



DISTRICT CONFERENCE REGISTRATION

Regular Registration Deadline	Online Testing	Late Registrations and Additions accepted through (with automatic \$5 per person late fee)	Event and Team Changes accepted through	Final Close of Registration Portal and last day of Online Testing
November 27 at 11:59 p.m.	Nov 28 to Dec 7 6:00 a.m. - 6:00 p.m.	December 7 at 4:00 p.m.	December 7 at 4:00 p.m.	December 7 at 4:00 p.m. (testing to 6:00 p.m.)

Registration Prices are set by your District, please refer to the conference Memo that was sent.

An additional fee of \$5.00 will be applied for all students registered after November 27, 2023. No students may be added after 4:00 p.m. on December 7, 2023. (Testing closes at 6:00 p.m. on December 7, 2023.)

Chapters may also have the \$9.00 per student testing portion of the registration fee invoiced separately so it can be paid out of an instructional budget. Email Ann at aday7@emich.edu for a split invoice.

Payment deadline is December 15, 2023. There will be a \$5.00 late payment fee per person up to \$100.00 per school for payments received after December 15, 2023. (This is in addition to the per person late fee if registered after Nov 27.)

Gather the following information before starting your District Conference Registration:

This information will not be shared with anyone outside of the Michigan DECA staff, and will be destroyed when the competition has been completed.

The following is required information, and the portal will not let you submit your registration without it:

Student Information

- Competitive Event
- Teammate (if applicable)
- Grade Level

Adult to Student Ratio: a minimum of 1 adult for every 20 students

(Proctors do not count towards this ratio since they do not attend the conference.)

Advisor Information

- Cell Phone
- Email Address

Event Assistant/Chaperone Information

- Cell Phone
- Email Address

Proctor Information

A Proctor for online testing is REQUIRED before submitting your conference registration. **Do not enter your info!** Proctor rules are on page 3. There is no charge for Proctors. If your Proctor is also a chaperone, then you will register them twice - once as a Proctor, and then again as a Chaperone.

- Cell Phone
- Email Address

Please enter your chapter's judges on the District Conference Google Form

You will not enter them in the conference registration portal

<https://mideca.org/judges/>

First submit all your members into the DECA Online Membership Portal prior to registering for the conference.

Students may not be registered for 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, or Chaperones to the conference registration without the requirement that they first be a submitted DECA member.

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1. Go to the Michigan DECA District Conference Registration Portal (*note that each conference has a different link*):
 - District 1 - <https://www.decaregistration.com/mi-d1>
 - District 2 - <https://www.decaregistration.com/mi-d2>
 - District 3 - <https://www.decaregistration.com/mi-d3>
 - District 4 - <https://www.decaregistration.com/mi-d4>
 - District 5 - <https://www.decaregistration.com/mi-d5>
 - District 6 - <https://www.decaregistration.com/mi-d6>
 - District 7 - <https://www.decaregistration.com/mi-d7>
 - District 8 - <https://www.decaregistration.com/mi-d8>
 2. Click on the REGISTRATION button, and login using the same username and password that you use for the DECA Membership Portal.
 3. Update your information for this conference, to make sure you will receive confirmations and invoices. Make corrections, complete required fields (marked with an *). Click SAVE when finished. This takes you to the main registration screen.
 - If you need to change information, you can click on the school name at the top of the registration page to edit.
 4. To register students, click on the ADD STUDENT button. Your registered student DECA members will be listed. ***If you see this error message: “Unable to get members: There are no Student records”, that means that you have not submitted your students in the DECA Membership Portal, which is required. See page the top of this page.***
 - For the students that will be competing at the District Conference, make any changes as necessary to their grade level, and chose a participant type (Student) for each.
 - Click SAVE at the bottom of your student member list. This will take you to your main list of registrations.
 - *Note: If you have any State Officers in your chapter, you will register them for the conference (and pay their registration fee) **only if they are competing.** We may move their competition to another District, depending on how many officers are assisting that day.*
 5. To add the appropriate Competition event for students:
 - Click on EDIT & SELECT EVENTS next to the student’s name.
 - The chart you see is only for the student listed near the top of the page.
 - Place a check next to the correct event.
 - For team events, keep the #1 in the team number column for both students on the team. You will only change the number when you register a second team in that event. (*For example, you register John & Mike in STDM team #1. Next you register Charlie & Grace in BTDM team #1. Then you register Kate & Stacy who are also competing in BTDM; **then** you will change the team column to #2 for both Kate & Stacy, since you will have 2 teams in BTDM.*)
 - Click SAVE and repeat for all other students that are attending.
 - To make sure you have entered all the student’s events correctly, click on the REVIEW EVENTS button to review. If you need to change anything, go back to the Main screen and repeat the process.

All Advisors and Chaperones will be automatically assigned to assist with competition.

6. To register adults, click on the ADD NON-STUDENT button. You are required to have a **minimum of 1 adult for every 20 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 or Event Assistant/Chaperone) and gender.
 - Provide a cell phone number and email address for all adults.
 - Click SAVE and repeat for additional adults.
7. You will need to register your Proctor that will be overseeing your online testing. Proctors must be:
 - **Able to be present during the entire testing period and willing to actively supervise the exam process throughout the entire time. All students must test in the Proctor's presence at the school. There is no virtual testing allowed.**
 - An employee of the school district.
 - Not a current student in the school building.
 - Not a teacher or teacher's aide within the Marketing Department. Teachers in the Marketing Department may assist during the examination, but remember that the decision of the Proctor is final.
 - Physically capable of observing activities throughout the testing site.
 - Willing to enforce all policies and procedures for testing.
 - Willing to document his/her role as a Proctor by submitting the required forms after the last student has concluded the online testing.
8. If special accommodations for online testing or at the conference is needed for any students, please communicate this using the Special Accommodations Request Form, which is on the Forms page, not through the registration portal.
9. To finalize and submit your conference registration, on the main screen:
 - Proofread the student's events, click on the REVIEW EVENTS button to review. If you need to change anything, go back to the Main screen and repeat step #5.
 - You must agree to the judge 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.
10. Print the REGISTRATION INVOICE for yourself and your bookkeeper(s). Submit the invoices promptly to avoid any late payment penalties.
11. **You may make event changes to your conference registration through the final day of testing (December 7). Log into the portal, and repeat the steps above.**

Make sure you click on FINISH REGISTRATION to re-submit after you make ANY changes!
Refer to the chart on page 1 for deadlines.

**Judges will need to be entered on the District Conference
Google Form at
<https://mideca.org/judges/>**

Please contact Ann aday7@emich.edu if you have any questions on submitting your registration.