

## Annual Report Submission Instructions 2021-22

**Deadline** is January 14, 2022 @11:59PM

**NOTE:** All Files **must be PDF** and can only be uploaded as **ONE document**. Be sure all pages are included in the upload including your cover page, document pages, and membership roster at the end.

### Submission Steps:

#### 1. Go to the link below:

<https://www.decaregistration.com/va-16>

Log in to the site using your chapter ID number and password used for VA registration sites. You will need to verify advisor and chapter information.

2021-22 Annual Report Registration  
VA DECA Annual Report

Please Verify and update the following information

Advisor \* First Name: Donna, Last Name: Dall

Cell Phone (Optional)

Chapter Name \* Virginia DECA

Address 1: 7435 Patriots Landing Place

Address 2

City: Quanton, State: VA, Zip: 23141

Email: dall.vadeca@gmail.com

Chapter Phone, Chapter Fax: (000) 000-0000

Please Change Your Password\*, Confirm Password\*

Do **NOT** change your Chapter Name – **PLEASE** leave it as it appears!

Edit all the fields on this page (EXCEPT chapter name) with the information for this year.

Be sure to save at the bottom of the page.

#### 2. Once logged in you will need to Add a Student

(this step is a must – without assigning the report to a student it will **NOT** be registered and will **NOT** be judged)

2021-22 Annual Report Registration  
VA DECA Annual Report

Registration for Virginia DECA

NOTE: Registration will NOT be completed until you click on the Finished Registering button.

There are currently no entries

Add New Name

Done and Finish Later, View Schedule

Click Here to upload your Annual Report, View Registration, View Payment Receipt

Not Uploaded Yet, Balance Due: \$0.00

Finish Registration

Click > Add New Name

2021-22 Annual Report Registration  
VA DECA Annual Report  
(Home)

Virginia DECA  
Click the above link to add your student information.

**Add New Name**

First Name\* Mickey MI Last\* Mouse

# of years in DECA\* 1 (including this year. Only required for students)

Participant Type\* Student

Grade Sophomore

Email  (Required for Advertisers)

Special Needs

Select	Event Name	Min Students	Max Students
<input type="checkbox"/>	Annual Report (AR)	1	1

Save Next Back to Registration

Enter student name

Participant Type = student

Enter Grade

Do NOT need email

Click box for Annual Report Event

Click > Save

**3. Now you are ready to attach your Annual Report Document**

The file must be a PDF  
 You can only upload ONE document – all pages and sections (including the title page, table of contents and membership roster) must be in one document.

2021-22 Annual Report Registration  
VA DECA Annual Report  
(Home)

Registration for Virginia DECA  
Click the above link to add your student information.

**NOTE: Registration will NOT be completed until you click on the Finished Registering button.**

Add New Name

ID	Name	Status	Events
2000001	Mouse, Mickey	S	1

Save and Finish Later View Schedule

Click Here to upload your Annual Report View Registration View Payment Receipt

Not Uploaded Yet

Finish Registration

Click > Click here to upload your Annual Report

Upload Document

**NOTE: There is a 40MB size limit.**

Please  to Upload and import.

Upload

Click > Select File

Click > Upload

**FILE MUST BE A PDF!!**

- You should see your student's name listed and the message "Document has been uploaded" in green at the bottom.

If you click on the edit & select events button you will see Annual Report listed

**Registration for Virginia DECA**  
(Click the above link to edit your Chapter information)

**NOTE: Registration will NOT be completed until you click on the Finished Registering button.**

**Add New Name**

ID	Name	Status	Events	
2960001	Mouse, Mickey	S	1	<a href="#">Edit &amp; Select Events</a> <a href="#">Delete</a>

**Add New Name**

[Save and Finish Later](#) [View Schedule](#)

[Click Here to upload your Annual Report](#) [View Registration](#) [View Payment Receipt](#)

- Document has been uploaded Balance Due: \$0.00

**Finish Registration**

Click > Finish Registration

If you make an error and need to correct your uploaded document, you may do so. Only one document is permitted so the last one uploaded is what will be submitted.

**Invoice**

**CHAPTER INFORMATION**

Virginia DECA  
 Donna Dial  
 7435 Patriots Landing Place  
 Quantico, VA 22141  
 Phone:  
 Email: dial.vadeca@gmail.com

Invoice #	School #	Date	Chapter ID
01296000	296	9/23/2021	14711-2717

Quantity	Description	Each	Total
1	Student	\$0.00	\$0.00
<b>1 Participants</b>		<b>TOTAL</b>	<b>\$0.00</b>

View By Event

**INDIVIDUALS**

ID/Name	Event(s) / Items	No Show
2960001 Mouse, Mickey (Student)	AR: Annual Report	

[Back to Registration](#)

You are all done!