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

Student Scholarship Applications Due by January 25 to Angela Kim at Washington DECA

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**

<table>
<thead>
<tr>
<th>Registration Fees</th>
<th>Advisors, Students, Chaperones</th>
<th>$160.00</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Conference t-shirts included in registration fee for all delegates.</td>
<td></td>
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<tr>
<td></td>
<td><strong>For each delegate registered in the housing block there will be a $20.00 rebate</strong></td>
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<tr>
<td></td>
<td>Please select in registration:</td>
<td></td>
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<tr>
<td></td>
<td>[Participant Type – With Housing Rebate]</td>
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**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
  - Please verify advisor t-shirt sizes are correct.
- Click **SUBMIT** when finished, which takes you to registration screen
  - Please note that Area Qualifiers are already included in your registration
  - You will need to remove the written projects that did not qualify

**STEP 2**

**Student Registration**

To register **students**, select **ADD STUDENT MEMBER**

- Registered student DECA members will be displayed
- Select t-shirt size for each SCD participant (t-shirt is included in registration)

Under **SELECT STATUS**, select:

- **STUDENT REGULAR REGISTRATION**
- **STUDENT WITH HOUSING REBATE**

After selecting all student attendees, click **SAVE** at bottom of member list

**State Officer Registration**

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 Wednesday, February 28, 2024
- State officers will return home from conference with their chapters

**Phone:** 206.285.1195 | **Website:** [www.washingtondeca.org](http://www.washingtondeca.org)
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

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 ACCOMMODATIONS field, describe delegate’s accommodation, and SAVE

STEP 6
List of Hotels and rates
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
- 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.”

Phone: 206.285.1195 | Website: www.washingtondeca.org
State Career Development Conference  
February 29 – March 2, 2024 | Bellevue, WA

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.

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

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