

REGISTRATION INFORMATION

Registration for DECA's International Career Development Conference is submitted to DECA Inc. in the membership site. Virginia DECA will receive and verify the information from chapter advisors before officially submitting the registration. All "Leaders," "Competitors," and "Advisors" attending the conference are required to register for the conference and ALL students must meet ALL eligibility requirements set by DECA Inc., including membership.

REGISTRATION FEE

Leader	\$35 per student member
Competitor	\$55 per student member
Advisor	\$35 per advisor

A minimum of one chapter advisor must register per chapter with Leader and Competitor participants.

Those participating at the "Member" rate of \$0 per student member do not need to register and will simply use their DECA membership ID and a password to login to the conference portal.

ONLINE PROCEDURE

Follow instructions below to register your chapter with Virginia DECA.

Important Note for Competitors:

Your competitive events qualifiers should only register for ICDC if they can participate on the designated days of their competitive event. Unfortunately, there are no exceptions. **Please review the ICDC schedule to confirm this with your students.** You can find all details here [ICDC Information](#)

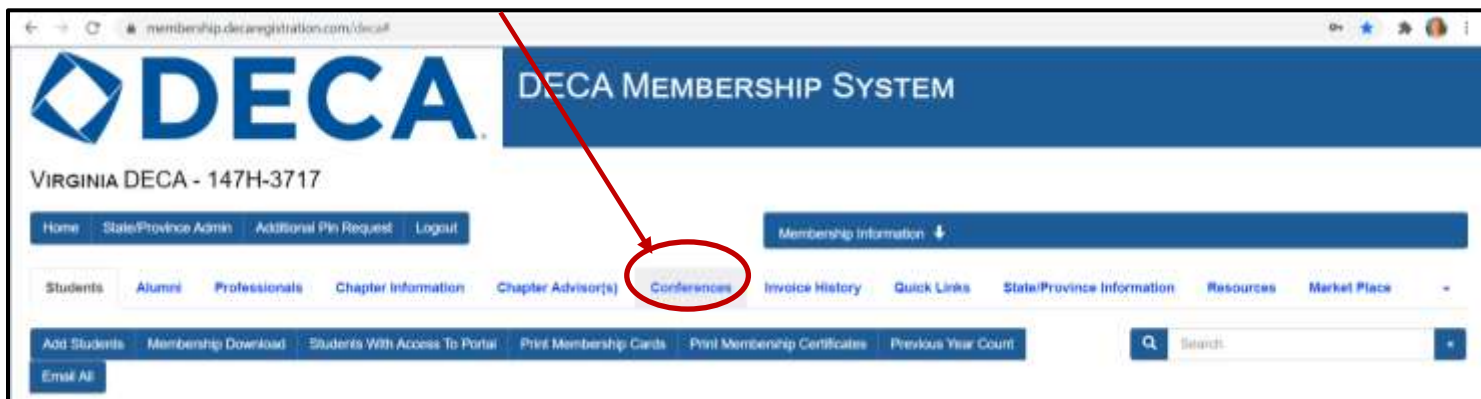
For preliminary competition, members will have a specific day for each component: to turn in their written entry, take their exam and record their presentation. They can do this during a timeframe (8 am EST to 9 pm EST) at any point during that specific day. For final competition, members will have a specific day and time for their presentation that will be published with the announcement of the finalists.

Before registering your competitors, please ensure that your competitive events qualifiers will be able to participate using live video conference software at any given point during the school day on this day In the event your competitors advance to finals. During the live final video competition, an adult proctor will join the student member(s) and judge(s).

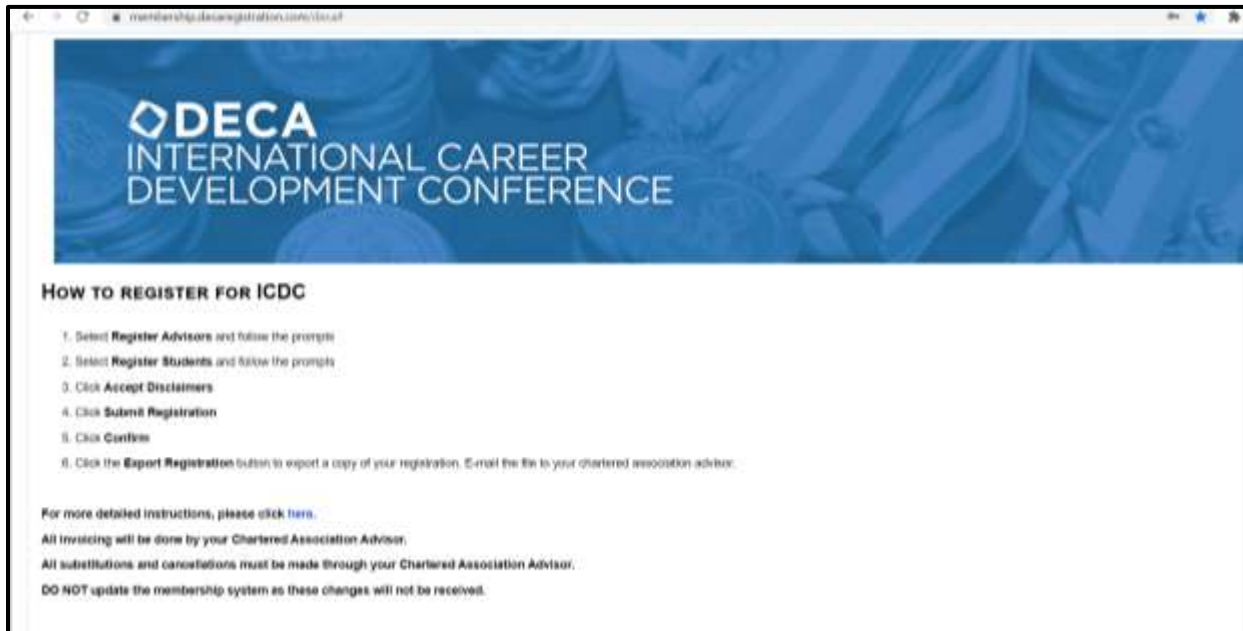
All members appearing before a judge **must wear an official DECA blazer** and adhere to the dress code. The deadline to order blazers and receive prior to ICDC is April 1.

Log into the Membership System at DECA Inc:

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



Follow the on-screen directions.
Detailed instructions are below



1. Click on **Chapter Registration – HS ICDC 2021**
2. Select **Register Advisors**
 - a. Use the check box beside the Advisor name to select the advisors attending or you can use the Select All button. Click continue
 - b. Verify the information that has been pre-filled. Please enter any missing information that is in a **RED** box. Click ICDC Registration under Registration Rates...click next
 - i. Note: The registration fee shows \$0.00 because this is simply for gathering the data, registration rates are invoiced to the chapter by the chartered association.
 - c. Click the drop-down arrow beside T-Shirt and select your shirt size. Click next
 - d. Verify the information on the screen and click finish. You will need to do this for each advisor registering for ICDC
3. Select **Register Students**
 - a. Use the check box beside the student name to select the students or you can use the Select All button. Click continue
 - b. The Name Verification Box will appear, please read that information...click ok
 - c. Please verify the information that is pre-filled from the student record. Home Phone, Cell Phone, and Email are **not** required...Select "Student – Leader" or "Student – Competitor" under Classification...Select Student under Badge Title...click ICDC Registration under Registration Rates...click next
 - i. Note: The registration fee shows \$0.00 because this is simply for gathering the data, registration rates are invoiced to the chapter by the chartered association.

- d. You must choose a competitive event or academy for the student. You will put a select the box to the right of the competitive event or academy that the student will be registered in. (Note: the events can be sorted by name or category by clicking on the column header.)
 - i. If the student is in a team event:
 1. a team number must be selected in the drop-down box
 2. One team member must be designated as the team captain by clicking the Check Box
 - ii. If the student is not in a competitor, then you must select LEAD
 - e. Click Next
 - f. Click the drop-down arrow beside T-Shirt and select the appropriate shirt size. Click next.
 - g. Verify the information and click the Next Student Button and continue for all your students
4. Click the **Select All** button or only the box beside the name of the person you want to register.
 5. Click **Accept Disclaimers**
 - a. Check or uncheck box 1 – email rules and regulations
 - b. You must check the “Read and Agree” check box...click confirm
 6. Click **Submit Registration**
 7. Click **Confirm**
 8. Click the **Export Registration** button to export a copy of your registration. E-mail the file to your chartered association advisor.
- **All invoicing will be done by VA DECA.**
 - **All substitutions and cancellations must be made through VA DECA.**
 - **DO NOT update the membership system as these changes will not be received.**

PAYMENT

All payments must be made by check with the check made payable to Piedmont VA Community College (PVCC). Checks must be mailed to VA DECA at: PO Box 310, Quinton VA, 23131

REGISTRATION DEADLINE

Online Registration is Due March 17, 2021

No additions/substitutions for competitors will be accepted after Tuesday March 30, 2021.

REFUND POLICY

No refunds will be granted after after 4:00 p.m. on Tuesday March 30, 2021.

STUDENTS WITH SPECIAL NEEDS

We want to make every opportunity available for our special needs members to participate in the ICDC. An online form is at <http://www.deca.org/icdcspecialservices> to identify students that need special services. We will work with the school and/or chartered association to provide the appropriate services. It is critical that we receive the form by the **March 27** due date in order to arrange the appropriate services.