

# Instructions for Completing Additions Initial Online Membership Roster



## 1. Login to the site and update your roster.

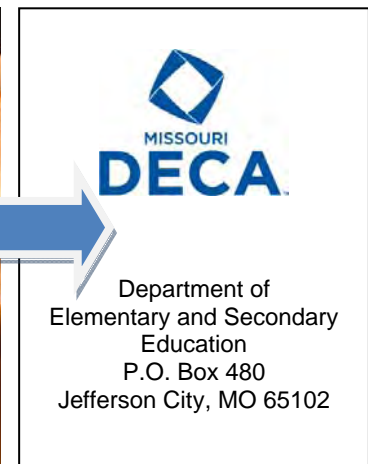
- Go to <http://www.decaregistration.com/hs>. Enter your information as requested on the screen. If you were a chapter last year, simply login using your First name space Last name as your username and Last name as your password.
  - If you have forgotten your user name or password, you can click on the link provided, and National DECA will e-mail your username and password.
  - Instructions are embedded in the system to walk you through the process.
- If your e-mail address has changed, call the Data Management Department at (703) 860-5000 for assistance.
- Please be careful when entering names as any spelling errors can only be changed by National DECA.

## 2. Submit roster and payment to Missouri DECA by February 8.

After you submit your members:

- The system will automatically e-mail you the invoice. Or, you can go to “Reports” from the main menu, select “Statement” and choose “Print.” Please **sign** and **date** on the lines provided.
- Prepare a purchase order or check for dues. Dues are a total of \$10 (National dues of \$8 and State dues of \$2) for students, advisors, and professional members. Make all checks payable to “**Missouri DECA.**”
- Mail a copy of your Membership Roster Invoice (signed and dated) and a **check or purchase order** for state and national dues to **Missouri DECA.**

| Number of Members  | 70% & 10% (170) | 10% (10)        | State Dues (170)  | Nat'l Dues (170)  |
|--------------------|-----------------|-----------------|-------------------|-------------------|
| Students           | 117             | \$8.00          | \$924.00          | \$1,368.00        |
| Advisors           | 1               | \$80.00         | \$80.00           | \$80.00           |
| Professionals      | 1               | \$80.00         | \$80.00           | \$80.00           |
| <b>Total</b>       | <b>172</b>      | <b>\$168.00</b> | <b>\$1,084.00</b> | <b>\$2,496.00</b> |
| <b>Grand Total</b> |                 |                 |                   | <b>\$12,000</b>   |



- The **deadline** for submitting the additions roster is midnight **February 8**.
- **Please ensure your central office sends payment to Missouri DECA, not National DECA.**
- DECA dues are non-transferable and non-refundable. If a student transfers to your program and has paid dues at another chapter within state, they do not have to pay state and national dues again. If they have transferred from another state, they do not have to pay national dues, but must pay state dues.
- Carefully proofread the names of all members you submit on the roster to be sure names have not been omitted or entered twice.
- National DECA will mail membership pins to your chapter.

## QUESTIONS

If you have questions or problems related to the online membership website, please contact Michael Mount with National DECA at [Michael.Mount@deca.org](mailto:Michael.Mount@deca.org) or (703) 860-5000.

If you have questions about submitting your roster or payment to Missouri DECA, please contact Kathy Parrett, Missouri DECA State Treasurer, at [kathy.parrett@dese.mo.gov](mailto:kathy.parrett@dese.mo.gov) or (573) 751-4367.