

# DECA's Online Membership System – Helpful Instruction and Tips

## Logging In

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

Username: This is your chapter ID. (It will begin as 102H-.... Followed by your chapter's unique number)

Password: **set by you**

Issues logging in:

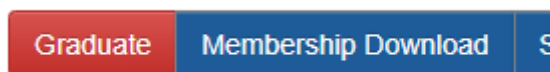
- Forgot Chapter ID?
  - If you are a returning chapter, you can find your Chapter ID on a previous invoice, registration, or membership document.
  - If you are a new chapter, you can search your emails for your approval status information titled "Your Chapter Request Has Been Approved"
- Forgot Chapter Password?
  - Once on the membership website (<https://membership.decaregistration.com/deca#>) click the blue button labeled "Forgot Password".
    - You will need the following information
      - Chapter ID
      - Advisor Email
      - First & Last Name
    - An email to reset will then be sent

## Starting Membership for a New Academic Year

Each year you will be tasked with Graduating and doing a Roll Forward of your students' Grade in the system. To do this take the following steps:

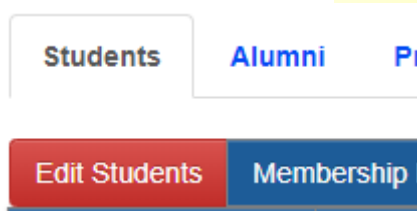
### Part 1: Graduate

- Once in the membership site find the red button labeled 'Graduate'
- The system will then populate your screen with students listed as grade 12 during the 19-20 academic year. On this screen you can update their post-graduation email address if you'd like, or you can move forward to the next step.
- Select which students you want to move to your alumni tab (this does not add them to an invoice, it just moves them to a different screen for now) using the checkbox under the "Graduating" tab. Once you have those students selected you can click "Graduation Complete" at the bottom of the page. (Note: You may also elect to drop them but having their names and contact information on the alumni tab allows you to track and keep a database of former members, with the hopes of engaging them later. Again, you are not billed for their membership unless you later add them as an alumni/professional).
- A confirmation dialogue box will appear for your approval. Click Yes if you're ready to move on.



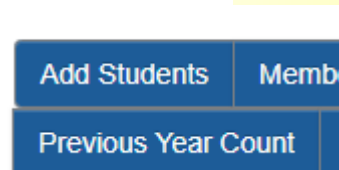
## Part 2: Updating the remaining students from the previous year

- Click on the Red Edit Students button
- Here you must update the remaining student roster from previous years. If a student is not returning you may elect to Drop them from this list at this time using the “Drop” button on the right side of that student’s row.
  - Click the blue button labeled Bulk Grade Rollforward > Confirm
  - Scroll to bottom of the page and click Bulk Edit Complete > Yes
    - The number one call we receive is from advisor’s that don’t see this new button appear after the rollforward
  - Once complete, you are now able to add new students

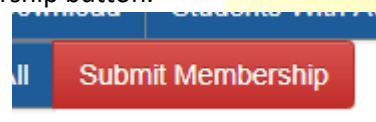


## Part 3: Add your new members

- After graduating and rolling forward your previous roster, the Edit Students button is now replaced with an Add Students button.
- You may add students three different ways:
  - Individual member entry
  - Bulk CSV Upload (recommended)
  - Bulk Member CSV Entry
  - There are templates available for both Bulk options to make it easier for you.
- Information **required** to submit students
  - First and Last Name
  - Years as a DECA Member
    - This includes the current year, so all new members will have a 1, and returning members may be 2-4.
  - Grade in school - 9-12 format
  - Member Title
    - Ex: Chapter member, chapter officer, etc.
- Information asked, but not required
  - Gender & Demographic
    - You may select the Opt-Out option for both of these
  - Contact Information
    - Phone Number and Email address
  - Date of Birth
  - Field of Employment
  - T-Shirt Size



After you add and review your students, click **Select/De-Select All** to decide which students you will then submit for membership and be invoiced for using the red Submit Membership button.



## Membership Statuses

The membership system has three identifications for membership: unsubmitted, submitted and not paid, and paid. You can tell the current status of your roster by viewing the Students tab of <https://membership.decaregistration.com/deca#>

**Unsubmitted** – This means that their information is in the system, but has not yet been invoiced, therefore they are not yet official members. In the system, this is indicated by having a checkbox next to their name as shown below. To submit, you will need to check that box and hit the red Submit Membership button.

Status	Select	Membership ID
	<input type="checkbox"/>	474910

**Submitted, but not paid** – This means that you have submitted your student(s) but the payment has not yet been received or processed by National DECA. The phrase Pending will appear to the left of the student. Pending status allows them to participate in programs like the Virtual Business Challenge, Stock Market Game, and the free online practice testing provided by Alabama DECA, **but they will not be allowed to register for JLDC or CDC until payments have been processed by National DECA.** (This process takes up to three weeks to process so keep that in mind in making payments.) You will receive a payment receipt via email once processed, and the members on that invoice will be converted to paid.

PENDING		47492
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**Paid** – This is the final step for membership and will allow you to register these students for State conferences and competitions. **All members must be PAID before registering for JLDC and CDC.** The phrase Member will appear next to their name. They will also then be able to access the student portal for items like previous ICDC transcripts and their membership card.

Status	Select	Member ID
MEMBER		6202