

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](#)



Student Scholarship Applications Due by January 25 to [Angela Kim](#) at Washington DECA

___ [SCDC Student Scholarship Applications](#). Based on financial need.

Online Testing February 08, 09, 2024

___ All tests must be completed during this window, contact linda@wadeca.org with questions

10-page Written Site Open February 14–16, 2024

___ [10-page written project submission site](#). (submitted online to DLG portal by 5:00 p.m. on 2/16/24).

Forms Due by February 23, 2024 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)

◆ [Hyatt Regency Credit Card Authorization Form](#)

◆ All other hotels will send advisors a Credit Card Authorization Form electronically

Due by February 26, 2024 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.

Remit Registration payment to:

Washington DECA
15215 52nd Ave S
Suite 105
Tukwila, WA 98188

FAQ

___ **Questions?** Click [here](#) to view our FAQ on everything SCDC related!

Registration Site Open February 1 (6:00 a.m.) – 6 (5:00 p.m.), 2024

- ___ [Attendee registration.](#) For advisors, chaperones, and students
- ___ **Hotel and Room assignments.** For advisors, chaperones, and students
- ___ **Shirt sizes.** For advisors, chaperones, and students
- ___ **Event assignment.** Limit 2 events
- ___ **Optional Events/Items.** Idea to Impact, Senior Management Academy, and Certification Testing requires advance online registration

Registration Information, Policies, and Fees

Registration Fees	Advisors, Students, Chaperones	<p>\$ 160.00</p> <p>Conference t-shirts included in registration fee for all delegates.</p> <p>**For each delegate registered in the housing block there will be a \$20.00 rebate</p> <p>Please select in registration: [Participant Type – With Housing Rebate]</p>
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HOW TO REGISTER

Registration and Housing Instructions

<p>STEP 1 Conference Registration Log-In, Profile Update, Special Chapter Requests/Needs</p>	<p>Go to decaregistration.com/wa (bookmark this page for quick access)</p> <ul style="list-style-type: none"> ◆ 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. <ul style="list-style-type: none"> ➢ Make corrections, complete fields, and include special chapter requests/needs ➢ Please verify advisor t-shirt sizes are correct. ◆ Click SUBMIT when finished, which takes you to registration screen <ul style="list-style-type: none"> ➢ Please note that Area Qualifiers are already included in your registration ➢ You will need to remove the written projects that did not qualify
<p>STEP 2 Student Registration</p>	<p>To register students, select ADD STUDENT MEMBER</p> <ul style="list-style-type: none"> ◆ Registered student DECA members will be displayed ◆ Select t-shirt size for each SCDC participant (t-shirt is included in registration) <p>Under SELECT STATUS, select:</p> <ul style="list-style-type: none"> ➢ STUDENT REGULAR REGISTRATION ➢ STUDENT WITH HOUSING REBATE <p>After selecting all student attendees, click SAVE at bottom of member list</p>
<p>State Officer Registration <i>Area Presidents and State President</i></p>	<p>State officers are registered by their chapter and housed by Washington DECA</p> <ul style="list-style-type: none"> ◆ Do not include state officers in chapter housing they will be moved over to Washington DECA housing. ◆ State officers will travel to SCDC on Wednesday, February 28, 2024 ◆ 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 based on the following below, gender, and provide cell phone number for advisors

Under **SELECT STATUS**, select:

- **ADVISOR OR CHAPERONE REGULAR REGISTRATION**
- **ADVISOR OR CHAPERONE WITH HOUSING REBATE**

STEP 4**Optional Items
and Events****Events**

Sign up each student for 1-2 events on Friday

- ◆ Select **EDIT AND SELECT EVENTS** next to attendee's name

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 5**Special
Accommodations****STEP 6****Housing****Credit
Authorization****List of Hotels and rates**

- ◆ Due to hotel availability, please attempt to place 3 students in King Rooms w/Rollaway, and a minimum of 3 students (preferably 4 students) in Double Rooms.
- ◆ Additional hotels will be added if needed.

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 your assigned hotel through their secure site when available.
- ◆ **There are some hotels that accept only credit card authorizations to hold rooms.** Select a hotel other than those listed on the hotel sheet if you cannot reserve and pay for rooms with a credit card.

**Hotel Room
Assignments**

Select **HOUSING** button

- ◆ Housing must be assigned for all participants unless chapter will commute
- ◆ Select Hotel – first come basis
- ◆ **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**

To finalize and submit registration, select **BACK TO REGISTRATION**

- ◆ Click **Chapter Agreement box** that states, "By submitting SCDC registration, I assure I have school and district authorization to attend this conference, and I agree to pay the Conference registration and housing fees charged."

Check Chapter Agreement Box

- ◆ Click **FINISHED REGISTERING** button (bottom of screen)
- Red messages indicate issues to be corrected; then click **FINISHED REGISTERING**
- 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 6.**

- ◆ 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 6, if you have changes, contact angela@wadeca.org.

School Based Enterprise Academy and Competition**Logistics and Details**

Friday, March 1, 9:00 a.m.– 4:00 p.m. at the 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 2 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.

Friday, March 1, 9:30 a.m.- 2:30 p.m. at the Hyatt Regency

Application

Space is limited, so interested students must apply.

- ◆ Application deadline is **January 25 by 5:00 p.m.**
- ◆ [Application](#)

Idea to Impact**Logistics and Details**

The IDEA to IMPACT challenge is an opportunity for students to pitch a business idea that will benefit their **local community**. Students can compete in the Idea to Impact Challenge and one other event, with no category restrictions. This is a Washington SCDC event only.

- ◆ Friday, March 1, 11:00 a.m.- 4:00 p.m. at the Hyatt Regency
- ◆ [Student Guidelines](#)

Testing Center**Logistics and Details**

Don't miss out on the chance to register for testing during SCDC!

Testing will take place on:

- ◆ Thursday, 2/29/24
- ◆ Friday, 3/1/24

The Testing Center is conveniently located in the Hyatt Auditorium.

Project Management Ready – No Exam Fee (fee is usually \$75.00)

This test is the first step to PMR certification through the Project Management Institute and is industry-recognized. Times will be distributed prior to SCDC.

- ◆ Friday, 3/1/24 from 9:00 am – 4:00 pm.
- ◆ First priority will be given to those students registered in Project Management events, but there may be opportunities for additional testing.
- ◆ Study materials will be available in mid-February.

School Based Enterprise Certification – No Exam Fee

This test is only available for SBE participants on Thursday 2/29/24.

- ◆ Don't forget to check out the [Study guide](#) and [guidelines](#).

MOS Certification – Any 365 exam – No Exam Fee

This test will be available for students registered for the exam in SCDC Registration. Times will be determined prior to SCDC. Students registering for this exam may not be competing or presenting on Friday.

- ◆ Friday, 3/1/24 from 9:00 am – 4:00 pm.
- ◆ Study materials will be available after registration closes