



Advisor's Guide

To Online Membership Processing

DECA's Membership Portal can be found at: <https://membership.decaregistration.com/deca#>

- **For schools that did not have a chapter last year**, you should select the red box that states 'First Time Chapter Membership' to enter information to start your chapter's account.
- **For schools with a new advisor** that need to enter their membership should email dwait@emich.edu so he can add you into the system and have your password sent. *(You may change the password once you receive it.)*
- **Schools that were active last year:** On August 21, you should have received an email from DECA Membership, which has your login information and password. Please email dwait@emich.edu if you cannot find the email, so your password can be re-sent.

Note to large chapters with returning members: You may email dwait@emich.edu if you would like a copy of last year's members emailed to you as an excel file so you can edit your membership and then upload the file for this year's memberships.

Membership Steps:

1. Be sure that you have the following available when you are ready to enter your memberships:
 - a. List of members that includes their grade and employer
 - b. Your login and password
2. All advisors from the same school will submit memberships 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.
 - 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 invoices.
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. You may log back in and change this information anytime that there is a change to your contact information.
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 for conference nametags.
 - 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 until you are satisfied with the entries.

➔ **Remember, rosters need to be submitted before you can register for the district conference.**
5. Once you have proofread your names, remember to click to submit your roster when you confirm that everything is correct. **Once you click submit, you cannot make changes to those students and you are responsible for payment of their dues, even if they drop out of a conference or your marketing program.**

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, a copy of your invoice will be mailed to you so you can 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 November 30th. Memberships paid after November 30th will not count towards your District's number of qualifiers for the State Conference.
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 and talk to Dave Wait at 734-487-3322 or email at dwait@emich.edu if you have any questions!