



DISTRICT 2 CONFERENCE REGISTRATION

University of New Mexico – Pope Joy Hall

January 16, 2024

General Information

Attendance Eligibility

All DECA members (State and National **submitted membership**) are eligible to participate in the District Conference. Each student attending shall be an active member of DECA, have approval of school administration, chapter advisor, and a parent or guardian unless the student is of legal age.

Delegate and Medical Information Forms

All students attending the District Conference must complete a Medical Information and Delegate Conduct Form. This form can be found online at <https://nmctso.com/deca/resources-forms/>

Online Testing

Online testing for DECA Exams and Curriculum Exams must be done prior to the conference. The testing window is December 1—December 15, 2023.

Registration Information

Each local advisor is responsible for completing the **online** registration and submitting it with the necessary fees to the address indicated on the invoice. **November 10** is the registration deadline. Questions regarding District 2 registration should be directed to Lee Ann Johns, leeannj@aol.com.

IMPORTANT

All District 2 students will be taking the DECA Curriculum Exam online. **You will need to register all students that need to take the curriculum exam.**

Students in a DECA Event and taking Curriculum Exam:

- Select the event they will be participating in
- Select Curriculum Exam - 1st yr or Curriculum Exam - 2nd yr
- Click SAVE

Students only taking the Curriculum Exam:

- Register student for Curriculum Exam – 1st yr or Curriculum Exam – 2nd yr
- Click SAVE

Registration fees and descriptions are as follows:

S	Student -Attending District Conference	\$12.25
3Y	3rd Year Students -Attending District Conference but only taking the curriculum exam	\$2.25
CR	Curriculum Test Only -Students NOT attending the Conference but need to take the curriculum exam	\$2.25
A	Advisor	\$0.00
P	Proctor-Online Testing	\$0.00
C	Chaperone	\$0.00
G	Guest	\$0.00

Late registration is \$15.25 per student.

Proctor

Each chapter will be required to add Proctor information for the online testing at your school. You will not be able to submit your District registration until you have added a proctor.

- Add Non-Student
- Enter Name of Proctor
- Participant Type – select Proctor
- Enter additional information and click Save.

Add Non-Student

First Name* MI Last*

Participant Type*

Gender*

Email* (Required for Advisors, Proctor)

Phone * (Required for Proctor)

Special Needs

All conference payments are due at the time of the event. Any outstanding invoices for District conference will result on a hold put on the schools registration for state conference.

Dress Code

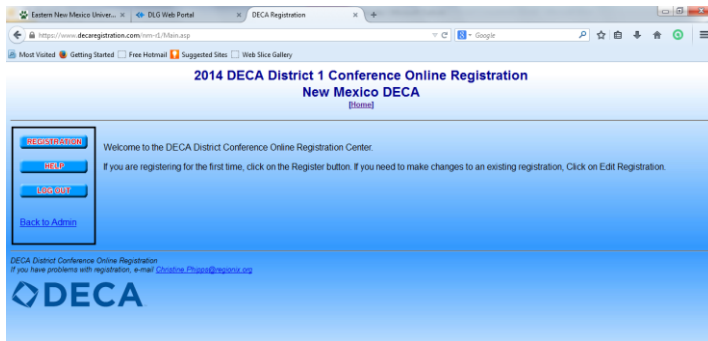
Students attending the District Conference will need to adhere to the DECA Dress Code. Professional Dress is required.

Transportation

Please request bussing for your students for 9:00 am on the day of the conference.

DECA Online Conference Registration Instructions

1. District 1 - <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. If you have more than 1 team, a separate team # should be designated for each team. The first team will be #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. 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 that states 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 any 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.
16. If you want to use any of the automatic positions for your chapter, the link is <https://www.cognitoforms.com/CTLP1/NMDECADistrictAutomaticPositions> pay particular attention to the maximum positions your chapter is allowed. This is due by November 15.