



# WRLC 2024 Out of State Chapter Registration Instructions

Registration opens 9/23 at 8:00 a.m. PST

Visit the registration site here: <https://www.decaregistration.com/wrlc>

1. Click on “Add My Chapter” and input advisor and chapter’s information.
2. Be sure to create a username and password you will remember in case you need to access the site again.
3. NOTE FOR ADVISORS: Please input jacket size under t-shirt size field.

## Western Region Leadership Conference 2024 WRLC 2024

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Registration

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Registration Type: **Standard**

If you have not registered this chapter for the conference before and do not have a user name and password, click [Add My Chapter](#) to add your chapter. Otherwise, please log in with your National DECA Chapter ID and Password

Please enter your username and password

User Name

Password

Login

Please note that you must have cookies enabled (especially session cookies) in your browser, in order to log in.

Can't remember your password? Enter your email address below, and if we find your record, your password will be emailed to you.

Email Address:  Send

Please click on the **Help** button in the Left Menu for important links/guides

### Please provide the following information

<b>Advisor *</b>	First Name <input type="text"/>
	Last Name <input type="text"/>
	T-Shirt Size * <span style="border: 1px solid black; padding: 2px;">Please Select...</span>
<b>Cell Phone*</b>	<input type="text"/>
<b>Chapter Name *</b>	<input type="text"/>
<b>Address 1</b>	<input type="text"/>
<b>Address 2</b>	<input type="text"/>
<b>City</b>	<input type="text"/>
<b>State</b>	<input type="text"/>
<b>Zip</b>	<input type="text"/>
<b>Email *</b>	<input type="text"/>
<b>Billing EMail</b>	<input type="text"/>
<b>Chapter Phone</b>	<input type="text"/> Ext <input type="text"/>
<b>Chapter Fax</b>	<input type="text"/>
<b>Chapter Type</b>	<span style="border: 1px solid black; padding: 2px;">High School</span>
<b>User Name *</b>	<input type="text"/>
<b>Password *</b>	<input type="password"/>
<b>Chapter ID</b>	<input type="text"/>
<b>Area/Region/District</b>	<span style="border: 1px solid black; padding: 2px;">Please Select...</span>
<b>Payment Type</b>	<input type="radio"/> Check <input type="radio"/> Credit Card (A 4% Convenience Fee will be added to the invoice)
<b>Check #</b>	<input type="text"/>
<b>Special Needs for This Chapter</b> <small>(Please do not put individual needs in this area)</small>	<div style="border: 1px solid black; height: 40px; width: 100%;"></div>

Save



## Import Registration

Below are the specifications for the import file

- Click [here](#) and Save for a template file
- File must be a .CSV file
- Fields:  
 FirstName, LastName, MI, Email, ParticipantType, TShirtSize, Gender, NumYears, Grade, MemberNum, Event, TeamNo, TeamCaptain
- All fields (columns) MUST be present, even if there is no data.
- Required Fields are: FirstName, LastName, ParticipantType, TShirtSize, Gender, NumYears, MemberNum, Event
- Shirt Size and Gender values must be capitalized (S, M, L or F, M)
- TeamCaptain may be left blank or can have a value of either Y or N

**NOTE: Commas in the text could cause problems. Please try to avoid using commas in names.**

Participant Type/Events must be one of the following values. Include the Code ONLY

Reg Code	Description
OA	Out of State Advisor
OS	Out of State Student
OC	Out of State Chaperone
CAA	Chartered Association Advisor
CAS	Chartered Association Staff
OO	Out of State – State Officers

Event Code	Description
CSB	Communication Skills for Business Certification Exam
ESB	Entrepreneurship and Small Business Certification Exam
MOS Excel	Excel Certification Exam
MCS	Marketing Communications Role Play
ME	Marketing Exam Competition
MJI	Mock Job Interview
MOS PP	PowerPoint Certification Exam
PEN	Principles of Entrepreneurship Role Play
PMR	Project Management Ready Certification Exam
MOS Word	Word Certification Exam



## Additional Items and Housing

You will now be able to add additional items such as workshops and tours, edit events, and reserve your chapter's housing.

<p><b>Items and Events Options</b></p>	<p>Select <a href="#">EDIT AND SELECT EVENTS</a> next to attendee's name</p> <p>Events include:</p> <ul style="list-style-type: none"> <li>• <b>Competitive Event Tracks</b> – Each student may participate in up to two competitive events, limited to one role-play event and a testing event.</li> </ul> <p>Tracks include:</p> <ul style="list-style-type: none"> <li>• Marketing Communication Series role-play (experienced)</li> <li>• Principles of Entrepreneurship Event Competition role-play (beginner)</li> <li>• Hotel and Lodging Management Job Interview</li> <li>• Marketing Exam Competition</li> </ul> <p>Select <a href="#">ADDITIONAL/OPTIONAL ITEMS</a> next to attendee's name</p> <p>Items include:</p> <ul style="list-style-type: none"> <li>• <b>Chapter Leadership Academy (CLA)</b> – \$0 per student. If students are attending CLA they will not be able to participate in the mock interviews.</li> <li>• <b>Pre-Conference Tours and Workshops</b> – <a href="#">Click here</a> for the list! These will take place on Thursday 11/7 from 1:00 p.m.- 4:00 p.m.</li> </ul>
<p><b>Room Assignments (<a href="#">Housing List</a>)</b></p>	<p>To assign rooms, select <a href="#">HOUSING</a>. You will see your list of registered attendees.</p> <ul style="list-style-type: none"> <li>• Assign the same <a href="#">ROOM #</a> and <a href="#">ROOM TYPE</a> for each of the individuals who will share one room. Then assign another <a href="#">ROOM #</a> and <a href="#">ROOM TYPE</a> to the next group, and so on, until all participants are assigned rooms.</li> <li>• <b>3 to 4 Students</b> – Select 2 beds.</li> <li>• <b>1 Student</b> – Select 1 bed.</li> <li>• <b>2 Students</b> – Select 1 bed (<b>if you select 2 beds, we will need to change it to 1</b>).</li> <li>• <b>1 Adult</b> – Select 1 bed.</li> <li>• <b>2 Adults (advisors / chaperones / spouses)</b> – Select either 1 or 2 beds, depending on preference.</li> <li>• When you are finished assigning <a href="#">ROOM #s</a> and <a href="#">ROOM TYPE</a>, select <a href="#">SUBMIT</a>.</li> </ul>
<p><b>Shared Housing</b></p>	<p>You may add a participant from another school to your room assignments if shared housing is necessary.</p> <ul style="list-style-type: none"> <li>• This must be agreed upon by both chapters.</li> <li>• The participant must already be registered for the conference by his/her school but must not be assigned to a room yet.</li> <li>• The "guest's" portion of the room cost will be included on the host school's invoice, and the chapters will need to arrange their own reimbursement plan.</li> </ul>
<p><b>Submit Housing</b></p>	<p>When your housing assignments are final, select <a href="#">SUBMIT HOUSING</a></p> <p>You can make housing changes until October 8 at 5:00 p.m.</p> <ul style="list-style-type: none"> <li>• If you make changes, submit your housing and registration again to generate new invoices.</li> </ul>
<p><b>Submit Registration</b></p>	<p>Once your housing assignments are submitted, you can submit your registration, or you can submit your housing and registration at the same time.</p> <ul style="list-style-type: none"> <li>• Agreement – Read the registration agreement statements and click the <a href="#">AGREEMENT</a> box before you submit your registration.</li> <li>• Print Invoice – Print <a href="#">REGISTRATION</a> and <a href="#">HOUSING INVOICES</a>.</li> <li>• Submit your invoice to your accounts payable departments as soon as possible to meet the payment deadlines.</li> <li>• Submit Registration – Select <a href="#">FINISHED REGISTERING</a> to complete your WRLC registration.</li> <li>• You may see several red messages on your screen. Your registration will not be complete until these problems are resolved.</li> <li>• Correct any problems and select <a href="#">FINISHED REGISTERING</a> again.</li> </ul>