

DECA Online Conference Registration Instructions

1. In your web browser, go to the registration URL below that corresponds to your District:
District 1 - <https://www.decaregistration.com/nm-r1>
District 2 - <https://www.decaregistration.com/nm-r2>



2. Click the **REGISTRATION** button to begin registration. You will be brought to the log in screen. Log in using the user name and password that you use for membership. If you have forgotten your user name and/or password, type in your e-mail address in the blank provided at the bottom of the screen, and click **Submit**. Your user name and password will be e-mailed to you.
3. The first time in, you will be asked to verify your school information. Please look all of the information over and correct anything that needs to be corrected. Click **Submit** when you're finished, and you'll be presented with the registration screen.
4. The advisor may be automatically registered, depending on administrative settings.
5. Click the **ADD STUDENT MEMBER** button.
6. Add the # of years in DECA and select the status for each student. (HINT: if you add the year for the first students hit your TAB key, hit "S" on your keyboard and then hit your TAB key again) This will allow you to go to the next field without clicking on the pull down menu for each student.
7. Hit **SUBMIT** on the bottom of the screen.
8. Click edit next to each student's name and select the contest that they will be competing in.

9. To enter Team events, be sure to select the correct team number. Most team events only allow you to enter one team. However, some events allow you to enter more than one team. In such cases, a separate team # should be designated for each team. The first team will be number 1, the second team will be #2, etc. Place the same team # on each team member for each contest as you enter them. For instance, if Billy and Suzy are on a team together, their team # will both be 1 for that contest. If you enter a second team in this event, and John and Phil are on that team, then the team # should be 2.
10. As you add participants, if you attempt to enter more participants in an event than are allowed, you will be informed, and not allowed to exceed the event maximum. At any point, you may press the **VIEW REGISTRATION** button to get an idea of your total invoice amount, and a better understanding of who is registered for which events.
11. When you are finished, click the **FINISHED REGISTERING** button at the bottom. At this point, you may have several red messages at the top of the screen. Please read these carefully. Your registration will not be complete until these problems have been resolved. For instance, you may be informed that you must have 2 voting delegates. To correct this problem, click the **Back To Registration** link at the bottom, select the student(s) you want to be voting delegates and click the **Edit** link beside each student. Change the Status field to Voting Delegate and press **Submit** to save. You may also need to correct issues with contest entries (having too many, or not enough for a team). When you're finished making these changes, press the **FINISHED REGISTERING** button again.
12. If you get a message stating that you have not met the minimum requirements for a team event, then you must click the **Back To Registration** link, and either add students to those contests that are short, or remove students from those contests that may have too many. When you're finished making those changes, press the **FINISHED REGISTERING** button again.
13. After you have corrected all problems that may have appeared, and re-submitted your registration, be sure to **Print** a copy of this invoice to send in with your payment. Next, press the **CONFIRM** link at the bottom to confirm that the invoice is correct. A copy of the invoice will be e-mailed to you, and to the site administrator.
14. If you need to edit your registration, you may come back to this location and make changes up until the registration close date. In order to make changes, click on the **REGISTRATION** button at the left and log in using your user name and password. The list of registered individuals will appear. Simply click the **Edit** link, and make any changes you need. When you do this, remember to click the **FINISHED REGISTERING** button to check for problems, and to resubmit the invoice. Be sure to also click the Confirm link to confirm that the changes are correct.
15. Once you are finished with your registration, be sure to either click the **LOG OUT** link to make sure that the connection is securely closed, or exit your browser. This will ensure that no one can get in and make changes to your registration.