

- The regular rate for submissions through October 7, 2021 at 11:59 p.m. is \$60 per person for Two Day or \$40 per person for One Day registrations.
- Late registrations (with automatic \$10 per person late fee applied) is available from October 7-14, 2021 at 11:59 p.m.
- You can add and/or delete attendees through the final close on October 14, 2021 at 11:59 p.m.
- Invoices will be generated for conference registration and housing, and will be emailed or you can print from the portal.

1. First submit all your members into the DECA Online Membership Portal prior to registering for the Conference. Students may not be added to the Conference if they are not yet a DECA member.

The Membership Portal can be found by going to <http://www.decaregistration.com/hs/Login.aspx>

- Review your roster and add any missing members to bring your roster to a current status.
 - NOTE: You may add any Advisors, Chaperones or Judges to the Conference Registration and Housing without the requirement that they first be a submitted DECA member.
2. Then open the Michigan DECA State Leadership Conference Registration Portal (note that each conference has a different link) at <https://www.decaregistration.com/mi-flc>
3. Click on the REGISTRATION button, and login using the same username and password that you use for the DECA Membership Portal.
4. Update your information for this conference, to make sure you will receive confirmations and invoices. Make corrections, complete required fields (marked with an *), and click SAVE when finished. This takes you to the registration screen.
- If you need to change any information, you can click on the school name at the top of the registration page to edit or change the school or hotel information you just submitted.
5. To register students, click on the ADD STUDENT MEMBER button. Your registered student DECA members will be listed. If you see this error message: “Unable to get members: There are no Student records.”, you have not submitted your students in the DECA Membership Portal, which is required. See step #1.
- Select the students you are taking to SLC.
 - Chose a participant type (Student Two Day or Student One Day) for each.
 - Click SAVE at the bottom of your student member list. This will take you to your list of attendees.
 - **Do to space constraints, chapters are limited to 8 students on Thursday, which applies to One Day, Thursday and Two Day registration types.**
 - *Note: If you have any State Officers in your chapter, you will NOT register them for the conference or housing.*
6. To register adults, click on the ADD NON-STUDENT button. You are required to have a minimum of 1 adult for every 8 students. The portal will not let you submit your registration if your adult-to-student ratio is not met.
- Type in the name.
 - Choose a participant type (Advisor Two Day/One Day or Chaperone Two Day/One Day) and gender.
 - Provide the cell phone number and email address for all adults (required).
 - Click SAVE and repeat for additional advisors and/or chaperones.
- Note: All Advisors and Chaperones will be assigned to assist with the conference as a workshop monitor.**
7. If special accommodations at the conference or in the hotel are needed (i.e., barrier-free access) please communicate this in the delegate’s registration.
- Select EDIT AND SELECT EVENTS next to the attendee’s name
 - In the SPECIAL NEEDS field, describe that delegate’s special needs
 - Click SAVE.

Housing must be assigned for all participants that are attending both days:

8. Select the HOUSING button. You will see your list of attendees.
 - A) Choose a ROOM TYPE (see descriptions below).
 - B) ROOM # (i.e., 1, 2, 3, etc.) from the drop-down menu.
 - C) Place a check mark next to each name(s) of the individual(s) to be assigned to that room, and then click ADD TO ROOM.
 - D) Repeat steps 10A-10C until all of your attendees have been assigned to rooms.
- Room Types:**

 - King: 1 king bed for 1-2 people
 - Adult Double: 2 adults with 2 queen beds (no students may occupy this room type)
 - Triple: 3 people with 2 queen beds, or may be a King with a roll-away
 - Quad: 4 people with 2 queen beds. A maximum of 4 guests may be assigned to one room.
9. To share a room with another chapter: **You must make arrangements to share hotel rooms with another chapter before assigning rooms.** After both chapters have started (but not finalized) their conference and housing registrations on the online Conference Registration Portal, one of the chapters will click on the link that says “ADD FROM ANOTHER CHAPTER”, select the chapter, then the attendee's name, and add them to one of your hotel rooms. The system will split the cost of the room between each chapter, and the charges will appear on each chapter's housing invoice.
 10. When housing assignments are final, click SUBMIT HOTEL RESERVATION. If you see any error messages, they need to be corrected before housing can be submitted.
 11. To finalize and submit your conference registration, select BACK TO REGISTRATION, then scroll to the bottom of the page.
 - Upload your Tax Exempt Form for the hotel by clicking the link. Failure to do so will result in sales tax being added to your hotel balance.
 - You must agree to the above payment and membership policy by checking the box.
 - Click the FINISH REGISTRATION button at the bottom of the screen. If you see any error messages, they need to be corrected before registration can be submitted.
 12. Print the REGISTRATION INVOICES and HOUSING INVOICES for yourself and your bookkeeper(s). Submit the invoices promptly to avoid any late payment penalties.
 - 13. You can make changes to your conference registration and housing through 11:59 p.m. on October 14, 2021.**
 - To make changes, log in to State Leadership Conference Registration Portal.
 - To delete an attendee, click on DELETE on the attendee's row, which will also remove them from housing.
 - To add an attendee, repeat steps #5-8. You will also need to add them to the Housing list as well.
 - To add special needs information to an attendee, click EDIT AND SELECT EVENTS next to an attendee's name and make any changes.
 - Remember to click the FINISH REGISTRATION button to check for problems and to resubmit your registration and get your new invoices.