

THIS IS
HOW
we do
 DECA

NEW ADVISOR
**ONBOARDING
PROCESS**



NEW ADVISOR ONBOARDING PROCESS

PROCESS



Beginning point for New Chapter Advisors in an existing chapter

- Involvement point for Chartered Association Advisors
- Beginning point for New Chapter Advisors in an existing chapter



NEW ADVISOR ONBOARDING PROCESS

AUTO EMAILS

NEW CHAPTER REQUEST

Dear Chapter Advisor,

Thank you for your request to establish a DECA chapter. Your Chartered Association Advisor will review your request and contact you if there are any questions.

If your chapter is approved, you will receive an email with your login credentials that will include the chapter ID and the password you selected. Once you receive this notification, please log on to the membership site and confirm your contact information. At that point, you will be able to submit chapter member information to begin the membership process.

If you have any DECA membership questions, please do not hesitate to contact us at membership@deca.org or your Chartered Association Advisor (listed below).

[StateAdvisorInfo]

Sincerely,

DECA Membership Team
DECA Inc.
1908 Association Drive
Reston, VA 20191
membership@deca.org
703-860-5000



NEW ADVISOR ONBOARDING PROCESS

AUTO EMAILS

CHAPTER APPROVED EMAIL

Dear Chapter Advisor,

Welcome to the 2019-2020 DECA Membership year! Your chapter request has been approved and you may now proceed to the [DECA Membership Site](#) to set up your chapter.

With the login credentials listed above, you will be able to login and add your members. Please reference [here](#) for step-by-step instructions and view an instructional webinar [here](#). You should also use the instructions to make the process of gathering student member data as smooth as possible.

We look forward to working with you this year. If you have any DECA membership questions, please do not hesitate to contact us at membership@deca.org or your Chartered Association Advisor (listed below).

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NEW ADVISOR ONBOARDING PROCESS

AUTO EMAILS

NEW CHAPTER ADVISOR

Dear Chapter Advisor,

Welcome to the 2019-2020 DECA Membership year! A new DECA Chapter Advisor account has been created for you.

Please use the information below to log into the [DECA Membership System](#).

Username: [Username]

Password: [Password]

If you have any DECA membership questions, please do not hesitate to contact us at membership@deca.org or your Chartered Association Advisor (listed below).

[StateAdvisorInfo]

Sincerely,

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NEW ADVISOR ONBOARDING PROCESS

WELCOME EMAIL

SENT FROM ASSOCIATION SERVICES MANAGER

Welcome to DECA! You have officially started your journey as a chapter advisor and join a network of 6,000 educators who share the same dedication and passion. As a DECA advisor, you now have access to some of the most innovative and relevant classroom resources to help your students reach success.

We invite you to use our [New Advisor Resource Center](#) designed to guide you through everything from how to grow your membership to competitive events.

There's no doubt with the tools and resources available to you, as well as your dedication, you'll quickly learn "how we do DECA." You will soon receive a package in the mail containing a DECA Guide, additional publications and resources. Until then, here are a few highlights of the [New Advisor Resource Center](#):

GET CONNECTED

We are here to help! Enlist the support of your [chartered association advisor](#), DECA Inc's new advisor liaison and online membership support.

 **TIP** | Contact your [Chartered Association Advisor](#) if you haven't already. A few questions we suggest you ask:

1. What dates and deadlines are specific to our chartered association?
2. What is the membership eligibility and deadline for our chartered association?
3. What information do I need to know about conference registration and competitive events in our association?
4. Who would be a great resource for me to connect with in our chartered association?

ACCESS YOUR RESOURCES

These are the most important resources to have at your disposal. Start with [This Is How We Do DECA](#), the ultimate advisor guidebook. [The DECA Guide](#) is your year-long resource for DECA's Comprehensive Learning Program. Browse our online store Shop DECA for apparel, resources and more.

 **TIP** | Use the code [NEWCHAPTER](#) at checkout at [shopdeca.org](#) to get 15% off your first purchase.

THIS IS HOW WE DO DECA

Aligned with [This Is How We Do DECA](#), the ultimate advisor guidebook, this section takes you through how to develop your philosophy, build your chapter's strategy and use DECA's programs to bring your classroom to life.


 **TIP** | Brand your chapter with the attached [chapter logo](#). Familiarize yourself with [DECA's Brand Guidelines](#).

PLAN YOUR YEAR

A successful year needs a solid plan. These tools will help you develop a monthly calendar and program of leadership.

ENGAGE AND REGISTER YOUR MEMBERS

Familiarize yourself with [DECA's online membership system](#). For some FAQs, check out this [DECA Direct Article](#) for more information regarding the membership system website.

 **TIP** | Watch this helpful [webinar](#) that will show you the necessary [steps to submit your membership roster](#).

Please do not hesitate to reach out to myself to ask any questions. I am here to help you throughout your entire experience! Thank you for your dedication and we look forward to watching your chapter grow!

Sincerely,
Rebecca Cox

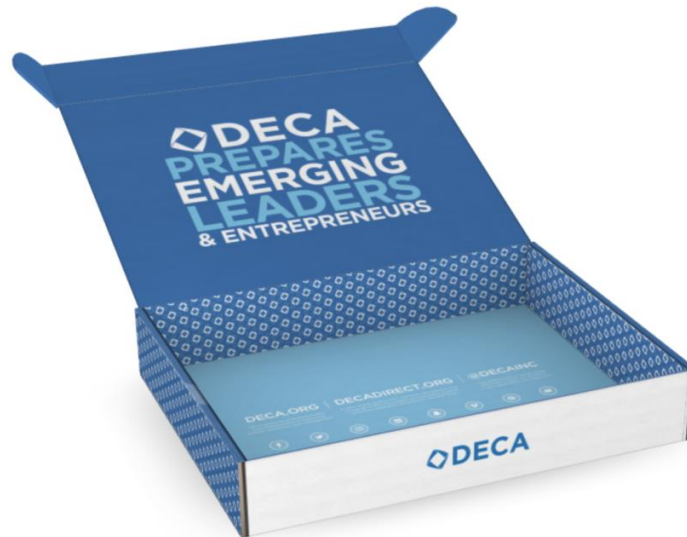


NEW ADVISOR ONBOARDING PROCESS

CHAPTER KIT

THIS IS HOW WE DO DECA

- Welcome Postcard
- Membership Pins (15) – additional pins can be requested through the online membership system.
*New chapters only
- Membership Postcard
- This is How We Do DECA Notebook
- DECA Guide, including This Is How We Do DECA Advisor Guidebook
- Insight
- Join Poster
- Career Cluster Poster
- Competitive Events Poster





ONLINE MEMBERSHIP SYSTEM

INSTRUCTIONS

LOGIN AND VERIFY YOUR INFORMATION

- Go to membership.decaregistration.com/deca to log into the membership system.
- Enter your Chapter ID as your username. This was sent to you from membership@deca.org.
- Your password was sent to you as well. If you have forgotten your password, please use the forgot password option.
- Verify the following:
 - User Information
 - Principal's/Dean Information
 - Addresses
 - Select the opt-in or opt-out option to receive emails from DECA's corporate partners.
- Click **Confirm Information** to advance to the next screen.

VERIFY YOUR CHAPTER INFORMATION

- Student Password – Used by your paid student members to access their student portal at membership.decaregistration.com/deca/members
- Principal/Dean Information – Second verification
- CTE (Career and Technical Education) Director (High School Only)
- Number of DECA Direct Magazines you would like to receive for each issue
- Graduation Preferences – Set the highest grade at your school
- Set what happens to your senior members when you complete the graduation process (done at the beginning of the next school year).
 - Move onto the Same Chapter - Select your City and Chapter from the drop-down lists. Use this if you will be joining them the next year as your alumni/professional group.
 - Eligible for Alumni/Professional - Used so that those members can join as an Alumni/Professional Member and connect back to your chapter or the chartered association.
 - Move on to Various Chapters - Used so that those seniors can join a Collegiate DECA Chapter.
- Confirm your DECA District, Region or Area: if you do not know this information, contact your Chartered Association Advisor.
- Confirm your School District: if your district is not listed, please contact your Chartered Association Advisor to have it added.
- Click **Confirm** to advance to the next screen.

GET STARTED

- Any **RED** tabs should be clicked first. When you first login it will be the Chapter Information tab and the Chapter Advisor(s) tab.
- Students Tab – Graduate:
 - Click the Select All button.
 - Click Graduation Completed – Your students will move based on what is showing in the Graduating School column.
 - OR click Drop Selected – This will remove everyone from the screen and move them into Inactive Status.
- Students Tab – Edit Students

- Click the Bulk Grade Rollforward button and confirm on the pop-up.
- Click the Bulk Edit Complete button and confirm on the pop-up.
- All chapter information will pull from the two confirmation screens that were previously used. Simply verify and make any necessary changes.
- Update all chapter advisors on this screen by editing them or making them inactive by changing their status.
 - Once invoiced, they cannot be removed.
 - You can add Chapter Advisors by clicking on the Add Chapter Staff.

ADD ADDITIONAL MEMBERS

- Add and submit additional members through the appropriate tab – Students, Alumni, and Professional.
- The following information is required when adding a student member.
 - First Name and Last Name
 - Grade/Year In School (5th through 12th for High School and Freshman through Graduate for Collegiate)
 - Gender (Female, Male, Other, Opt-Out)
 - Demographic/Race
 - Years as a DECA member

 **TIP** | Upload your members using an excel template found in the Bulk CSV Upload section.

SUBMIT YOUR MEMBERSHIP AND PAYMENT

- Once you are ready to submit, you may do so through the student tab. You can select individual members to submit or you may submit all at once.
 - Note: Unsubmitted Chapter Advisors will be submitted along with the students.
- Invoicing and Submitting Payment
 - Click on the Invoice History Tab
 - To pay online with a credit card:
 - Click the **RED** Pay Invoices button
 - Select the invoice(s) you wish to pay
 - Fill in all the required fields and click the Pay button
 - To pay with a check:
 - Click the emoji under the view column
 - Print and follow your schools check processing procedure

ADDITIONAL FEATURES

- Previous Year's Data – found by clicking the Membership Information Bar on the top right of your screen, this shows current year compared to two previous years.
- Student Portal – available for students to self-report demographic information, view prior years' transcripts, enter DECA History, and participate in surveys.
- Conferences – shows available DECA Inc. managed conferences that you may register for.
- Invoice History – shows all invoices for the current year along with payments and balances due. Historical invoices are also available through this tab.
- Quick Links – a consolidated listing of links of important resources.
- Association Information – provides contact information for the Chartered Association Advisor, Association Dues rates, and important membership and association meeting dates.
- Resources – houses DECA's W-9 and instruction booklets.
- SBE Certification History – provides past SBE history information for the chapter.
- Name Change Process – allows you to request a name change with reason to get approval of chartered association advisor.