



DISTRICT 1

CONFERENCE

REGISTRATION

General Information

Attendance Eligibility

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

Online Testing

Students competing in Principles of Business Administration Events, Individual Series Events, Team Decision Making Events, Personal Financial Literacy Events MUST complete the online testing. Online testing for DECA Exams must be completed during the Testing Window. The testing window opens on December 1, 2024 at 6:00 am and closes on December 13, 2024 at 5:00 pm.

Registration Information

Each local advisor is responsible for completing the **online** registration for any student competing in an event. Written events automatically advance to the State Conference and students do not need to be registered at the District level. **November 10** is the registration deadline. Questions regarding District 1 registration should be directed to Debi Cline, deca@nmctso.com.

Registration fees and descriptions are as follows:

S	Student	\$8.25
CR	Student, Curriculum only	\$2.25
A	Advisor	\$0.00
P	Proctor-Online Testing	\$0.00

Late registration cost is \$10.25 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.

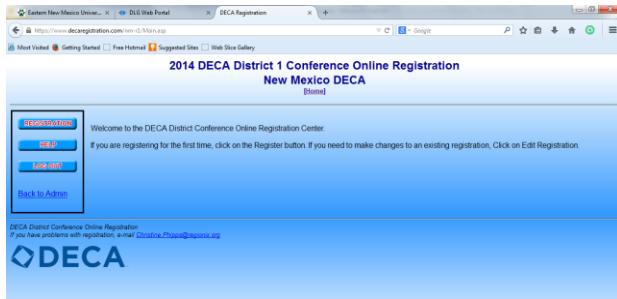
- Add Non-Student
- Enter the name of Proctor
- Participant Type – select Proctor
- Enter additional information and click Save.

The screenshot shows a web form titled "Add Non-Student" with a blue header. The form contains the following fields and options:

- First Name* [text input] MI [text input] Last* [text input]
- Participant Type* [dropdown menu with "Advisor" selected]
- Gender* [dropdown menu with "Select..." selected]
- Email* [text input] (Required for Advisors, Proctor)
- Phone * [text input] (Required for Proctor)
- Special Needs [text input]
- Save [button]

DECA Online Conference Registration Instructions

1. District 1 - <https://www.decaregistration.com/nm-r1>



2. Click the **REGISTRATION** button to begin registration. You will be brought to the login screen. Log in using the username and password that you use for the membership site. If you have forgotten your username and/or password, type in your e-mail address in the blank provided at the bottom of the screen, and click **Submit**. Your username and password will be e-mailed to you.
3. The first time in, you will be asked to verify your school information. Please look at all of the information and correct anything that needs to be corrected. Click **Submit** when you are finished, and you will 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 pulldown 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.

IMPORTANT

All District 1 students will be taking the DECA Curriculum Exam online. **You will need to register all students who need to take the curriculum exam.**

Students in a DECA Event and taking Curriculum Exam:

- Select the event they will be participating in
- Select 1st year Curriculum Exam (NM) or 2nd year Curriculum Exam (NM)
- Click SAVE

Students only taking the Curriculum Exam:

- Register student for 1st year Curriculum Exam (NM) or 2nd year Curriculum Exam (NM)
 - Click SAVE
9. To enter Team events, be sure to select the correct team number. For example, 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.cognitofrms.com/CTLP1/NMDECADistrictAutomaticPositions> pay particular attention to the maximum positions your chapter is allowed. This is due by November 15.

- a. The number of positions your chapter is eligible for depends upon your submitted student membership on November 1.
 - i. 1-50 students means 1 position
 - ii. 51-100 students means 2 positions
 - iii. 101-150 students means 3 positions
 - iv. 151-200 students means 4 positions
 - v. 201-250 students means 5 positions
 - vi. 251+ students means 6 positions