Chapter ID: _____

Area/Region/District: _____

Arrival Date: _____

Arrival Time: _____

Departure Date: _____

Departure Time: _____

Payment Type: _____

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

A similar screen should come up:

Welcome to the VA DECA State Leadership Conference Online Registration Center.

Click the Registration button to begin registering.

Membership rosters must be paid for students to show up.

Advisors: Please use your DECA Inc. Membership Username (Chapter ID number) and Password to log in. The school is listed under the Primary Advisor. If you need assistance in getting into the system please contact Donna Roush via e-mail.

All housing will be entered and invoiced through this site.

State Conference Online Registration

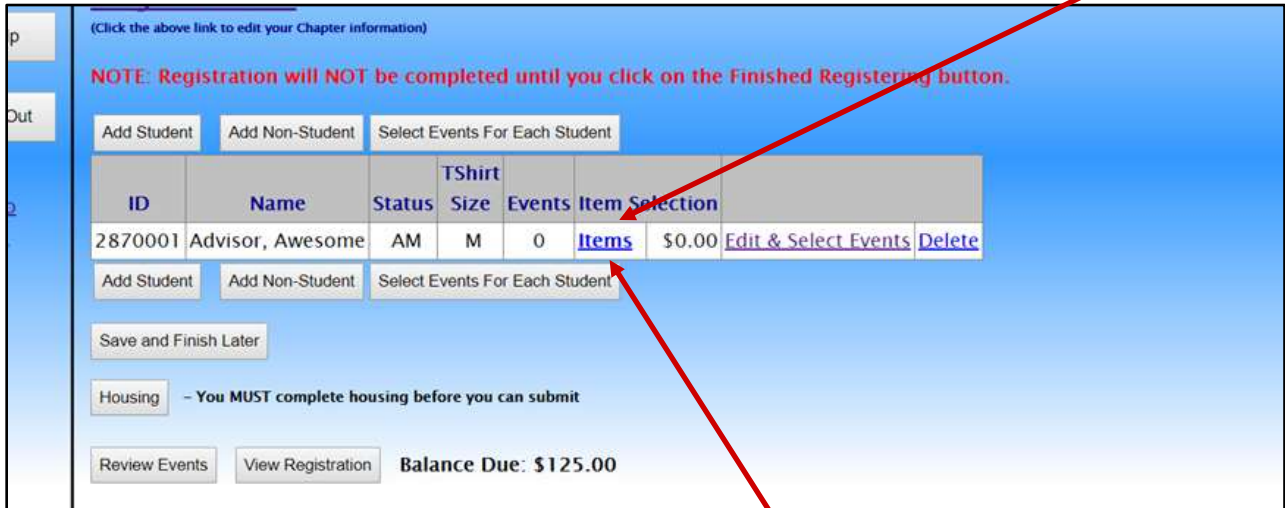
2. Registration Options

- 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



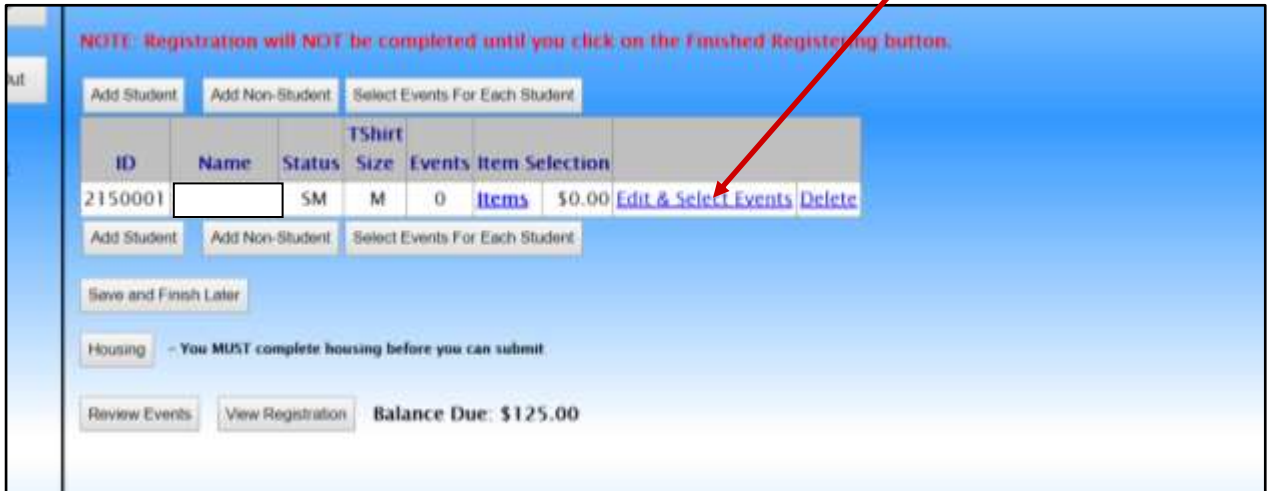
3. Adding Registration for Saturday Night Meal

- 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.

- 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:

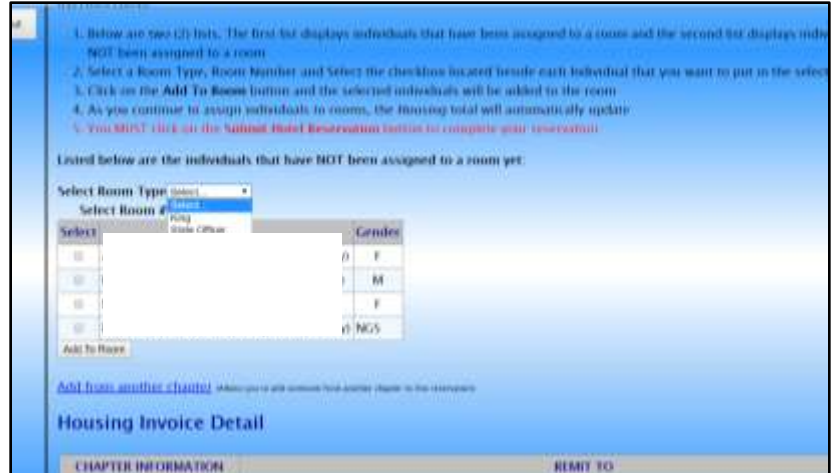
- Click on the Housing Button.



- 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.

Hotel Name	Rooms Available	
Quarters Resort	Suites: 0	Select
Western Plus Oceanfront	Double/Double: 0	Select
rt Inn and Suites	1 Queen Suite: 0 Queen/Queen: 0	Select
ard Marriott North Virginia Beach	King: 0 Queen/Queen: 2 Queen/Queen Suite w/sofa: 1	Select
ard Marriott South Virginia Beach	Double/Double: 6 Double/Double Suite Sofa: 1 King: 9	Select
e Five by Hilton	Double/Double: 10 King: 4 State Officer: unlimited	Select
ld Inn and Suites Marriott Oceanfront	Double/Double: 2 King: 1	Select

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:

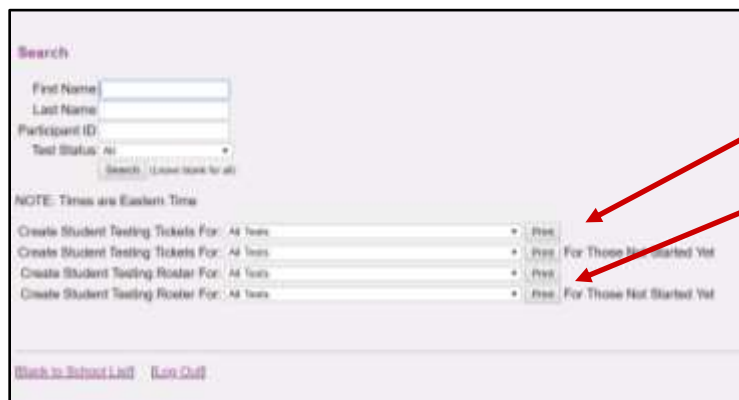
DLC Log in was: myschool

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**

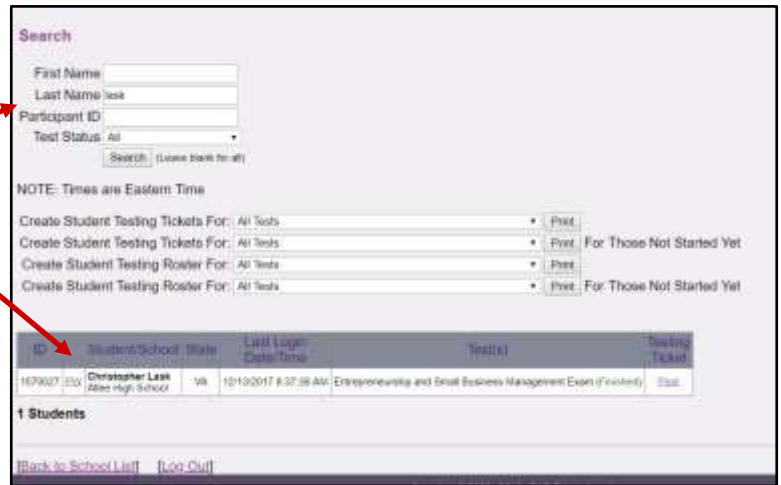


Print Testing Tickets for your students

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



The screenshot shows the login interface for the DECA Written Event Submission Site. At the top left is the DECA logo, and at the top right is the text "WRITTEN EVENT SUBMISSION SITE". Below the logo, the word "Login" is displayed. The login form consists of three main elements: a "User Name:" label followed by a text input field, a "Password:" label followed by a text input field with a small eye icon to its right, and a blue "Login" button at the bottom. Two red arrows originate from the top of the page, pointing to the "User Name" and "Password" input fields.

Submission Notes:

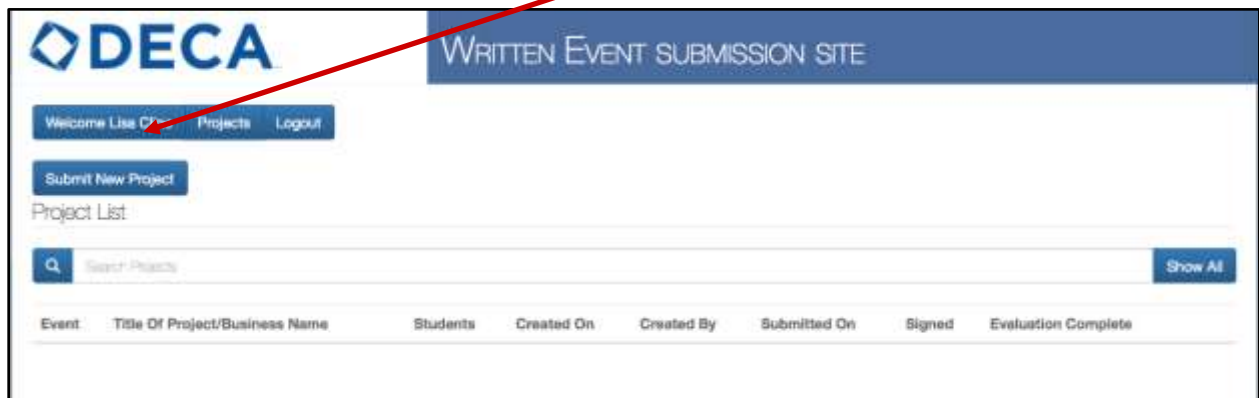
You must submit a project as ONE PDF file.

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

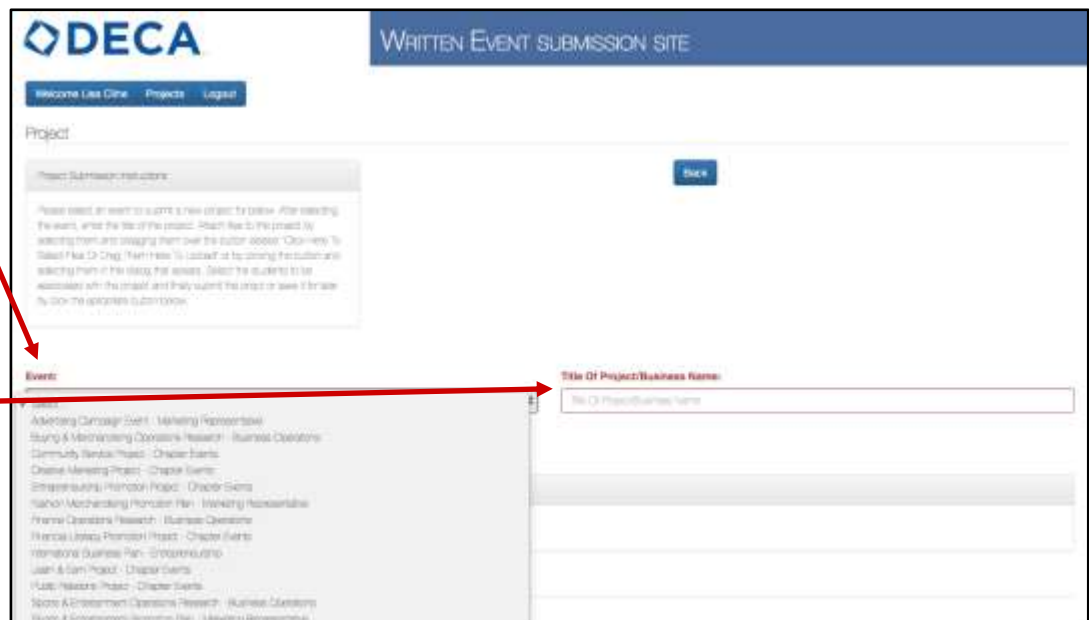
3. Now that you are logged in, you can submit and view projects by clicking on the blue "Projects" button at the top left of the page.



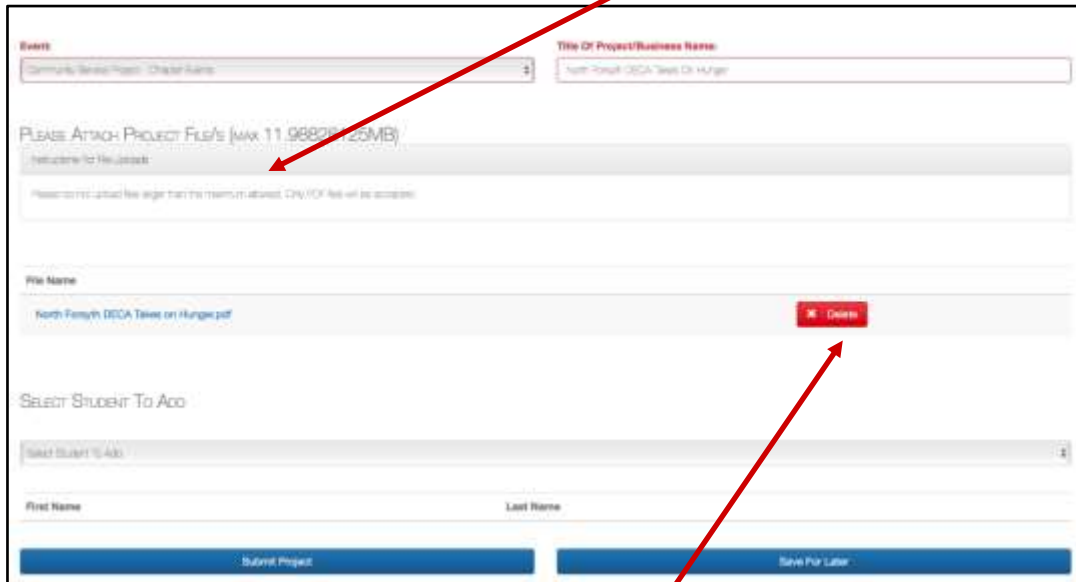
4. To submit a project you will click on the blue "Submit New Project" button.



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."



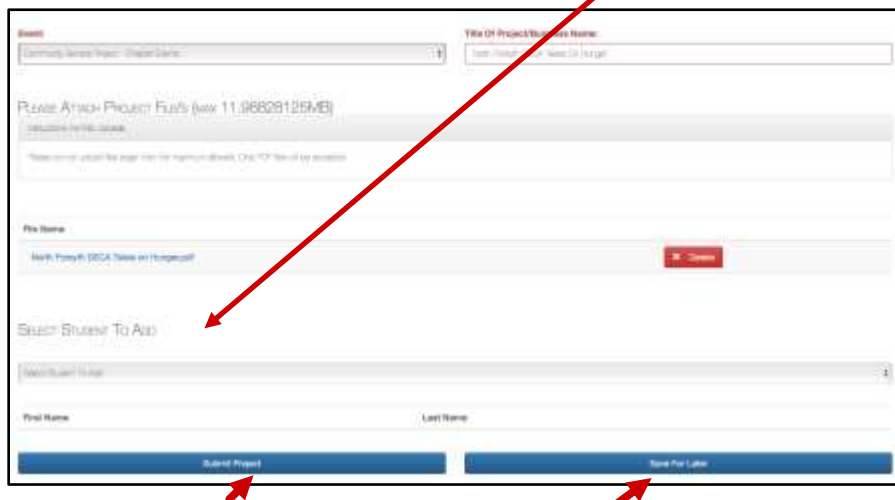
6. Once the event type and project title have been selected, you will attach the corresponding project. (Please use a PDF file, **without** a Statement of Assurance, no larger than 4MB). Upload project and click the blue “add attachment” button. ****TIP Use the same title for the saved document and the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



The screenshot shows a web form for project submission. At the top, there are two dropdown menus: 'Event' (set to 'Commonwealth Project - Charitable') and 'Title Of Project/Business Name' (set to 'North Family DECA Take on Hunger'). Below these is a file upload section with the text 'PLEASE ATTACH PROJECT FILE/S (MAX 11,986,091,25MB)' and a file name 'North Family DECA Take on Hunger.pdf'. A red arrow points from the tip of the previous paragraph to a red 'Delete' button located to the right of the file name. At the bottom of the form are two blue buttons: 'Submit Project' and 'Save For Later'.

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

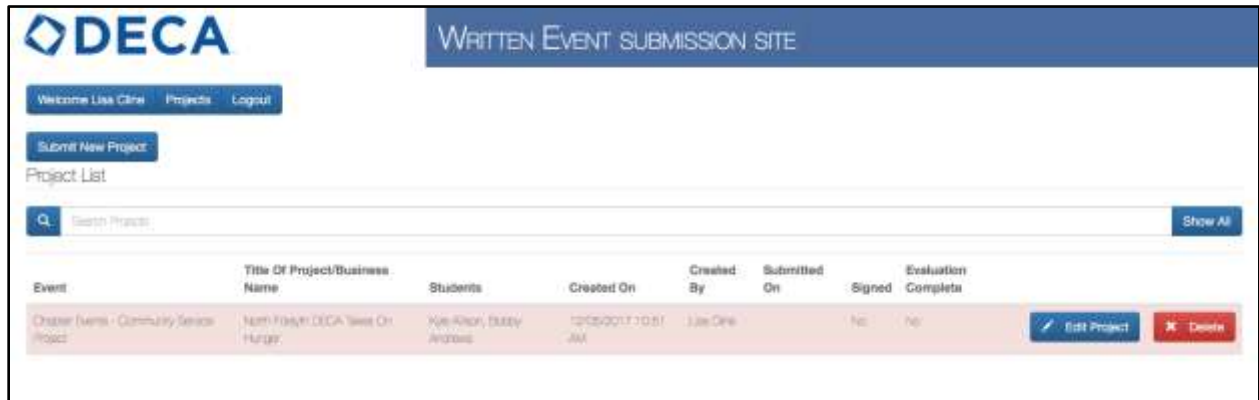
7. Once the project has been attached (you will know it has been attached if you have an option to delete it). You will select students using the dropdown menu titled “Select Students to Add”. It will pull a list of students from your registered DECA Inc. members.



This screenshot is identical to the one above, showing the project upload form. In addition to the red arrow pointing to the 'Delete' button, there are two more red arrows at the bottom of the form. One points to the 'Submit Project' button, and the other points to the 'Save For Later' button.

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).

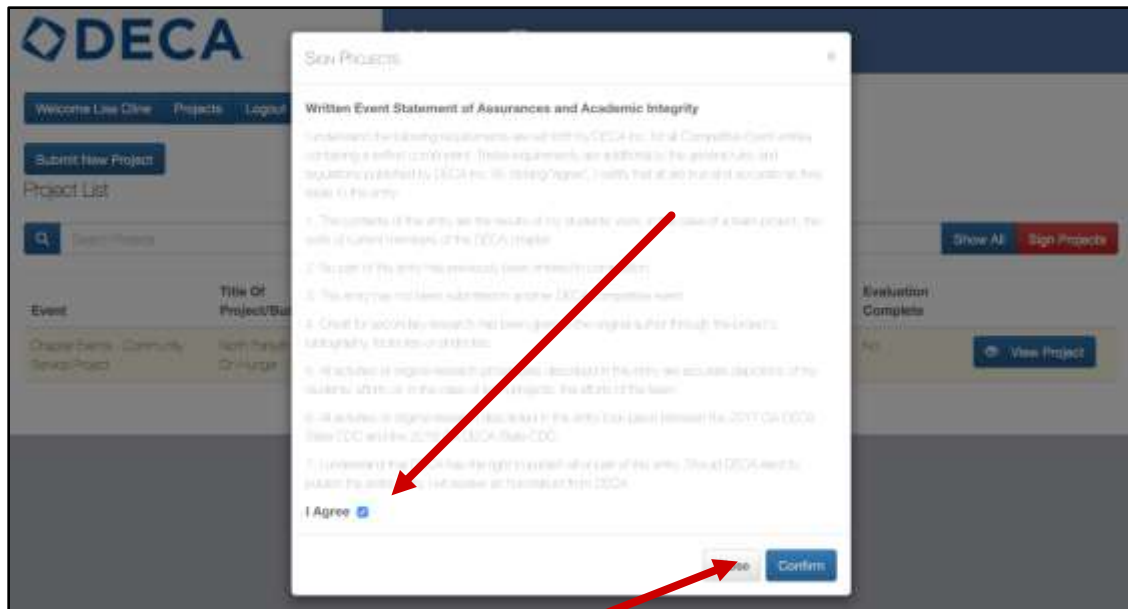


If you select "Submit Project" (on the previous screen) the main page will look like the screen below, where the project is highlighted in yellow.



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.



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.

Written Events/Manuals submitted after February 6th will not be accepted.

INTERNATIONAL CAREER DEVELOPMENT CONFERENCE

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

The screenshot shows a registration interface for a high school. At the top, it says "Registration for [High School]". Below this, there are buttons for "Add Student", "Add Non-Student", and "Select Events For Each Student". A table shows a single participant with ID, Name, Status (A), Events (0), and Item Selection (\$0.00). Below this is a "Save and Finish Later" button and a "Housing" dropdown menu.

A callout box on the right contains the following text:

- 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.**

Below the first screenshot, another screenshot shows a list of students with columns for Name, # of Years in DECA, Gender, and Participant Type. A red arrow points from the "Participant Type" column to a callout box on the right.

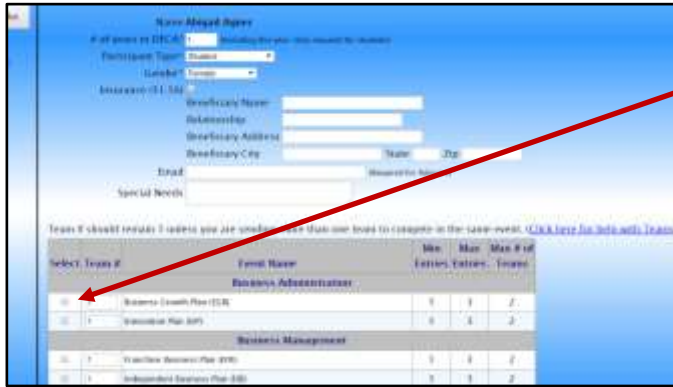
The second callout box contains the following text:

- 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

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

The screenshot shows the registration interface with a table of participants. The table has columns for ID, Name, Status, Events, and Item Selection. The table contains six rows, each with a different status (A or S) and a corresponding item selection of \$0.00. A red arrow points from the "Events" column to the "Select Events For Each Student" button above the table.

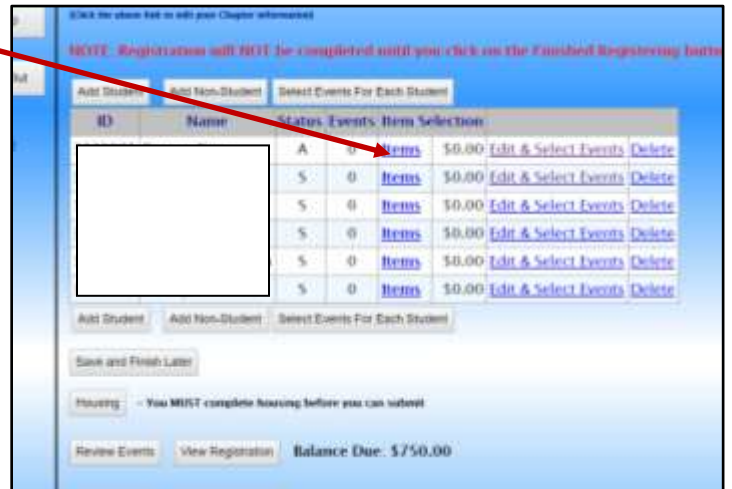
Below the table, there are buttons for "Add Student", "Add Non-Student", and "Select Events For Each Student". At the bottom, there is a "Save and Finish Later" button, a "Housing" dropdown menu with the text "You MUST complete housing before you can submit", and buttons for "Review Events", "View Registration", and "Balance Due: \$750.00".



Select the event for each student

- 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.

NOTICE: Registration will NOT be completed until you click on the Finished Registering Button.

Log Out

Add Student Add Non-Student Select Events For Each Student

ID	Name	Status	Size	Events	Item Selection	Price	Action
		SM	M	0	Items	\$0.00	Edit & Select Events Delete
		AM	M	0	Items	\$0.00	Edit & Select Events Delete
		SM	L	0	Items	\$0.00	Edit & Select Events Delete
		SM	L	0	Items	\$0.00	Edit & Select Events Delete
		SM	S	0	Items	\$0.00	Edit & Select Events Delete

Add Student Add Non-Student Select Events For Each Student

Save and Finish Later

Housing - You MUST complete housing before you can submit

Review Events View Registration Balance Due: \$625.00

Payment must be made in check or money order.
Please make checks payable to PVCC.

- 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

1. Below are two (2) lists. The first list displays individuals that have been assigned to a room and the second list displays individuals that have NOT been assigned to a room

2. Select a Room Type, Room Number and select the checkboxes located beside each individual that you want to put in the selected room

3. Click on the **Add To Room** button and the selected individuals will be added to the room

4. As you continue to assign individuals to rooms, the Housing total will automatically update

5. You MUST click on the **Submit Hotel Reservation** button to complete your reservation

Listed below are the individuals that have NOT been assigned to a room yet:

Select Room Type: Select

Select Rooms:

Select	Room Type	Gender
<input type="checkbox"/>	Single - 4 nights	
<input type="checkbox"/>	Single - 5 nights	F
<input type="checkbox"/>	Double - 4 nights	
<input type="checkbox"/>	Double - 5 nights	F
<input type="checkbox"/>	Triple - 5 nights	
<input type="checkbox"/>	Triple - 4 nights	
<input type="checkbox"/>	Quad - 4 nights	M
<input type="checkbox"/>	Quad - 5 nights	F
<input type="checkbox"/>		F
<input type="checkbox"/>		NCS

Add To Room

Add from another chapter (allows you to add someone from another chapter to this reservation)

- 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.

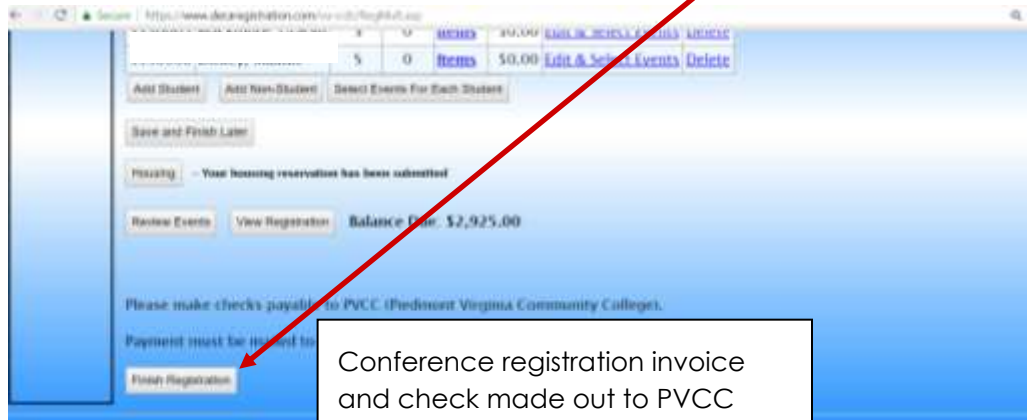
Review and Submit Hotel Reservation.

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:

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