

Conference Registration Procedures

District, State and International Conferences

1. Submit all your members into the DECA Online Membership Portal prior to registering for the Conference. The portal can be found by going to <http://www.decaregistration.com/hs/Login.aspx>
2. Review your roster and add any members to bring your roster to a current status.
3. On the top menu bar, select “Download Membership Data”.
4. Open the downloaded .csv file using Microsoft Excel.
5. Delete the students who are not competing, or any adults who are not attending.
 - **DO NOT type an addition to your registration in place of a deleted student!** We need everyone’s unique DECA membership ID number. If you have any additions to the roster, please do so before downloading the data.
6. Open the Michigan DECA District and/or State Conference Registration file, which is located at <http://mideca.org/teachers/forms/>
7. You will copy the downloaded membership roster (all columns) and paste this information into the Conference registration file, on the blue ‘Registration’ worksheet tab.
 - Click on the top and left-most cell (under the title row) of the membership roster, drag the mouse to select the cells you wish to copy, then right click and select ‘Copy’.
 - On the conference registration file, click on the cell where the data should be pasted (will be the top and left-most cell, underneath the title rows) and right click and select ‘Paste Special’, then choose ‘Values’.
8. You may add any Chaperones or Judges to the list without a DECA membership ID number.
9. Scroll to the right, and select each student’s competitive event and assign a unique team number, if applicable, to let us know how to pair up teammates.
10. For the State Conference, you will also add the student’s Marketing Status (Completer, Concentrator, Participant, None), and for the adults, their work assignment preference.
11. For the International Conference, you will also add in the hotel room type, and give each room a unique room block number, so we know who is rooming with whom. Also, you will scroll to the right and complete the emergency contact information for everyone, including adults.
12. Continue to the yellow ‘Invoice’ tab and finish completing the information requested.
13. Save the registration file as “your chapter name” and e-mail to Ann Day at aday7@emich.edu
14. For additions or substitutions to your roster, follow the same procedures as previous years.
 - If you have less than 10 additions, send an e-mail to Ann with the student’s name, event and team pairing. Be sure to include their DECA membership ID number.
 - If you have more than 10 additions, please fill out a **NEW** conference registration form **with just the students to be added**, following the steps above. *Please DO NOT amend your previous conference registration form and resubmit, that will cause duplicates and extra work at our office to figure out what you’ve changed.*

District Career Development Conferences

The following general registration information is for all District Conferences. Your specific district conference information memo will be sent separately as soon as it is finalized by your district conference coordinator.

Number of Competitors per Chapter:

Chapters will be able to bring the number of delegates listed below, based on your chapter membership:	Maximum Number in Each Event		
	Individual	TDM	Selling/EIP
Chapters with 30 or less members	2	1	1
Chapters with 31-60 members	3	2	1
Chapters with 61-109 members	4	2	2
Chapters with more than 110 members	5	3	3
Chapters with 100% Membership or receiving the “Gimmie 5” Award:			
with 30 or less members	3	2	2
with 31-60 members	4	3	2
with 61-109 members	5	3	3
with more than 110 members	6	4	4

**New chapters may have one additional competitor or team in each event.*

Competition will take place at the District Conference for *Individual Series Events, Team Decision Making events, Principles events, Financial Consulting Event, Innovation Plan Event, Hospitality & Tourism Professional Selling Event, and the Professional Selling Event.*

New for 2019: Michigan students in the four (4) Principles events may not be Seniors.

Competition will **NOT** be held at the District level for the *three (3) Integrated Marketing Campaign events and Start-Up Business Plan events.* These events will start competition at the State Conference. The written entry must be submitted by the deadline for the Written Event Screening. Each chapter is limited to the number of entries listed on page 61 of the Michigan DECA Guide.

Number of finalists attending the State Conference: This number will be set according to the paid memberships for each district, received by November 30. This number will be communicated to you with your registration confirmation.

Chapters are required to have proper supervision.

Number of Registered Students	Minimum Number of Registered Advisors/Assistants
1-20 students	1
21-50 students	2
51-80 students	3
Thereafter, one (1) additional Advisor/Assistant for every thirty (30) students	

All advisors and assistants will be assigned to help administer the competitive events. If a chapter wishes to have an adult available to chaperone students, they will need to bring additional individuals above the minimum number set above. These individuals must be noted on the registration form as chaperones, so they will not be assigned to assist with an event.

Chaperones and Event Assistants are in addition to any judges required by the conference.

District Career Development Conferences

Judges are an integral part of the conference. Each District Conference sets a minimum number of judges that each chapter must secure in order to offer a quality experience for every student. This minimum number is communicated on the conference information memo that is sent for your district. **If a chapter does not fulfill their minimum number of judges at the conference two (2) weeks prior to the conference date, the chapter will be charged \$50 for each judge they are short.** This fee includes judges that are no-shows at the conference. It is the chapter's responsibility that your recruited judges attend and assist at the conference. *Former students must have been out of high school for at least three (3) years before being allowed to serve as a judge.*

Registration Deadline: Registration forms must be received on or before **November 19, 2018.** The excel registration file can be downloaded from the Michigan DECA web site. After you are done with the excel registration file, save a copy on your computer and then e-mail it as an attachment to Ann at aday7@emich.edu

Payment Deadline: Payments must be received on or before **December 5, 2018.** A late fee of \$10.00 per person (up to a maximum of \$100.00) will apply for payments received after this date.

Registration Fees: Each district sets its own registration fees. Refer to the separate conference information memo that is sent from your Conference Chairperson for the costs.

Registration Additions/Cancellations: Only second semester additions will be accepted after the deadline without being charged a late fee. **Refunds are not be available after the registration deadline.**

Event Changes: Once a student has taken the Comprehensive (online) Examination, and they wish to change events, they can only change to an event that takes the same exam that they have taken.

Membership Policy: All conference participants must be paid members of Michigan DECA. Final rosters are due at least one (1) week prior to their respective district conference. *If an individual registered for a conference does not attend or drops out of the marketing education program prior to the conference for which they are registered, they are still required to pay the membership fee, and if necessary, a \$5.00 late payment penalty per member.*

Substitution Policy: Please be aware of Michigan DECA's Substitution Policy before entering students into team events. You should fully explain to students that *both students will not be able to compete* if one of them is unable for any reason to attend the next level of competition (if qualified). Please see page 60 for the full substitution policy.

Conduct: Review the Delegate Code of Conduct with your students. **These completed forms must be brought with the advisor to the conference.**

Attire: Business attire is expected of all delegates. Delegates with improper attire (denim, T-shirts, sweats, cargo pants, no tie, athletic shoes, etc.) will be **penalized twenty points** on the judged event. Refer to the Dress Code for more information.

Awards: Medallions will be presented to the top finalists in each event. Bronze medallions with red, white, and blue ribbons will be presented to the top overall finalists in each event. These individuals will be eligible to represent your district at the State Career Development Conference. Bronze Merit Award Participants will be recognized and receive a Bronze Merit Award Program certificate.

Supplies: Each participant is expected to have a pen or pencil and a calculator for each event. Other items (workbooks, notebooks, handouts, etc.) are not allowed. **Cell phones, smartphones, smartwatches, iPads, iPods, PDAs, programmable calculators and graphing calculators may not be used** during competition, which includes during prep-time, waiting for judges, and during competition in role-play events.

District Career Development Conferences

Transportation: Busses will be given directions on where to park when they arrive. Students are **not allowed to use their cars** for any reason once they arrive at the conference. A map will be sent with specific conference directions.

Added Incentive for Gimmie 5! Award Recipients: Michigan DECA will provide chapters that increase BOTH their membership and district conference participation by 5 or more members, a \$500 credit off from your District Conference Registration fees. The process to receive this credit is simple. All a chapter needs to do is to achieve BOTH steps 1 and 2 below:

1. Sign-up and submit five or more members this year than your chapter had last year by October 31st. *Chapters with 100% membership can still be eligible if they return their 100% membership form and also sign up five professional or alumni members in addition to the chapter advisor(s).*
2. Register five or more students by the registration deadline to compete at your district conference then you had last year.

Enter the credit on the appropriate line on your district conference registration invoice page.

Michigan DECA has posted each chapter's previous year's membership and district conference numbers at <http://mideca.org/teachers/incentivefordistrictregistrationcredit/>, so that you will have a goal for your chapter to receive your \$500 credit.

Payment Option for District Conference Online Testing

Michigan DECA provides the Comprehensive Cluster Examination as a way for school districts to assess the progress of their marketing education students. Michigan DECA's online testing could be used as an allowable expense for Perkins, Added-cost, CTE millages, etc., based on your local policies and budgets. Advisors should talk to with their CTE Administrator to discuss how to include the examination into the appropriate budget.

Major Components of the Comprehensive Cluster Examinations:

- The Cluster Examination is a national test developed by the MBA Research Center. It tests the curriculum and performance indicators that business and industry has selected for each of the cluster areas: Marketing, Management, Finance, Hospitality and the Principles of Business Administration Core.
- **The examinations are open to any marketing education student.** Only students registered for a District Conference who are members of DECA will receive awards for their achievements. The cost of the awards is included in the full district conference registration fees, not from the testing fees.
- The following reports will be provided by February 2019:
 1. Personalized report for each student showing their overall score and their average by each instructional area.
 2. A School Report showing how all students did by instructional area.
 3. A school to Michigan DECA District to State comparison report.
- The testing fee for Comprehensive Cluster Online Examination will be \$9.00 for each student. There are no refunds for students that register but do not take the test.
- Chapters can arrange to have the comprehensive cluster examination fee invoiced separately from their District or State Conference fees. This can be done by completing the appropriate section of the conference registration form.
- Students that register for just the examination are encouraged to, but do not have to be DECA members.