



STATE CONFERENCE REGISTRATION

Registration Rate	Registration Deadline	Written Event Uploads for all written events except for MICAP	Deadline for Hard Copies of Written Events EIP, ESB, IMCE, IMCP, IMCS, MICAP, and MIGMAP only	Online Testing
\$85.00 per person <i>a late fee of \$15 per person will apply after deadline</i>	February 14, 2024 at 11:59 p.m. <i>deletions are not allowed after this date</i>	February 16-22, 2024 at 11:59 p.m.	February 22, 2024 at 4:00 p.m.	Chapters will choose either February 27-29, 2024 or March 5-7, 2024 6:00 a.m. - 6:00 p.m.

- Deletions/cancellations can be made using the portal through February 14, 2024, without having to pay their registration rate. After Feb 14, submit a Cancellation Form. Partial refunds may be available, depending on date of cancellation:
 - 50% refund if notified by February 23
 - 25% refund if notified by March 7
 - No refunds after March 7 – *but we still appreciate knowing for scheduling of competition*
- Changes can be made using the portal during the conference registration period, until final close on February 14. Email Ann (aday7@emich.edu) for changes after February 14, 2024.
- Payment deadline is February 27, 2024. There will be a \$15.00 late fee per person up to \$100.00 per chapter for payments received after February 27, 2024. **We can give a two-week payment extension if a fully completed Payment Extension Form is turned in before February 14, 2024.**

Items you will need to gather before submitting your State Conference Registration:

Email addresses are REQUIRED for all adults and voting delegates. *This information 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
- T-Shirt Size (if you choose to purchase for \$15.00 each)

Voting Delegate Information

- Name of student(s) that will serve as your chapter’s voting delegate
Note: you will register them as a student and a second time as a voting delegate
- Email Address

Advisor and Chaperone Information - 1 required per 11 students

- Cell Phone
- Email Address
- Competition Assistance choice (see box on right)
- T-Shirt Size (if you choose to purchase for \$15.00 each)

Proctor Information

- Cell Phone
- Email Address

Hotel Information

- Your first, second, and third choices of hotel
- Who will be rooming together

Selected online testing window date

- Either Feb 27-29 OR March 5-7

Conference Assistance

All advisors and chaperones attending the conference are responsible to assist with the conference and supervision of the students. The following are preferences* in the registration portal:

Advisors or Chaperones:

- Thurs Competition Assistance 1-7:00pm
- Friday Competition Assistance

Chaperones only:

- Judging Thursday 1-7:00pm
- Judging Friday 8:00am-1:00pm
- Judging Friday Noon-6:00pm

Every third Chaperone:

For chapters with three or more adults attending the conference, the chapter advisor will have the option to have every third chaperone be unassigned to allow supervision of the students. *The first, second, fourth, fifth adults, etc., will be required to have an assignment.*

***The Advisor’s Council makes final adult assignments.**

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Make sure to 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, or Chaperones to the Conference Registration without the requirement that they first be a submitted DECA member.

1. Go to the Michigan DECA State Conference Registration Portal at <https://www.decaregistration.com/mi> Click on the REGISTRATION button, and login using the same username and password that you use for the DECA Membership Portal.
2. Update your information for this conference, to make sure you will receive confirmations and invoices. Make corrections, complete required fields (marked with an *).
 - Select your applicable arrival date (Wednesday 03-13-2024 or Thursday 03-14-2024), and your departure date (Saturday 03-16-2024). Most chapters will arrive on Thursday.
 - **You will also need to answer the required questions:**
 1. **Your selected online testing window.** If you have students in events that do not take a test, choose Not Applicable.
 2. **Your second and third choice of hotel.** Your first choice will be the one that you choose when you assign rooms in step #9. *We cannot guarantee you will be assigned to your first choice of hotel. Depending on the district rotational order, and how many rooms are available at each hotel, you may be assigned to your second or third choice.*
 - Click SAVE when finished. This takes you to the registration screen.
 - If you need to change any information, you can click on your school's name at the top of the registration page to edit or change the school or hotel information you just submitted.

STUDENTS

3. **Your District Conference Qualifiers have been pre-loaded into the portal with their District Conference competitive event.**
 - If they are not attending, you will need to delete them (**remember to complete the Qualifier Not Attending Form by February 1** at <https://forms.gle/uH9ob3tx74fL1Z3J9>)
 - If they are competing in a secondary event (MICAP, MIGMAP, or MISBE) as long as competition days do not conflict with their main event, or if they are choosing a written event over their District event, you will need to make those changes.
 - You will need to add their Grade and Gender - see below.
 - 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 1.*
 - For the students that will be competing at the State Conference, make any changes as necessary to their grade level (*this matters for some competitive events*), 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.
 - **If you have any current State Officers in your chapter, you will not register them for the conference.**
 - *Any State Officer Candidates **will** need to be registered for the conference.*
4. 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. Students may compete in only one event, with the exception of MICAP, MIGMAP, and MISBE; students may only compete in these events if days do not conflict with their main 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 at the bottom of the screen and repeat for your other students.

VOTING DELEGATES

5. You also need to register your chapter's Voting Delegates (at least 1 per chapter is required) with their email address. Your chosen voting delegate will have two registrations: one as a student and a second one as a voting delegate.

According to the Constitution, each chapter is allowed one voting delegate per 40 members or a major fraction thereof:

1 voting delegate for 1 to 61 members
3 voting delegates for 102 to 141 members
5 voting delegates for 182 to 221 members

2 voting delegates for 62 to 101 members
4 voting delegates for 142 to 181 members
6 voting delegates for 222 to 261 members

To add your Voting Delegate(s):

- Click on the ADD NON-STUDENT button
- Type in the name.
- Choose a participant type (Voting Delegate).
- Provide the email address, so we can email the voting instructions to them in March.
- Click SAVE and *repeat if your chapter has additional voting delegates, up to your membership count.*

ADULTS AND COMPETITION ASSIGNMENTS

6. To register adults, click on the ADD NON-STUDENT button. You are required to have a **minimum of 1 adult for every 11 students**. The portal will not let you submit if your adult-to-student ratio is not met.
- Type in the name.
 - Choose a participant type (Advisor, Chaperone, or Chaperone every third) and gender.
 - **Chaperone** - Chaperones attending the conference are responsible to assist with the conference and supervision of the students. Please select your preference for the area you would like each of your chaperones to assist with (competition assistance or as a judge) in step #7 below. *All chaperones are required to pay the conference registration fee, even if you bring more than the number required.*
 - **Chaperone (every third, no competition assignment)** - For chapters with three or more adults attending the conference, the chapter advisor will have the option to assign every third chaperone to remain at the hotel, so they have an on-site contact and supervision of the students. This person is to remain available for the chapter's students while the other adults are assisting at the convention center. *Please note that the first, second, fourth, fifth adults, etc., that are registered will be required to assist with competitive events at the conference.*
 - Provide the cell phone number and email address.
 - Click SAVE and repeat for additional advisors and/or chaperones.
7. To select an assignment preference for adults:
- Click on "EDIT & SELECT EVENTS" next to the adult's name.
 - From the Adult Assignment section, check next to the item the adult wishes to assist with.
 - Advisors may only be registered for Competition Assistance; you have a choice of days. *Advisors may not have an assignment of a judge.*
 - The participant types of "Chaperone (every third, no competition assignment)" will not be registered for an adult assignment.
 - Click SAVE and repeat for all other adults that are attending.

Parents and Family Members may stay with your chapter in the hotel, but they are then considered part of the chapter's delegation, so they must also register for the conference and pay the registration fee. **They will need to be included on the same registration form as the chapter and adhere to the same deadlines, adult assistance policy, and Code of Conduct**, even if they are paying their portion on their own. All fees must be paid to the chapter, who in turn pays Michigan DECA. We are not able to accept personal checks. Any refunds will be processed to the school's account, and not a specific individual.

ONLINE TESTING

All students must test at school with a Proctor. Proctors must be:

- 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.
- 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.
- 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. You will be required to register a Proctor before submitting your registration, click on the ADD NON-STUDENT button. *If your Proctor is also one of your chaperones, you will register them twice: once as a chaperone and a second time as a proctor.*

- Type in the name.
- Choose a participant type (Proctor).
- Provide the cell phone number and email address, which is required.
- Click SAVE.

HOTEL

9. To make hotel room reservations, select the HOUSING button. The hotel you choose here will be your first choice. *We cannot guarantee you will be assigned to your first choice of hotel. Depending on the district rotational order, and how many rooms are available at each hotel, you may be assigned to your second or third choice.*

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 9A-C until all your attendees have been assigned to rooms.

NOTE: Voting Delegates and Proctors will show up on this list as available to assign, but you will NOT assign them to a room.

Room Types:

- Single Room King Bed: 1 king bed for 1 person (*for security, students should not stay in a single room*)
- Double Room King Bed: 2 occupants with 1 king bed
- Double Room Two Beds: 2 occupants with 2 beds (*We are allowing students to stay in double rooms when there are special circumstances.*)
- Triple: 3 occupants with 2 beds, or may be a king bed with a roll-away
- Quad: 4 occupants with 2 beds. A maximum of 4 occupants may be assigned to one room.
- Junior Suite: 1-2 adults (*no students may occupy this room type*), for larger chapters to conduct meetings without blocking hallways. *Only available at the Courtyard, Westin, and Fort Pontchartrain.*

10. 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 "ADD FROM ANOTHER CHAPTER". Select the chapter, then the attendees 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.

11. TO MAKE CHANGES BEFORE SUBMITTING HOUSING:

- To change your first choice of hotel, click on the **[CHANGE]** link highlighted in blue, located below the box with the hotel information.
- To change your second or third hotel choices, click on your school's name at the top of the registration page to edit the questions at the bottom of the screen.

T-SHIRTS FOR SALE

12. OPTIONAL ADD-ON ITEMS button may be selected, as desired, for each attendee:

T-Shirts may be added for each person at \$15.00 each. **IF** we have any extra shirts available to sell, they will sell for \$20.00 each at the Alumni booth on Friday. Please pre-order your shirts when you register for the conference as the limited number and sizes we have to sell are usually sold out early!

FINALIZING

13. You will need to upload your sales tax-exempt form for the hotel to waive the 6% sales tax.

14. To finalize and submit your housing, click SUBMIT HOTEL RESERVATION. If you see any error messages, they need to be corrected before housing can be submitted.

- **INVOICE NOTE:** The hotel invoice that you receive is for the hotel you selected as your first choice. We cannot guarantee you will be assigned to your first choice of hotel. Depending on the district rotational order, and how many rooms are available at each hotel, you may be assigned to your second or third choice.
- **Please wait until you receive the invoice from your assigned hotel before remitting the hotel balance for payment, since the amount and address will be different if you are not assigned to your first choice of hotel.** The exception to this guideline is if you have selected the Detroit Marriott as your first choice; you will be automatically assigned there, as we have the most rooms available at this location.

15. To finalize and submit your conference registration, on the main screen:

- To 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 #4.
- You must agree to the Adult Assignment 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.

16. Print the **REGISTRATION INVOICE** for yourself and your bookkeeper(s). Submit the invoices promptly to avoid any late payment penalties.

CHANGES

17. **You may return to make event changes to your conference registration through the final day of registration on February 14, 2024. Log into the portal, and repeat the steps above. Make sure you click on FINISH REGISTRATION to re-submit after you make ANY changes!**

- If you need to make event changes after registration closes, please email Ann at aday7@emich.edu
- If you need to make hotel changes after the registration closes, you will need to wait until the hotel has finished processing the housing list we sent them and send your invoice. You will make hotel changes directly with the hotel's contact person.

Refer to the chart on page 1 for deadlines.

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