

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 the Status of the student
- Select T-shirt Size
- Submit at the bottom of the screen

3. ADD STUDENT TO EVENT

- Select EDIT next to the student's 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 CHAPERONES

- Add a chaperone
- Add Non-Student
 - First Name
 - Last Name
 - Type (C)
 - Gender
 - Email
 - Phone Number
- Click Save

5. HOUSING

- Any school planning to stay in a hotel for the conference, hotel arrangements are included in the registration system this year. You need to include housing in your purchase order for NM DECA CDC. Once you have registered your chapter, you then move to the housing section of the registration site

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.**

REGISTRATION IS DUE BY JANUARY 24, 2026