



Instructions for the Online Membership System

1. Go to <https://membership.decaregistration.com/deca#> to log into the membership system
2. You must enter your Chapter ID as your username. This was sent to you in an email from membership@deca.org
3. Your password has been sent to you as well. If you have forgotten your password, please use the forgot password option.
4. Verify the following:
 - a. User Information
 - b. Principal's/Dean Information
 - c. Addresses
5. Click Confirm Information to advance to the next screen.
6. Verify the following:
 - a. Student Password - used by your paid students to access their student portal - <https://membership.decaregistration.com/deca/members#>
 - b. Principal/Dean Information - 2nd verification
 - c. CTE (Career Technical Education) Director (High School Only)
 - d. Number of DECA Direct Magazines you would like to receive
 - e. Graduation Preferences - Set the highest grade at your school
 - f. Set what happens to your senior members when you complete the graduation process (done at the beginning of the next school year).
 - i. Move onto the Same Chapter - Select your City and Chapter from the drop-down lists - use this if you will be joining them the next year as your alumni/professional group.
 - ii. Eligible for Alumni/Professional - used so that those members can join as an Alumni/Professional Member and connect back to your chapter or the chartered association.
 - iii. Move on to Various Chapters - used so that those seniors can be joined easily by a Collegiate DECA Chapter.
 - g. Confirm your District, Region, or Area. If you do not know this information, please contact your Chartered Association.
 - h. Confirm your School District - if your district is not listed, please contact your Chartered Association Advisor to get that added.
7. Click Confirm to advance into the membership system.
8. Any **RED** Tabs should be clicked first - When you first login it will be the Chapter Information tab and the Chapter Advisor(s) tab.
 - a. All chapter information will pull from the two confirmation screens that were previously used. Simply verify and make any necessary changes.
 - b. Update all chapter advisors on this screen by editing them or making them inactive by changing their status. Once invoiced they cannot be removed. You can add Chapter Advisors by clicking on the Add Chapter Staff.
9. You will add members through the appropriate tab - Students, Alumni, and Professional.
 - a. Required fields for adding a student member are as follows:
 - i. First Name
 - ii. Last Name
 - iii. Grade/Year in School
 1. 5th Grade thru 12th Grade - for HS



2. Freshman thru Graduate - for Collegiate
 - iv. Gender
 1. Female
 2. Male
 3. Other
 4. Opt-Out
 - v. Demographic/Race
 1. American Indian/Alaskan Native
 2. Asian/Asian-American/Pacific Islander
 3. Black/African-American
 4. Latino/Hispanic
 5. Middle-Eastern
 6. White/Caucasian
 7. Other
 8. Opt-Out - Please use this if you do not know the demographic information as this will not skew the data.
 - vi. Years as a DECA Member
10. Once you are ready to submit, you may do so through the student tab. You can select individual members to submit or you may submit all at once.