

LOG IN – www.decaregistration.com/nm-s

1. SELECT – REGISTRATION

- Enter your User Name and Password
- Submit
- Verify your contact information
- Select T-shirt size
- Submit

2. ADD STUDENTS TO REGISTRATION

- Add Student Member (If your student is not listed on your screen, then they are NOT a member of DECA, you will need to log out and complete membership for that student with the national office)
- Enter number of years (the number of years the student has been in your DECA program)
- Select Status of student
- Select T-shirt Size
- Submit at the bottom of the screen

3. ADD STUDENT TO EVENT

- Select EDIT next to student name
- Select the event that the student will be participating in
- NOTE: You will need to select the event for **EACH** student
- DO NOT forget any students participating in QUIZ BOWL, VOTING DELEGATES, CHAPTER BANNER and DECA PROMOTION EVENT

Once you have selected the events for each of your students, View Registration to be sure that it is complete and accurate.

4. ADD PROCTOR

- Add proctor name for online testing (**this can be you the advisor—you would be registered twice—once as advisor and once as proctor**)
- Add Non-Student
 - First Name
 - Last Name
 - Type (P)
 - Gender
 - Email
 - Phone Number
- Click Save

5. HOUSING

- Any school planning to stay in a hotel for the conference, you are responsible for making your hotel arrangements. The DoubleTree Hotel is connected, via a tunnel, to the Albuquerque Convention Center. The hotel phone number is 505-247-3344. If you are planning to stay at the DoubleTree, please let them know you are attending the DECA Conference. There is NOT a conference hotel for this event!

6. COMPLETE REGISTRATION

- View Registration, please check for accuracy. Double check your Teams.
- Submit
- Complete Registration

**REGISTRATION WILL NOT BE COMPLETED UNTIL YOU CLICK
THE FINISHED REGISTRATION BUTTON AND THEN CONFIRM.
REGISTRATON IS DUE BY JANUARY 20TH**