

## REGISTRATION CHECKLIST & INSTRUCTIONS

Use this checklist to ensure all required steps are completed for your conference registration, housing, and payments. **Links (in blue) are included.**



### Important Dates

[Tentative Conference Agenda](#)

#### Written Project Submission Site Open January 3–23

\_\_\_ [20-page written project submission site.](#) (Advisor registers teams by 1/18/23 @ 5:00 p.m. Deadline to upload projects by Team Captain or Advisor to DLG portal is noon on 1/23/23).

\_\_\_ [Written Project Registration Instructions for advisors.](#)

#### Student Scholarship Applications Due by January 24 to [Angela Kim](#) at Washington DECA

\_\_\_ [SCDC Student Scholarship Applications.](#) Based on financial need and type of registration.

#### Registration Site Open February 2 (6:00 a.m.) – 7 (5:00 p.m.), 2023

\_\_\_ [Attendee registration.](#) For advisors, chaperones, and students

\_\_\_ **Hotel and Room assignments.** For advisors, chaperones, and students

\_\_\_ **T-shirt sizes.** For advisors, chaperones, and students

\_\_\_ **Event assignment.** Limit 2 events

\_\_\_ **Optional Events/Items.** Senior Management Academy requires advance online registration

### Registration Information, Policies, and Fees

<b>Registration Fees</b>	Advisors, Students, Chaperones Conference T-Shirts	\$140.00 Included in registration fee for all delegates
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<b>Supervision</b> <i>1:10 ratio</i>	One (1) registered adult for every ten (10) students is required for supervision. <ul style="list-style-type: none"> <li>• Advisors and chaperones must be in attendance throughout the entire conference.</li> <li>• Advisors and chaperones must stay at the chapter's conference hotel.</li> </ul>
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#### Online Testing February 10, 13, 2023

\_\_\_ **All tests must be completed during this window, contact [linda@wadeca.org](mailto:linda@wadeca.org) with questions**

#### 10-page Written Site Open February 15–17, 2023

\_\_\_ [10-page written project submission site.](#) (submitted online to DLG portal by 5:00 p.m. on 2/17/23).

#### Forms Due by February 25, 2023 to [Angela Kim](#) at Washington DECA

\_\_\_ [FORM D.](#) Forms Due (if applicable)

\_\_\_ **Hotel Credit Card Authorization Form(s).** (Please complete for the hotel you select)

#### Due by March 1, 2023 to Washington DECA

\_\_\_ **Conference registration payment.** For advisors, chaperones, and students

#### Advisors Bring to Conference

\_\_\_ [FORM A.](#) Delegate Permission, Release, and Code of Conduct Form for each delegate attending SCDC

Other

— **Invoices for payment.** Please submit SCDC housing and registration invoices to ASB and/or CTE bookkeeper(s) promptly to meet registration and housing payment deadlines

## HOW TO REGISTER

### Registration and Housing Instructions

**STEP 1**  
Conference  
Registration Log-  
In, Profile  
Update, Special  
Chapter  
Requests/Needs

- Go to [decaregistration.com/wa](http://decaregistration.com/wa) (bookmark this page for quick access)
- ◆ Select **REGISTRATION** button and log in with membership username (chapter ID number) and password
  - ◆ Update school and contact information to ensure primary advisor (identified in membership) receives invoices and other communication
    - Make corrections, complete fields, and include special chapter requests/needs
  - ◆ Click **SUBMIT** when finished, which takes you to registration screen

**STEP 2**  
Student  
Registration

- To register **students**, select **ADD STUDENT MEMBER**
- ◆ Registered student DECA members will be displayed
  - ◆ Select t-shirt size for each SCDC participant (t-shirt is included in registration)
    - Under **SELECT STATUS**, select **STUDENT**
    - After selecting all student attendees, click **SAVE** at bottom of member list

**State Officer  
Registration**  
*Area Presidents and  
State President*

- State officers are registered by their chapter and housed by Washington DECA
- ◆ Do not include state officers in chapter housing they will be moved over to Washington DECA housing.
  - ◆ State officers will travel to SCDC on March 1
  - ◆ State officers will return home from conference with their chapters

**STEP 3**  
Advisor and  
Chaperone  
Registration

- Select **ADD NON-STUDENT**
- ◆ Type in name, select t-shirt size, participant type (advisor or chaperone), and gender, and provide cell phone number for advisors

**STEP 4**  
Optional Items  
and Events

- Events**  
Sign up each student for one-two events on Friday
- ◆ Select **EDIT AND SELECT EVENTS** next to attendee's name

**STEP 5**  
Special  
Accommodations

- If special accommodations at the conference or in the hotel are needed.
- ◆ Select **EDIT AND SELECT EVENTS** next to attendee's name
  - ◆ In **SPECIAL ACCOMODATIONS** field, describe delegate's accommodation, and **SAVE**

**STEP 6**  
Housing

- [List of Hotels and rates](#)
- ◆ Due to hotel availability, please place 3 students in King Rooms w/Rollaway, and minimum 3 students (preferably 4 students) in Double Rooms.

**Credit  
Authorization**

- Will vary by hotel.** Each hotel's secure credit card authorization form will be emailed to advisors by their applicable hotel.
- ◆ Authorization must be submitted to hotel through their secure site where available.
  - ◆ **Hyatt accepts only credit card authorizations to hold rooms.** Select a hotel other than the Hyatt or Westin if you cannot reserve and pay for rooms with a credit card or pre-pay by check.

**Hotel Room  
Assignments**

- Select **HOUSING** button
- ◆ Housing must be assigned for all participants unless chapter will commute (an option if located within 20 miles of conference venue)
  - ◆ Select Hotel – first come basis, but do not block rooms you don't need!
  - ◆ **If chapter is commuting**, select **NO HOTEL** in hotel list, then select **SUBMIT HOTEL RESERVATION** (contact Angela Kim to **override** if needed)

**Room Types**

- After selecting **HOUSING** and the hotel, you will see your list of attendees
- ◆ Choose **ROOM TYPE** (see descriptions below) and **ROOM #** from drop-down menu
  - ◆ Select name(s) of individual(s) to be assigned to room and select **ADD TO ROOM**
- 1 King Bed.**
- ◆ 1-2 guests
- 2 Beds.** 2 queen beds
- ◆ 3-4 guests
- King with Rollaway.**
- ◆ 2-3 guests

**Submit Housing**

- When housing assignments are final, click **SUBMIT HOTEL RESERVATION**
- ◆ Red messages indicate issues to be corrected before housing can be submitted

**STEP 7**  
**Finalize**  
**Registration and**  
**Check Chapter**  
**Agreement Box**

- To finalize and submit registration, select **BACK TO REGISTRATION**
- ◆ Click **Chapter Agreement box** that states, “By submitting SCDC registration, I assure that I have school and district authorization to attend this conference, and I agree to pay the Conference registration and housing fees charged.”
  - ◆ Click **FINISHED REGISTERING** button (bottom of screen)
    - Red messages indicate issues to be corrected; then click **FINISHED REGISTERING** again
    - Print **REGISTRATION** and **HOUSING INVOICES** and submit to bookkeeper(s)

**Registration**  
**Changes**

- You can make changes to registration and housing **through 5:00 p.m. February 7.**
- ◆ To make changes, log in to **SCDC registration** and click edit
  - ◆ Remember to click **FINISHED REGISTERING** button to check for problems, resubmit registration, and get new invoices
  - ◆ No refunds after February 7, if you have changes, contact [angela@wadeca.org](mailto:angela@wadeca.org).

**School Based Enterprise Academy and Competition**

**Logistics and**  
**Details**

- Friday, March 3, 9:00 a.m.– 4:00 p.m. at Hyatt Regency, Chapters are allowed a maximum of **2 entries** for this event (1 SBEF(Food) and 1 SBER(Retail)), if an SBE event was submitted to DECA Inc.
- ◆ Teams may be comprised of **up to 3 members.**
  - ◆ ***\*Qualification for attending the SBE Academy and Competition at ICDC is determined by DECA Inc.***

**Senior Management Academy**

**Logistics and**  
**Details**

- Designed for senior students who did not qualify to compete at SCDC but would like to be part of SCDC and participate in this training opportunity, etiquette lunch included.
- ◆ Friday, March 3, 10:00 a.m.–3:00 p.m.

**Application**

- Space is limited, so interested students must apply.
- ◆ Application deadline is **January 24 by 5:00 p.m.**
  - ◆ [Application](#)