

Instructions for Completing Initial Online Membership Roster



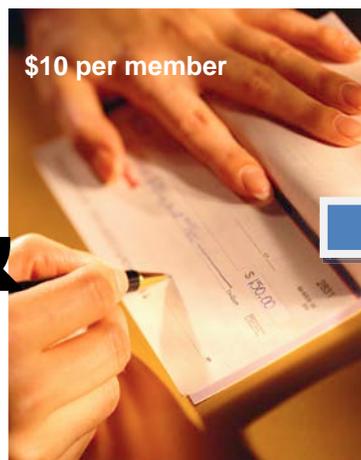
1. Login to the site and update your roster.

- 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 User name and 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.
 - If you are a new chapter, or have not submitted previous registration, click <http://www.decaregistration.com/hs/NewChapter>
 - Instructions are embedded in the system to walk you through the registration process.
- If your e-mail address has changed, you MUST call the Data Management Department at (703) 860-5000 for assistance to make the change.
- Please be careful when entering names as any spelling errors can only be changed by National DECA.

2. Submit roster and payment to DECA, Inc. by **November 15**.

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.
- **Remit a 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 “**DECA.**” **National DECA will NOT accept Purchase Orders.**
- Mail a copy of your Membership Roster Invoice (signed and dated) and a **check for \$10 DECA, Inc.**



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National DECA

ATTN: Membership
1908 Association Drive
Reston VA 20191

- The **deadline** for submitting the initial roster is midnight **November 15**.
- **Please ensure your central office sends payment to National DECA, not Missouri 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 pertaining to the online membership website, please contact Michael Mount with National DECA at Michael.Mount@deca.org or (703) 860-5000.