

Missouri Collegiate DECA State CDC ❖ Online Registration

This is a new system and we appreciate your assistance in streamlining the Registration process. 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).
- **Purchase Order/Check Number** for registration payment.
- **Birth date** for each student.
- **Competitive Event** for each student.
- **STUDENT EMAIL** – must this year have due to virtual nature of this competition.

STATE CAREER DEVELOPMENT CONFERENCE REGISTRATION PROCEDURES

The process for entering Chapters attending State CDC includes each of the following:

- 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-collegiate/>
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.
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 Ms. Stains!

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” button

There are currently no entries

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

[Save and Finish Later](#)

HOUSING - You MUST complete housing before you can submit

2. Complete the appropriate fields on the **Add Student** 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 button again** and continue later. You do not have to enter all competing 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.
 - Be careful! **DO NOT SELECT ALL**, unless all members are participating.
 - *If you click on the “Select All” Link, it will automatically fill in the Participant Type field and assume ALL of members 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	Items

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

[Save and Finish Later](#)

HOUSING - You MUST complete housing before you can submit

2. Enter all information (email, birth date, etc.) for each student.

- Select **Special Event** for Leadership Delegate or for a State Officer that is NOT competing.

CAUTION Team Events: When you select a Team Event, the registration process is similar to individual. However, **if you have MORE than one team in an event, separate team # is designated for each team.** The first team will be number #1; the second team will be #2, etc. Place the same team # on each team member for each contest as you enter them. For instance, if Fred and Barney are on a team together, their team # will both be 1 for that contest. If you enter a second team in this event, and Wilma and Betty are on that team, then the team # should be 2. After selecting the student AND entering a team #, click the **Save** button to save the entry.

- **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.

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

Team # should remain 1 unless you are sending more than one team to compete in the same event ([Click here for help with Teams](#))

Select	Team #	Event Name	Min Entries	Max Entries	Max # of Teams
Business Mgmt & Entrep					
<input type="checkbox"/>	1	Entrepreneurship - Growing Your Business (ENGB)	1	3	999
<input type="checkbox"/>		Entrepreneurship Participating Franchise Event (ENP)	1	999	
<input type="checkbox"/>	1	Entrepreneurship Written Event (ENW)	1	3	999
<input type="checkbox"/>	1	Entrepreneurship Innovation Plan (ENI)	1	3	999
Business Operations					
<input checked="" type="checkbox"/>	1	Business Services Operations Research (BOR)	1	3	999

SECTION D - NON STUDENT INFORMATION

1. Click on the "Add Non-Student" 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 **Non Student Member** form. This includes Advisors, Chaperones, or Administrators/Guests. **All Non-Student will include a registration cost.**

Make sure all your information is correct before you submit. After all of participants have been entered, select “Finished Registration” button. You will receive an email with your registration. Once this is received, **ONLY Ms. Stains** may make any changes/addition/deletions.

Read and agree to the Statement of Assurance prior to submitting. Before you are allowed to ‘Finish Registration’, your Consent Form must be uploaded. This form can be found on our website at <https://www.missourideca.org/conferences-1>.

(Checking box implies the Chapter Advisor has agreed to comply with the policies.)

I agree to the above statement(s)

[Click Here to upload your Consent Form](#) - Not Uploaded Yet

Finish Registration

