

Chapter Membership Processing Instructions

2005-2006 Membership Year

High School Division of DECA

Please submit your initial membership roster by **November 15** so that we know your chapter is active, and so that we have your chapter's updated information in order to send new program information.

Throughout this document the term "state" will be used to refer to states, provinces and territories.

Basic Instructions

Both state and DECA Inc. dues and roster invoices are sent directly to DECA Inc. using the online membership system in all High School states, provinces and territories EXCEPT the ones listed below. DECA Inc. then forwards a chapter membership report to the state contact along with appropriate dues. Chapters must send a signed and dated copy of the roster invoice along with a check for state and DECA Inc. dues to:

DECA Inc.
ATTN: Membership
1908 Association Dr.
Reston, VA 20191
703-860-5000

Quick Tips

1. To move between fields — use the TAB key or mouse.
2. To select options using drop-down menus — you can also use Up/Down arrow keys or type first letter of your selection.

Log-in Instructions

Step 1: Go to www.deca.org/membershipprocessing.html to access the information regarding membership and access to the online membership processing system. From this page you can link to the membership log in or you go directly to the login at this URL – <http://membership.deca.org>.

Step 2: Log in to the membership system. If you don't have your user name and password, don't worry. You will be able to create a user name and password the first time you enter the system. The system will walk you through it. The system is also set up to handle new chapters. From the Log-in page, go to the **Click Here!** feature.

Once you are logged in your chapter name will appear above the MAIN MENU screen. All chapter functions will be handled from the MAIN MENU screen.

Verifying/Updating Chapter Information (existing chapters are already loaded into the system)

Step 3: Go to **Edit Chapter Information** to update your chapter information. Including:

Type of School
Chapter Address and Contact Information
Web site URL (for chapter, program or school)
Name of Administrator

Determine whether your chapter is a New Chapter, Affiliated Last Year, or Re-Affiliated. A **New Chapter** is a chapter in a school that has never had a high school chapter. An **Affiliated Last Year** chapter is one that was active in the 2004-2005 membership year. A **Re-Affiliated** chapter is one that has been active in the past but **NOT** active in the 2004--2005 membership year.

Click on **UPDATE** once you are finished to save the information.

Entering Member Information

NOTE: After you have finished entering all of the members (students, advisors AND alumni/professional) you have at this time, go to the MAIN MENU and click on *Submit to DECA*.

Step 4: Entering Advisors — go to *Update Advisor Membership Roster*

This will take you to the UPDATE ADVISOR ROSTER screen. Click ADD button, allowing you to enter one advisor at a time. Repeat the process for each additional advisor.

After each time you enter an advisor and click OK, you will return to the UPDATE ADVISOR ROSTER screen where you should see all of the advisors you entered as **Unsubmitted Advisors**. When finished entering advisors, click the CLOSE button.

There are 2 categories of advisors – Primary Advisor and Secondary Advisor. You also need to provide:

- Name and Title (i.e., Dr.)
- Email Address
- Years of Service (as a DECA advisor)
- Type of Advisor (see below for descriptions of the two types to choose from)

You must have a primary advisor in order to submit members.

Primary Advisor Contact Information (there can be ONLY one)

The *Primary Advisor* is the main person responsible for the logistics of the chapter, such as processing conference registration. This person will receive copies of all communications sent by DECA Inc., and will be considered the main point of contact between the chapter and DECA Inc. (including membership mailings). He/She will receive anything that is sent to the other three categories, including all competition-related information.

Secondary Advisors Contact Information (you may have more than one)

These are school personnel who are active with the chapter, such as attending conferences and/or meetings, and communicating to students about the chapter. They will receive critical communications such as the *High School Competitive Events Guide*, conference promotional information, and annual calendar.

Step 5: Entering Students — go to *Update Student Membership Roster*

All you need to enter is name and gender.

You will see a screen titled UPDATE STUDENT ROSTER. To enter students into the system, click ADD at the bottom of the screen. Don't worry about putting them in alphabetical order. The system will take care of that when you are done.

You may add up to 10 students at a time. Once you are finished with the first group of 10 or less, click OK at the bottom of the screen. This will take you back to the UPDATE STUDENTS ROSTER screen, where you will see the students listed as **Unsubmitted Students**.

If you have more than 10 students to enter at this time, click on the ADD button again to enter additional students. When finished entering students, click the CLOSE button.

Step 6: Entering Alumni and Professional Members — go to *Update Alumni and Professional Membership Roster*

You will need their names, mailing address including city, state and zip (postal code) and gender, and whether they are an alumni or a professional member. When finished entering alumni/professionals, click the CLOSE button.

Step 7: Submitting Your Membership to DECA Inc. — go to *Submit to DECA*

CAUTION: Do this **ONLY** after you have entered all of the students, advisors and alumni/professional members that you intend to submit at this time.

Once you have entered in all of the members you have at this time, return to the main menu and click on *Submit to DECA*.

The Submit Roster page will list all of the advisor, student and alumni/professional members that need to be submitted to DECA.

Before submitting:

1. Verify spelling, etc., of names.
2. Add Check # or PO # (if available).

Click on OK.

A completed roster/invoice will appear as a .PDF file titled:

**MEMBERSHIP ROSTER
INVOICE**

Please print 2 copies of the Roster/Invoice. Then close the window.

Payment Information

Step 8: Paying Dues

State and DECA Inc. Dues (for everyone in the online membership processing system)

1. Print out your chapter roster/invoice, sign and date it.
2. Request payment to DECA Inc. The signed and dated invoice must accompany the check. Send to:
DECA Inc.
ATTN: Membership
1908 Association Dr.
Reston, VA 20191
703-860-5000

Reminder: **The roster will not be processed without an *original* signature and date from the chapter advisor, along with the appropriate dues.**

Step 9: Once payment is received it will be applied in the online membership system. Membership cards and pins will be mailed.

To review payment status, go to **View Invoices and Payments** from the MAIN MENU screen.

Additional members may be submitted throughout the year using these same procedures.

March 1 is the deadline to submit student members in order for them to be eligible to compete at the International Career Development Conference (ICDC).