

To Online Membership Processing

These suggestions are in addition to the procedures outlined in the Online Membership System Instruction Manual for Chapter Advisors that came with your membership kit.

DECA's Membership Portal can be found at: <http://www.decaregistration.com/hs/Login.aspx>

1. Be sure that you have the following available when you are ready to enter your memberships:
 - a. Membership lists
 - b. Your login and password
2. All advisors from the same school will submit using the same login. If you need separate rosters for your local purposes or for payment, use the process below.
 - a. All advisors at the school need to decide who will be the primary advisor. All advisors will receive all advisor mailings, except for the annual membership kit.
 - b. The primary advisor enters and proofs their members, then submits them to DECA and prints the roster so payment can be processed for just your members.
 - c. One at a time, each secondary advisor will enter, proof and submit their roster to DECA and then will print their roster for processing.
 - d. The information will remain on separate rosters until DECA receives payment, and then each roster will be combined as one roster for Michigan DECA's use.
3. **It is imperative that you make sure you first click on edit chapter** information to update your mailing address, phone number, fax number, whether or not you are a 100% membership chapter, whether or not you operate a School Based Enterprise (SBE), and other pertinent details about your chapter. If these items are not updated then you may miss out on the recognition. We will use whatever was submitted on your roster to award the recognition. If you have already submitted members and need to update your information please let DECA know that it was done by emailing michael_mount@deca.org.
4. **Double and triple check the spellings** when entering names, for this is the spelling that will be used for each student throughout the year.
 - a. We suggest that you enter everyone and then proof it another day or have someone else proof your entries.
 - b. You should also consider using common names, not given or nicknames.
 - c. You can leave your roster in the unsubmitted queue for weeks, until you are satisfied with the entries.
5. Once you have proofed your names, remember to click to submit your roster when you confirm that everything is correct.
6. When you submit the roster, it will ask for the PO or check number. Complete this information if you know it, or you can leave it blank if you do not know the information at the time you submit your roster.
7. After submitting the roster, print a copy so you can use it as an invoice to have payment processed.
8. Remember that the roster is not considered received until the payment is received by National DECA, so be sure to enter the names early so your payment can be received by October 31st.
9. You can submit rosters as often as you would like, but each one will still require payment to be sent in, so I suggest that you send in as many members as possible at one time, to make the process of requesting payment easier for you and your bookkeeper.
10. You can log back in throughout the year to review your members, print outstanding invoices, etc.
11. Please call (734-487-3322) or email (dwait@emich.edu) if you have any questions!