

Missouri DECA Fall Leadership Conference ❖ Advisor Online Registration

Please read the following information necessary to register your students for the State Conference. In addition, to minimize anticipated frustrations, be sure to allocate time to enter and collect the data necessary information from all attendees (*A form at the end of this document may be helpful in acquiring information is included*).

Items you will need **before** you begin your registration:

- **Advisor National DECA Membership Username and Password** (if you have forgotten, you will have an opportunity to retrieve it once you access the website. NEW ADVISORS, contact the State Advisor.)
- **Purchase Order/Check Number** for registration payment.
- **T-Shirt size** for students, additional advisor(s), chaperone(s) and if applicable, administrator(s).
- **Birth date** for each student.
- **Practice Competitive Event** selected for each student.
- **Rooming** set for students as well as **rooming** preferences for adult attendees.

STATE CAREER DEVELOPMENT CONFERENCE REGISTRATION PROEDURES

The process for entering Chapters attending the Fall Leadership Conference includes each of the following:

(All attending students must be registered as members prior to registering for FLC.)

- A. Entering **Advisor information**.
- B. Entering **Student information**.
- C. Entering **Student Event** participation.
- D. Entering **Non-student** information.
- E. Entering **Housing** for all attendees.

SECTION A - ADVISOR INFORMATION

1. Click on the following link or enter into your browser,
<https://www.decaregistration.com/mo-flc>

2. Click on the “**Registration**” button.



3. Enter your **National DECA Membership Username**
4. Enter your **National DECA Membership Password** (*If you have forgotten your Password, Type your email address in the Email field and Click on the “Send” button. Once you click on the send button, your Login information will be sent to you if you are found in the database.*)
5. Click on the “**Login**” button



If you are logging on **for the first time**, you will see the following screen to complete

Please Verify and update the following information

Advisor * First Name
 Last Name
 T-Shirt Size *

Cell Phone*

School Name *

Address 1
 Address 2

City State Zip

Email *

Phone Ext
 Fax

Password *

Chapter ID

Area (region or district)

Arrival Date* (mm/dd/yyyy)
 Departure Date* (mm/dd/yyyy)

Check/P.O. # P.O. Check #

Special Needs

Do You have a bus driver that needs to be housed?

Save

6. Complete the appropriate fields in the **Verification** form.
- If your cell phone number has changed, please enter correct number.
 - EVERYONE will enter the **ARRIVAL/DEPARTURE** dates as **10/18/2015** and **10/19/2015**
 - You will need to input either a PO number or check number.
 - Only select YES for a bus driver that Missouri DECA needs to house. The cost is \$100 without meals. *There are other properties close by that may be more economical.*

7. Click on the “**SAVE**” button.

The following screen will appear. This screen will allow you to view registration or make changes before you submit. **ONCE YOU SELECT FINISHED REGISTRATION you will NOT be able to make any changes.** ALL changes must go through your District Advisor!

If you need to continue with Registration at another time click “**Save and Finish Later**”

Registration for Missouri DECA
(Click the above link to edit your chapter information)

NOTE: Registration will not be completed until you click the FINISHED REGISTERING button below.
NOTE: To add students to this list, click ADD STUDENT MEMBER below.

There are currently no entries

ADD STUDENT MEMBER
ADD NON-STUDENT

[Save and Finish Later](#)

HOUSING - You MUST complete housing before you can submit

VIEW REGISTRATION Balance Due: \$0.00

Payment made to **MISSOURI DECA**

FINISHED REGISTERING

SECTION B - STUDENT INFORMATION

1. Click on the “Add Student Member” button

There are currently no entries

ADD STUDENT MEMBER **VIEW REGISTRATION** **FINISHED REGISTERING**

ADD NON-STUDENT

[Save and Finish Later](#)

HOUSING - You MUST complete housing before you can submit

2. Complete the appropriate fields on the **Add Student Member** form.

- The session will time out in 20 minutes. *Be sure that you submit your names before the session times out.* If you are interrupted, you may click on the **Add Student Member button again** and continue later. You do not have to enter all of your students at one time. You may enter them in multiple sessions if you think it will take you more than 20 minutes.
- For this screen, you are only selecting student(s) that are participating. – you will enter their competition information later.
- If you don't know each student's # of Years in DECA, input 1.
- Be careful!
 - If you click on the “Select All” Link, it will automatically fill in the Participant Type field and assume ALL of your students are attending!
 - If you do not change the Participant Type from “Not Attending” to some other setting your selections will **not be saved**.

Select All - Selects all members (NOTE: Any previous selections will be overwritten)
*NOTE: All fields are required.

Name	# of Years in DECA	T-Shirt Size	Gender	Grade	Participant Type
Alex Almeida	Already Selected				
Kyle Brownell		Please Select...	Male	Junior	Not Attending
Trent Carter		Please Select...	Male	Senior	Not Attending
Kenny Christman		Please Select...	Male	Sophomore	Not Attending
Jonathan Jones		Please Select...	Male	Senior	Not Attending
Joe Lucchesi		Please Select...	Male	Senior	Not Attending
Brendan O'Shaughnessy		Please Select...	Male	Senior	Not Attending
Eddie Pablo		Please Select...	Male	Junior	Not Attending
Payton Smith		Please Select...	Male	Senior	Not Attending
Jacob Swilley		Please Select...	Male	Junior	Not Attending
Connor Watson		Please Select...	Male	Senior	Not Attending

Save

3. Click on the “Save” button

SECTION C - STUDENT EVENT INFORMATION

1. A list of student(s) attending will appear. Select a student and Click on the “Edit & Select Events” button

ID	Name	Status	Events	Item Selection
1550013	Almeida, Alex	S	0	<u>Items</u>

ADD STUDENT MEMBER **VIEW REGISTRATION** **FINISHED REGISTERING**

ADD NON-STUDENT

[Save and Finish Later](#)

HOUSING - You MUST complete housing before you can submit

2. Enter all information (t-shirt size, birth date, etc.) for each student.

- **Special Needs** – Enter if student requires wheelchair access, gluten free, or other circumstances.
- **SAVE** after each student’s information is entered.

Continue adding names until you have entered all of your participants. As you add participants, if you attempt to enter more participants in an event than are allowed, you will be informed, and not allowed to exceed the event maximum.

You may select VIEW REGISTRATION (from the main page) **at any point**. This will allow you to have an idea of your total invoice amount and a better understanding of who is registered for which events.

A screenshot of a registration form with the following fields and values:

- T-Shirt Size*: L (Do not select for "Bus Driver (no meals)", otherwise, it is required.)
- Birth Date: 01/01/01
- Participant Type*: Student
- Gender: Male
- Grade: Junior
- Email: (Required for advisors)
- Special Needs: Fridge for medicine, Gluten free meals



Keep going...more registration information below!

SECTION D – NON STUDENT INFORMATION

1. Click on the “Add Non-Student” button

A screenshot of a registration interface with the following elements:

- Text: "There are currently no entries"
- Buttons: "ADD STUDENT MEMBER", "ADD NON-STUDENT" (circled in red), "VIEW REGISTRATION", "FINISHED REGISTERING"
- Text: "Save and Finish Later" (with a link icon)
- Text: "HOUSING - You MUST complete housing before you can submit"

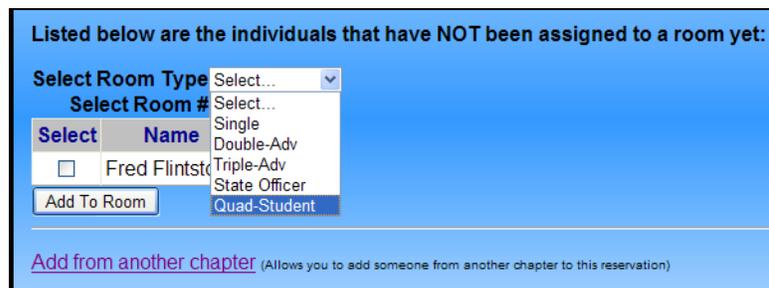
2. Complete the appropriate fields on the **Non Student Member** form. This includes Chaperones, Bus Drivers or Administrators/Guests. All Non-Student will include a registration cost.

SECTION E - HOUSING

1. Click on the "HOUSING" button



This section allows you to ROOM yourself and your students. You WILL NOT select a specific hotel. Hotel assignments will be established after all district registrations are received. Lodging accommodations are based on prior year assignments and total number of attendees in each district.



2. Select the appropriate **Hotel Room Type** from the drop down list - ALL STUDENTS will be roomed **QUAD**.
3. Select the appropriate **Room Number** from the drop down list.
The Room Number allows the system to group participants together into rooms.
→ You will pick the **same room number for each participant that you want to put into the same room** (Females with Females, Males with Males).
4. Select the "Checkbox" beside the **Names** that you want to **Add** to this **Room**
5. Click on the "Add To Room" button.

To Room a Student from another Chapter Contact your District Advisor to room students from other chapters within your district.

If you want to return to the **Main Registration Screen** without Submitting the Hotel Reservation, **Click on the "Back to Registration List (without submitting)"** Link

If you need to make changes to Housing, simply select the Housing link and it will return you to the Housing section.

Make sure all your information is correct before you submit. After all of participants have been entered, and housing is complete, select "Finished Registration" button. You AND your District Advisor will receive an email with your registration. Once this is received, **ONLY your DA may make any changes/ addition/deletions.**



Missouri DECA FLC Registration | Advisor Online Registration Info

DECA Username _____ Password _____

Purchase Order/Check Number _____

ROOM	NAME	T SHIRT	BIRTHDATE	EVENT
1				
2				
3				
4				
5				
6				