



**State Leadership Conference  
Registration Information**

**VA DECA SLC  
Registration Guide  
March 3-5, 2023**

Questions? Email [StateAdvisor@vadeca.org](mailto:StateAdvisor@vadeca.org)

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## TIMELINE OF EVENTS

DATE	DESCRIPTION	ADDITIONAL DETAIL
Jan 3-6	State Officer Candidate Testing	
Jan 13	SLC Mini Grants Dues – Individual & Chapter Available	<a href="#">Link to Application</a> – Individual <a href="#">Link to Application</a> - Chapter
Jan 9-13	State Officer Candidate Phone Interviews	Details will be sent to candidates
Jan 5	SLC Registration Opens	<a href="https://www.decaregistration.com/va">https://www.decaregistration.com/va</a>
Jan 13	Outstanding Chapter Advisor Award Due	<a href="#">Outstanding Advisor Application</a>
Jan 13	Friend of DECA Award Due	<a href="#">Friend of DECA Award Nomination</a>
Jan 13	Annual Report Due – <a href="#">Submission Instructions</a>	<a href="#">Annual Report Submission Site</a>
Jan 13	VA DECA Membership submitted & paid for SLC Eligibility	<a href="#">DECA Membership Site</a>
Jan 25	SLC Registration Closes	
Feb 8	Written Events Due	<a href="#">Advisor Submission Site</a> (Site will open Feb. 1)
Feb 8	SLC Last day for drops with partial refund	
Feb 17	SLC Payment Due	<b>Check payable to:</b> Treasurer of Virginia Tech with DECA noted in the memo line <b>Mail to:</b> VCE-DECA 115 Hutcheson Hall (0908) 250 Drillfield Drive Blacksburg, VA 24061
Feb. 13-17	SLC Testing Online	<a href="#">Student Testing Link</a> <a href="#">Proctor Access Link</a>
Feb. 17	Voting Delegate Information Due	Form available in February
Feb 17	SLC Substitutions – Last Day	Substitution Form Available at Close of Registration
Feb 27 - 28	Scholarship Interviews - evenings	Candidates will be sent links to schedule times
March 3	Opening Session	See Conference Agenda
March 4	Competitive Events Leadership Academy Business Session Mini Awards Session	See Conference Agenda
March 5	Closing Session Grand Awards	See Conference Agenda

## Conference Registration

- **Opens Jan. 6 – 25, 2023**
- **Registration Site:** <https://www.decaregistration.com/va>
- Detailed instructions for the registration site can be found on page 11 of this document.

## Registration Options

*Registration fees apply to advisors, chaperones and student participants.*

### Conference Only

**\$125.00**

- Registration fees apply to advisors, chaperones, and students.
- Conference participants will receive the following registration materials:
  - Conference T-Shirt - Name Tag - Conference Program App Access – Access to Leadership Village activities – Access to Live Stream of sessions for family and friends

### Conference Including Dinner Friday Night

**\$155.00**

- Registration fees apply to advisors, chaperones, and students.
- Includes Friday Night Dinner at the Convention Center
- Conference participants will receive the following registration materials:
  - Conference T-Shirt - Name Tag - Conference Program App Access – Access to Leadership Village activities – Access to Live Stream of sessions for family and friends

### Saturday Night Meal available

**\$35.00/person**

- **purchased as option item**
- **NOTE: You must register your entire chapter – advisors, students & chaperones for the same meal registration option.**
- Chapters registering for either option with a meal(s) will receive wristbands that must be worn to meal functions.

## Registration Guidelines

- Chapters are expected to adhere to DECA's guideline for student to adult ratio 10:1. (For ICDC this ratio will be 8:1 per DECA Inc. requirement)
- All registrations will be monitored for compliance.
- All Chaperones & Advisors must be registered for the conference
- **Advisors may NOT register as chaperones – this will be monitored with revised registration & invoices sent if changes are necessary.**

## Conference Lodging

LODGING – RATE INCLUDES TAXES AND FEES AND ARE PER NIGHT.

- Chapters will be notified of their assigned hotel property. **These assignments are conditional and may be adjusted after registration closes.**
  - **It is possible that chapters will need to be moved after registration closes in order to fill required hotel blocks. You will be notified if your chapter is affected.**

- Please see the website for the list of hotel assignments. <https://vadeca.org/events/state-leadership-conference.html>
- Lodging and Registration will be on one bill in the online registration system.
- Invoices will include message with breakdown of lodging rate, taxes, and fees to assist with Perkins reimbursements
- All chapters must utilize lodging within DECA's hotel blocks. No independent arrangements can be made.

## Documents Required During Registration

- **My Options Registration Card** – this will be electronic form that is collected by DECA Inc, for all students. Students will complete this after registration is submitted. Advisor will receive instructions and links to forms
- **Acknowledgement of Abuse and Molestation policy** - All registered advisors will receive information and a link to sign documentation that they have received and acknowledge the VA DECA policy. This is a requirement of our insurance underwriter and simply acknowledges that you have received a copy of the policy (a copy of the policy will be sent to you).
- **SLC Test Security Agreement** – All advisors must complete this form before testing begins. Due date is Feb. 12, 2022. Link to form is on page 9 of this document.
- Advisors should have already submitted the **Advisor Statement of Compliance and Responsibility** via email. Advisors will be contacted individually if this is missing.

## Safety and Mitigation Measures

- **All local, state, and federal mandates will be followed according to guidance at the time of the conference.**
- **Hand sanitizing stations will be placed throughout the convention center.**

**Lodging:** The number of students per room is a local school division or parent determination. VA DECA will work with our hotel partners to accommodate rooming requests.

**Competitive Events:** Revised guidelines will be provided in February to attendees based on guidance available closer to the conference.

**General Sessions:** Revised guidelines will be provided in February to attendees based on guidance available closer to the conference.

Backstage during the general sessions:

- hand sanitizing stations will be used at each medal pick up table
- students reporting backstage will be spaced as much as feasible with the space we have
- access to the backstage area will be limited with reduced staff as much as possible

**Business/Election Session:** All activities during the session will be handled electronically – no paper processes. Delegates check in will be done utilizing QR codes or similar technology. No paper ballots will be used. Delegates will be using their own smart phone to vote electronically. No paper ballots will be used. *If you have a student that does not have access to an electronic device please contact Ryan Witzig at [StateAdvisor@vadeca.org](mailto:StateAdvisor@vadeca.org) to make arrangements for your student to participate.*

## Additional Registration Options

### **Alumni Dues – 2023-24:**

If you want senior Alumni Dues for 2023-24 invoiced with your registration, you may add it as an option item. Alumni Dues can be found under “Items” in the registration. Seniors prepaid with registration, will receive recognition on screen at the opening session and will receive a free alumni t-shirt with their conference materials.

### **Request for Accommodations:**

Advisors should complete the request at the link below for any students that have an IEP indicating a need for accommodations for testing or role play participation. Extended time will be 1 ½ time unless otherwise specified in the IEP. Advisors may use this form to request adult attendee needs as well.

[Request for Accommodations](#)

## Payment Information – Due February 17

### **Payments:**

All Payments should be remitted to:

**Treasurer of Virginia Tech with DECA noted in the memo line**

AND Mailed to:

**VCE-DECA**

**115 Hutcheson Hall (0908)**

**250 Drillfield Drive**

**Blacksburg, VA 24061**

### **Refunds:**

- A partial refund of \$40.00 for registration can be given if the request is received by Feb. 8. After Feb. 8, refunds will not be given.
- For students who registered in a written event, and do not submit the project by the due date, their registration will be moved to Leadership Academy participation.

It is imperative that you get commitments from students prior to registration closing on Jan. 25!

WHY: Once registration closes VA DECA commits to orders for T-shirts, programs, conference, materials, meals, etc. Once those orders are placed, we cannot refund money spent.

**Substitutions:** Substitutions can be made in SBE, and Leadership Academy until Feb. 17.

## Competitive Event Eligibility

Chapters may register students according to the scales below.

**Individual Events, Principles Events (including Financial Literacy), VA Only Freshmen events** – These events advance to SLC from DLC based on the district's total membership

- Districts with 1 – 225 members: 1<sup>st</sup> place advances
- Districts with 226 - 375 members: 1<sup>st</sup> & 2<sup>nd</sup> place advances
- Districts with 376 – 525 members: 1<sup>st</sup>, 2<sup>nd</sup>, & 3<sup>rd</sup> place advances
- Districts with 526+ members: 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, & 4<sup>th</sup> place advances

**Team Decision Making Events** – These events are based on each chapter's total membership

- Chapters with 0 - 35 members: 2 teams total
- Chapters with 36 – 47 members: 3 teams total
- Chapters with 48 – 60 members: 4 teams total
- Chapters with 61 – 72 members: 5 teams total
- Chapters with 73 – 85 members: 6 teams total
- Chapters with 86 – 97 members: 7 teams total
- Chapters with 98 – 110 members: 8 teams total
- Chapters with 111 – 135 members: 9 teams total
- Chapters with 136 – 160 members: 10 teams total
- Chapters with 161+ members: 11 teams total

**Written & Prepared Events** – Every chapter is permitted two entries per category

**SBE** – Every chapter is permitted one entry in each category

**Leadership Academy** – Every chapter is permitted up to 5 students (If you are a new chapter and would like to request additional slots, please email Ryan Witzig, [stateadvisor@vadeca.org](mailto:stateadvisor@vadeca.org) )

## Competitive Event – General Information

**Dress Code:** All competitors should be professionally dressed. DECA Inc dress code will be enforced for all students appearing before judges.

NOTE: If a collared shirt is worn, a tie or scarf is required. If a blouse is worn, a scarf is NOT required. Please see the complete dress code for all requirements.

Dress code details can be found at <https://www.vadeca.org/state-leadership-conference>

**Judges:** Chapters are encouraged to assist in recruiting judges who are business professionals. We will need both on site judges and those who are comfortable working in an electronic format to evaluate written events prior to the conference. Chapters will receive a credit toward ICDC for each judge recruited.

Please share the Judge Application link with any individuals you feel would make a good judge for both role play and written/prepared events. [bit.ly/SLCJudge23](http://bit.ly/SLCJudge23)

## **Testing | February 13-17, 2023**

- ALL testing will occur on Monday through Friday 2/13 – 2/17 between the hours of 7:00AM – 6:00PM.
- All testing must be proctored by an adult who is not the students marketing teacher.
- All Advisors must complete the SLC Test Security Agreement.  
<https://www.cognitofrms.com/VADECA1/SLCTestSecurityAgreement>
- The proctor site will be available to advisors beginning on February 9<sup>th</sup> to begin printing test tickets. You can also get tickets any day during the testing window. Test tickets will be the same regardless of the day you print them.
- Detailed testing instructions begin on page 17 of this document.

### **Testing Protocols:**

- All testing will be done in a proctored test environment
- Test is 100 questions and students have 90 minutes to complete the test
- Only one question will appear on the screen at a time
- Calculators are available in the testing window

### **Technology Information:**

Please confirm the following testing requirements prior to the day of administering exams:

- Internet Explorer 7 or higher or FireFox 3.0 or higher. Safari may work but tends to be problematic.
- We suggest using a Windows XP or higher operating system, but any OS with a supported browser should work as long as it supports current JavaScript.
- If you have a pop-up blocker, it must be turned off for this site.
- The most common problem is the site being blocked by filtering agents put in place by the IT department at the school or district level. Make sure you get with the proper technician to ensure that the site will be allowed through PRIOR TO THE TESTING DATES.

### **Required Settings:**

- Your browser must have JavaScript enabled
- If you have a pop-up blocker, it must be disabled for this site
- Make sure that you get with the proper technicians to make sure that the site is not blocked by our school or district BEFORE testing begins.

### **Competitive Events - Written Events**

ALL Written Events (both 10- and 20-page papers) will be submitted **by the advisors** online by 11:59pm on February 8, 2023. **READ THE GUIDELINES BELOW!**

### **Written Projects:**

- Written projects may only be submitted as a PDF document
- Only one file is uploaded
  - If students created their project in multiple files (ex: cover page, table of contents, and body of the paper) you can merge them
    - [SmallPDF](#)
    - [PDFSimpli](#)
    - [Help from Adobe](#)

- Projects can be no larger than 11.9 MB
  - If you have an issue with file size, try compressing the file
    - [Help from Adobe](#)
    - [5 Ways to reduce the size of a PDF](#)
- Need help with page numbering?
  - [Inserting page numbers beginning with Executive Summary](#)
- Recommend you DISCOURAGE students from writing the entire paper in Canva. Canva is a great resource for graphics and added elements but is NOT a good place to write content.

Penalty Points will be assessed prior to SLC from the online submission.

**Written Events will not be accepted after February 8<sup>th</sup>**

Instructions for submitting written events can be found on page 18 of this document.

## Officer Elections

All State Officer Applicants should reference the new Chapter Management Guide – Section H for application and campaign information (available to students at <https://www.vadeca.org/student-recognition-and-forms>).

### Voting Delegates:

Advisors will complete a form prior to SLC to determine voting delegates. Student emails will be required. Voting delegate emails must be an address that is able to accept email from outside your school division. NO substitutions of voting delegates may take place after Feb. 17.

All voting will take place at the business session on Saturday March 4, 2023. Voting will be done using Election Buddy which will require all delegates to have access to a smart phone during the meeting.

Delegates receive one vote. If you have more than one vote you need to designate a delegate for each vote your chapter has AND assure that all delegates are at the business session.

Chapter Voting Delegate Allocations:

- Chapter membership 1 – 99: 1 delegate
- Chapter membership 100 – 199; 2 delegates
- Chapter membership 200 +: 3 delegates

## Scholarship Interviews

Scholarship interviews will be conducted in the evening on Monday Feb. 27 and Tuesday Feb. 28. Students will be scheduled using a doodle form. Link to the form will be sent to scholarship finalists. The interview will be conducted in a live Zoom session and will NOT be recorded.

## Annual Report

The submission of the Annual Report is online. <https://www.decaregistration.com/va-16>  
Detailed submission instructions can be found in the Chapter Management Guide folder in the linked Google Folder <https://vadeca.org/advisors/advisors-resources/index.html>. (Password to advisor page: TeachVA)

## Academies

### State Leadership Development Academy (SLDA)

- SLDA participants will have the opportunity to participate in different tracks.
- One of your SLDA participants can also act as your voting delegate if desired.
- Details about topics and programming for SLDA will be available prior to SLC.
- All competitors are welcome to join a track when not competing.

**Each chapter can send up to five students for SLDA.** If you are a new chapter and would like to request additional slots for SLDA, email Ryan at [StateAdvisor@vadeca.org](mailto:StateAdvisor@vadeca.org)

### School Based Enterprise Academy

We will NOT have an SBE Academy this year.

We will have competitive event for both certified and exploring chapters. See event guidelines for both posted at [vadeca.org](http://vadeca.org).

## Mini Grants

### Individual Mini Grants

Students may apply for individual mini grants to help with the cost of SLC registration. Link to application form: [Individual Mini Grant Application](#)

- This grant is for individual student needs. All responses to questions should be based on the individual student need NOT information about the chapter.
- 40 grants will be awarded. The total amount of each grant will be equal to the cost of SLC Registration (\$125).

### Chapter Mini Grants

Chapters may apply for the chapter mini grant. These grants are designed to assist chapters who may have unique circumstances which create an added financial burden on the chapter. For example, they may have a special needs student(s) who requires an additional chaperone be registered, or may have unique transportation situation creating additional cost for the chapter, etc. These grants are not designed for use of individual students. Those should be applied for in the Individual Mini Grant application.

- 10 grants will be awarded in the amount of \$100.00
- Link to application form: [Chapter Mini Grant Application](#)

## ICDC Eligibility

Competitors must make a minimum of competency level to move on to ICDC. 65% in each component of the event

- Top 8 per event advance in the following events:
  - Principles events
  - Individual Series Events
  - Team Decision Making Events
- Top 7 per event advance in the following events:
  - Operations Research
  - Project Management Events
  - Entrepreneurship Events
  - Integrated Marketing Campaigns
  - Professional Selling Events
- 1<sup>st</sup> place in VA Only Events will be invited to attend Ignite academy at ICDC

## ICDC SPECIAL PERMISSION SLOTS

### Available Special Permission Spots:

- Voting Delegate – these slots are filled by current and incoming state officer teams
- Thrive Academy – these are for chapters earning slots through DECA Inc. campaigns.
- Ignite Academy — recommended for first and second year DECA members.
- Elevate Academy — recommended for upcoming chapter leaders and officers.
- Aspire Academy — limited to graduating seniors.

### Special Permission Process:

- Each chapter can request up to five special permission slots for ICDC.
- Primary Advisor will be notified of slots awarded by VA DECA office. Once notified of slots, it is the advisor's responsibility to notify the VA DECA Office of any un-used spots.
- Special Permission Slots will be awarded based on the following order:
  - VA Only 1st place winners
  - SBE Exploring 1<sup>st</sup> place winner
  - Chapters who do not have competitors advancing from SLC to ICDC and/or have not earned Thrive slots (in other words - only ICDC participants would be special permission slots)
  - Chapters needing to fill 1 or 2 rooms (housing should be completed in registration to determine need in this category)
  - All other requests

### Timeline of Slots Released:

- Applications taken 3/5 - 3/7
- 1st Round of Slots go to chapters 3/8 (based on above criteria)
- Chapter must confirm 1st round slots by 3/9
- 2nd Round of Slots go to chapters 3/10
- Chapter must confirm 2nd round slots by 3/13

# Step-By-Step Registration Site Instructions

<https://www.decaregistration.com/VA/Main.asp>

The registration window is Jan 6 – Jan 25, 2023.

1. Log In – Your log in is your Chapter ID# and password that you set. Ryan can help you with password if you have forgotten it – email [stateadvisor@vadeca.org](mailto:stateadvisor@vadeca.org)

Each chapter has one log in.

**DO NOT change the Chapter Name!!! Please leave this as it is!!!!**

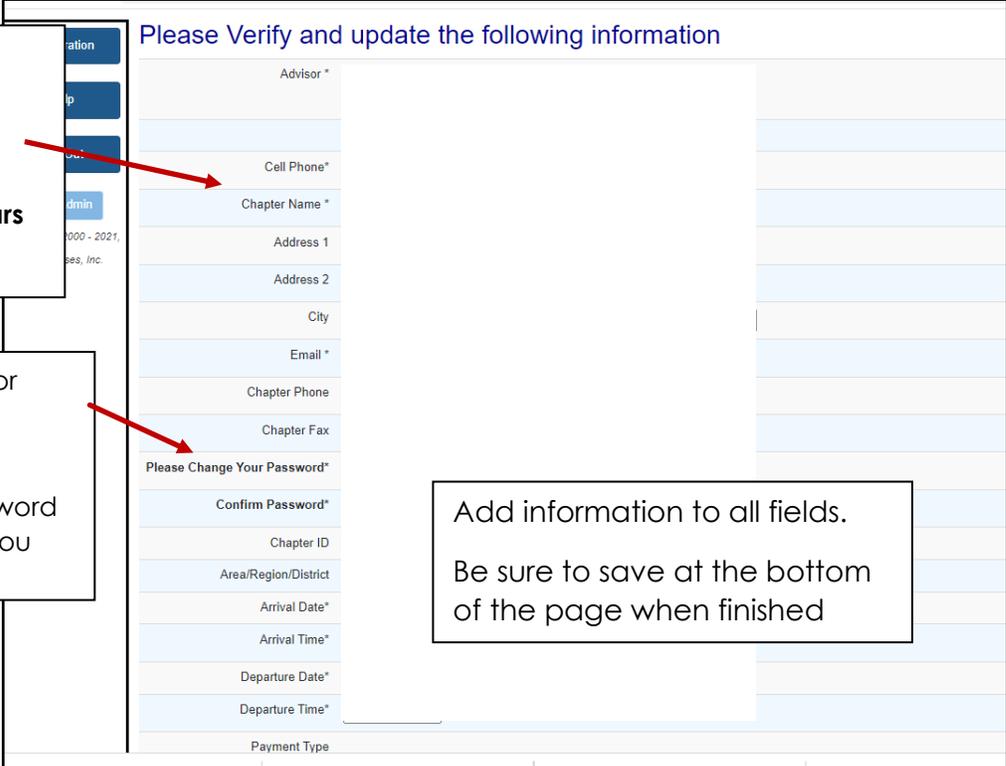
**This is your school name and should be exactly like it appears – do NOT alter this**

You will need to enter field for change your password and confirm your password

You may use the same password as previously – that is up to you

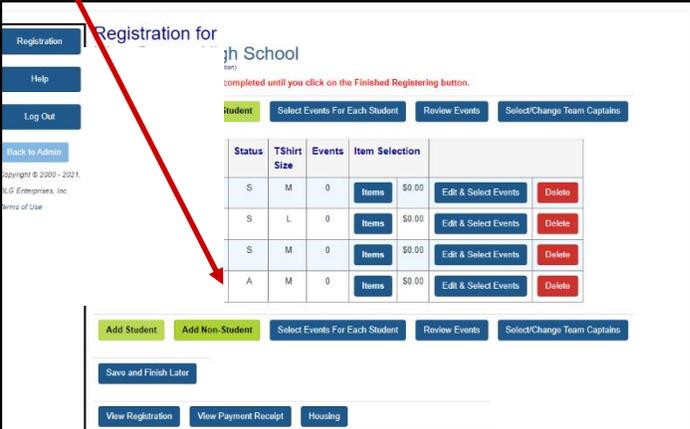
Add information to all fields.

Be sure to save at the bottom of the page when finished



The screenshot shows a registration form titled "Please Verify and update the following information". The form includes fields for: Advisor \*, Cell Phone \*, Chapter Name \*, Address 1, Address 2, City, Email \*, Chapter Phone, Chapter Fax, Please Change Your Password \*, Confirm Password \*, Chapter ID, Area/Region/District, Arrival Date \*, Arrival Time \*, Departure Date \*, Departure Time \*, and Payment Type. A sidebar on the left contains navigation links: Registration, Help, Log Out, Back to Admin, and copyright information. Red arrows point from the callout boxes to the "Chapter Name" and "Please Change Your Password" fields.

2. Add Conference participants
  - a. Notice the primary advisor has already been added.



The screenshot shows the "Registration for [School Name] School" interface. It features a sidebar with "Registration", "Help", "Log Out", and "Back to Admin" buttons. The main content area includes a "Student" section with a table of participants. A red arrow points to the "Add Student" button. Below the table are buttons for "Add Student", "Add Non-Student", "Select Events For Each Student", "Review Events", and "Select/Change Team Captains". At the bottom, there are buttons for "Save and Finish Later", "View Registration", "View Payment Receipt", and "Housing".

Status	TShirt Size	Events	Item Selection	
S	M	0	Items \$0.00	Edit & Select Events Delete
S	L	0	Items \$0.00	Edit & Select Events Delete
S	M	0	Items \$0.00	Edit & Select Events Delete
A	M	0	Items \$0.00	Edit & Select Events Delete

- b. ADD Students and Advisors - Select student to add to your registration from the membership list (see figure). Be sure to select t-shirt size and participant type. VA DECA WILL DO ITS VERY BEST TO HONOR YOUR T-SHIRT SIZE REQUEST BUT CANNOT GUARANTEE EXACT SIZES

Please complete the appropriate information for all Participants listed below.

NOTE: The session will time out after 20 minutes. Please be sure to Save the Participants being registered by clicking on the Save button. If you need more information, click on the Help button.

NOTE: If you do not change the default Participant Type from "Select..." to another selection, your selections will NOT be saved for that Participant.

Select All - Selects all members (NOTE: Any previous selections will be overwritten)

\* NOTE: All fields are required.

Name	# of Years in DECA	T-Shirt Size	Gender	Grade	Participant Type
	1	M	Female	Sophomore	Select...
	2	L	Female	Sophomore	Current State Officer Student Registration
	1	XL	Female	Sophomore	Select...
	1	M	Female	Junior	Select...
	1	M	Female	Junior	Select...
	1	M	Male	Junior	Select...

Once you have added all your students – scroll to the bottom and **click SAVE**

NOTE: Current State Officer – ONLY 2022-23 state officers should select this option

- c. ADD Non-Student Participants
- d. Add your additional advisors
- e. And chaperones

3. Adding Items to student registration

- a. Select Items for participants that wish to add the following items:
  - i. Saturday Evening Meal – the ENTIRE chapter must select this item if you want to purchase the Saturday dinner. You CANNOT purchase for only some members of your chapter.
  - ii. Donation to VA DECA Foundation
  - iii. Alumni Dues – this will be for 2023-24. This is a discounted rate of \$10.00. It includes a t-shirt. Alumni members will be added to your roster next year. THIS IS A BENEFIT YOU CAN OFFER YOUR SENIOR MEMBERS

Select Items for Participant

Description	Price	Quantity
Item		
Additional Conference T-shirt	\$15.00	<input type="text" value="0"/>
Alumni Dues for 2022-23	\$10.00	<input type="checkbox"/>
Donation to VA DECA Foundation	\$1.00	<input type="checkbox"/>
Donation to VA DECA Foundation	\$5.00	<input type="checkbox"/>
Donation to VA DECA Foundation	\$10.00	<input type="checkbox"/>
Saturday Evening Meal	\$35.00	<input type="checkbox"/>

Save

ECA State Conference Online Registration

Check the items you wish to add for the student. These will be added to your chapter invoice. Be sure to click SAVE for each student

4. Edit & Select Events for each participant.

(Click the above link to edit your Chapter information)  
**NOTE: Registration will NOT be completed until you click on the Finished Registering button.**

ID	Name	Status	TShirt Size	Events	Item Selection	
		S	M	0	<input type="button" value="Items"/> \$10.00	<input type="button" value="Edit &amp; Select Events"/> <input type="button" value="Delete"/>
		S	L	0	<input type="button" value="Items"/> \$0.00	<input type="button" value="Edit &amp; Select Events"/> <input type="button" value="Delete"/>
		S	M	0	<input type="button" value="Items"/>	

Team # should remain 1 unless you are sending more than one team to compete in the same event. (Click if Students may only be registered in one event.)  
 Each chapter may designate their voting delegates in addition to their event.  
 State Officer candidates must be registered for an event or special activity (other than voting delegate).

Select	Team #	Team Captain	Event Name	Min Student
<b>Academies</b>				
<input type="checkbox"/>			Leadership Development Academy (SLDA)	1
<b>Entrepreneurship</b>				
<input type="checkbox"/>	<input type="text" value="1"/>	<input type="checkbox"/>	Business Growth Plan (EBG)	1
<input type="checkbox"/>	<input type="text" value="1"/>	<input type="checkbox"/>	Franchise Business Plan (EFB)	1
<input type="checkbox"/>	<input type="text" value="1"/>	<input type="checkbox"/>	Independent Business Plan (EIB)	1
<input type="checkbox"/>	<input type="text" value="1"/>	<input type="checkbox"/>	Innovation Plan (EIP)	1
<input type="checkbox"/>	<input type="text" value="1"/>	<input type="checkbox"/>	International Business Plan (IBP)	1
<input type="checkbox"/>	<input type="text" value="1"/>	<input type="checkbox"/>	Start-Up Business Plan (ESB)	1
<b>Individual Series</b>				
<input type="checkbox"/>			Accounting Applications (ACT)	1
<input type="checkbox"/>			Apparel & Accessories Marketing Series (AAM)	1
<input type="checkbox"/>			Automotive Services Marketing Series (ASM)	1
<input type="checkbox"/>			Business Finance Series (BFS)	1

Check the box beside the event you wish to register the student in.

For Teams – leave the team number 1 unless you have multiple teams in an event.

If you have multiple teams in an event, you will designate the students in the second team as team “2”. Be sure you have your students paired correctly

- a. For all team events you must designate one member of the team as the **Team Captain**. This is being asked in the unlikely event that we must pivot to a virtual conference.

Select	Team #	Team Captain	Event Name	Min Student
<input type="checkbox"/>	<input type="text" value="1"/>	<input type="checkbox"/>	Business Growth Plan (EBG)	1
<input type="checkbox"/>	<input type="text" value="1"/>	<input checked="" type="checkbox"/>	Franchise Business Plan (EFB)	1
<input type="checkbox"/>	<input type="text" value="1"/>	<input type="checkbox"/>	Independent Business Plan (EIB)	1

- b. Go through the Edit & Select Event process for all students

5. Review Events

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

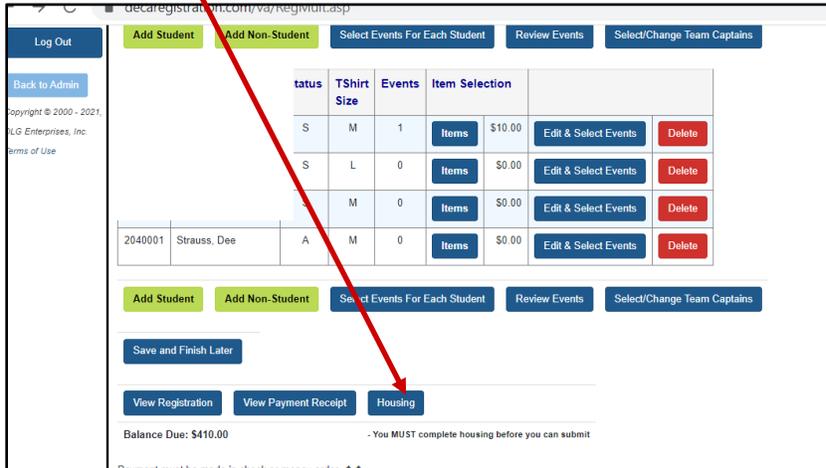
ID	Name	Status	TShirt Size	Events	Item Selection	
		S	M	1	<input type="button" value="Items"/> \$10.00	<input type="button" value="Edit &amp; Select Events"/> <input type="button" value="Delete"/>
		S	L	0	<input type="button" value="Items"/> \$0.00	<input type="button" value="Edit &amp; Select Events"/> <input type="button" value="Delete"/>
		S	M	0	<input type="button" value="Items"/> \$0.00	<input type="button" value="Edit &amp; Select Events"/> <input type="button" value="Delete"/>
		A	M	0	<input type="button" value="Items"/> \$0.00	<input type="button" value="Edit &amp; Select Events"/> <input type="button" value="Delete"/>

**PLEASE** double check your event registration to be sure every student is in the correct event and that your team numbers are paired correctly.

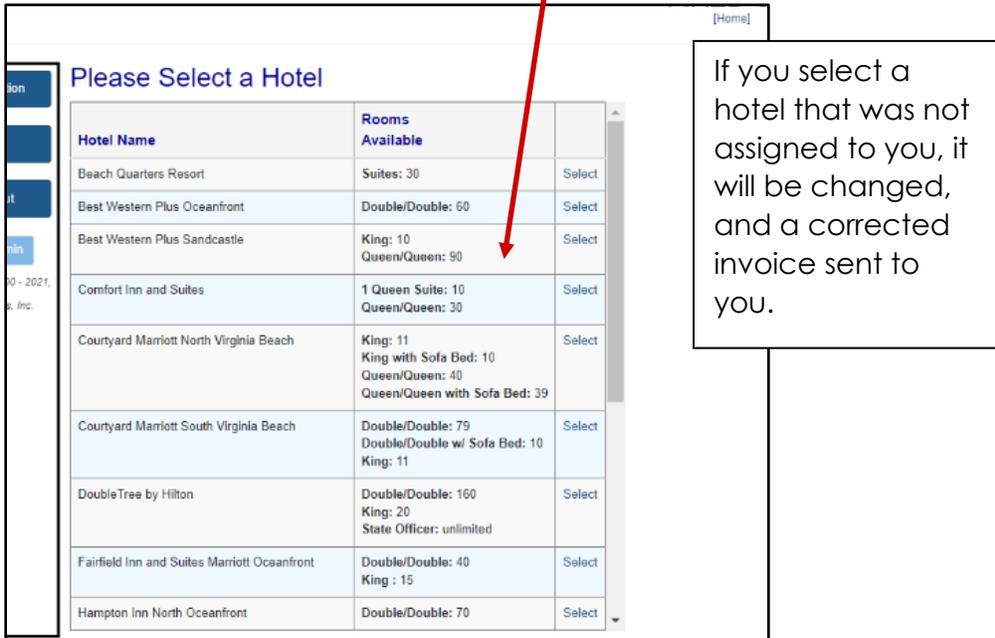
6. Housing

All chapters must complete the housing.

a. Click Housing



b. Click Select for the hotel **your chapter was assigned**



c. Place participants in rooms

Listed below are the individuals that have NOT been assigned to a room yet:

Select Room Type:

Select Room #:

Select	Name	Gender
<input checked="" type="checkbox"/>	gistration )	F
<input checked="" type="checkbox"/>	dent Registration )	F
<input type="checkbox"/>	t Registration )	M
<input type="checkbox"/>	gistration)	NGS

[Housing Invoice Detail](#)

[CHAPTER INFORMATION](#) [REMIT TO](#)

From the drop-down menu, select the type of room

The second drop down menu is the room number (please start with 1)

Check which people you want in that room

Click Green ADD to Room button

Continue this process until all your people are in rooms

d. Review and Submit.

**You can share rooms with other schools.**

**You will be invoiced for your student's portion of the room.**

**If you are sharing rooms (advisors, chaperones, or students) with those from another chapter:**

- The first advisor to submit their registration will activate the room by putting their name(s) in the assigned room. That first advisor will want to wait to submit housing until those sharing the room have been added.
- The chapter you are sharing with must have submitted their registration (leaving the person sharing rooms NOT in a room)
- You will use the ADD From Another Chapter button to add their names to the existing room
- Once the room is full both advisors can submit registration.

IF you need help adding students from another chapter to your housing, please reach out to Ryan.

7. Once you get your housing invoice > Go back to Registration to finish.

### To Finish Registration:

The screenshot shows a registration interface with a table of students at the top. Below the table are buttons for 'Add Student', 'Add Non-Student', 'Select Events For Each Student', 'Review Events', and 'Select/Change Team Captains'. A 'Save and Finish Later' button is also present. A row of buttons includes 'View Registration', 'View Payment Receipt', and 'Housing'. Below these buttons, it says 'Balance Due: \$410.00' and provides instructions: '- Your housing reservation has been submitted' and '- Click [here](#) to view your invoice'. A checkbox is checked with the text 'I agree to the above statement(s)'. At the bottom is a 'Finish Registration' button. Red arrows point from a text box on the right to the 'View Registration', 'Housing', 'I agree to the above statement(s)', and 'Finish Registration' elements.

2040004	Barnes, Hasheed	S	M	0	Items	\$0.00	Edit & Select Events	Delete
2040001	Strauss, Dee	A	M	0	Items	\$0.00	Edit & Select Events	Delete

Buttons: Add Student, Add Non-Student, Select Events For Each Student, Review Events, Select/Change Team Captains, Save and Finish Later, View Registration, View Payment Receipt, Housing, Finish Registration

Balance Due: \$410.00  
- Your housing reservation has been submitted  
- Click [here](#) to view your invoice

I agree to the above statement(s)

Several items available to you here:

- Registration Detail
- Housing Detail

Once you have confirmed that everything is complete and accurate, **CHECK the agree to financial commitment**

**Click Finish Registration**

All conference registration and lodging should be mailed to:

#### Payments:

All Payments should be remitted to:

**Treasurer of Virginia Tech with DECA noted in the memo line**

AND Mailed to:

**VCE-DECA**

**115 Hutcheson Hall (0908)**

**250 Drillfield Drive**

**Blacksburg, VA 24061**

#### Notes about Registration:

- You may make any changes you need to your registration up until it closes at 11:59PM on Jan. 25, 2023
- Please be sure to review and confirm all students are in the correct events and that your teams are correctly identified
- Once registration closes all payments are due. Only partial refunds are available at that time.
- Requests for partial refunds may be made to Ryan Witzig until Feb. 8. A partial refund for students is \$40.00.
- After Feb. 8 all registration is final, and no refunds will be granted
- Written event competitors that fail to submit the written paper, will be moved to a leadership academy slot.

## Step-By-Step Testing Instructions

**Proctor Site** to obtain testing tickets: <https://answerwrite.com/Proctor/Login.aspx>

Proctor Site will be open beginning Feb. 9, 2023. Each chapter shares ONE proctor log in. The proctor name is the name of your school.

**Your User Name** is the same as you used for DLC testing with a 1 added in front.

For Example: If your DLC username was: HighSchool your SLC testing user name will be: 1HighSchool

**Your password: decastate**

**NOTE:** Proctor names are listed as the school name – all proctors from the school use the same proctor log in. **PLEASE DO NOT CHANGE THE PROCTOR NAME – IT SHOULD REMAIN AS THE NAME OF THE SCHOOL**

**DO NOT DISTRIBUTE ENTIRE DOUCMENT TO ALL STUDENTS – EACH STUDENT MUST ONLY RECEIVE THEIR INDIVIDUAL LOGIN AND PASSWORD!**

**Student Testing:** <https://www.answerwrite.com/deca/va>

Testing is open Feb. 13 - Feb. 17 7:00AM – 6:00PM ONLY.

Recommendation: Plan to test Monday – Wednesday, leaving Thursday and Friday for makeup testing if needed.

You determine when students from your chapter will test with a proctor that is not their marketing teacher.

Testing Notes:

1. If a student's test submits, Ryan must do the test reset. Email or call for assistance
2. If a student simply makes an error logging in or cannot get into the test, the advisor should be able to reset the password. **TRY THIS FIRST!** Instructions are below for a simple password reset.

How to Reset a Password for a Student (If the test has not been started):

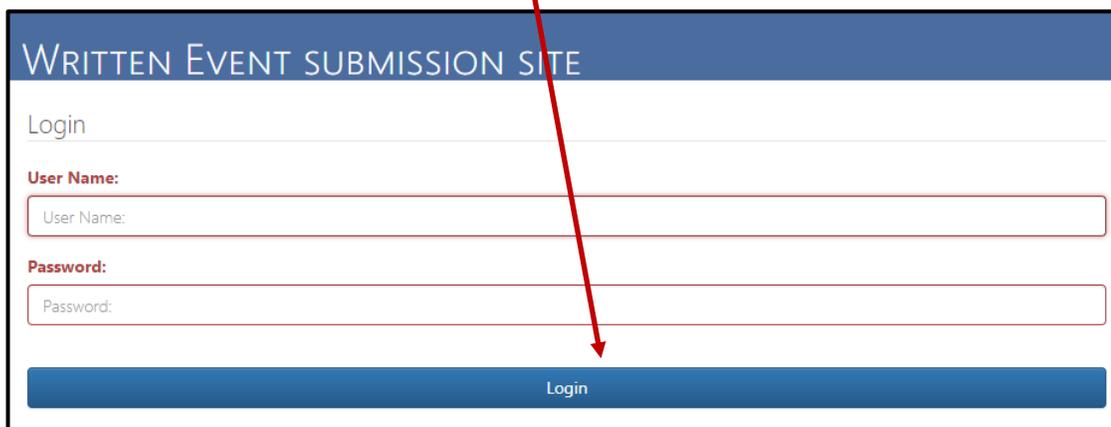
Passwords are only good for one attempt by students. If they need a reset, follow the instructions below.

- If you see a PW link next to the student name, you have the ability to reset their password
  - Click on the "PW" link located beside the Student's name
  - Write the new password on the back of the Student Testing Ticket

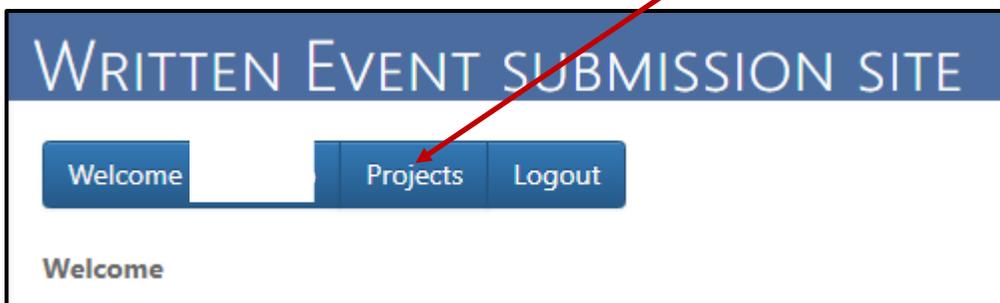
## Step-By-Step Written Event Submission Site Instructions

Have your students give you a **PDF** version of their paper that is no larger than 11.9 MB (**and without a statement of assurances**). **PDF format is the only acceptable format to submit projects.** If they gave it to you in a Word doc – just click “file” “save as” and select “PDF” as the format you would like to save it in. You can also print the document and scan it as a PDF file.

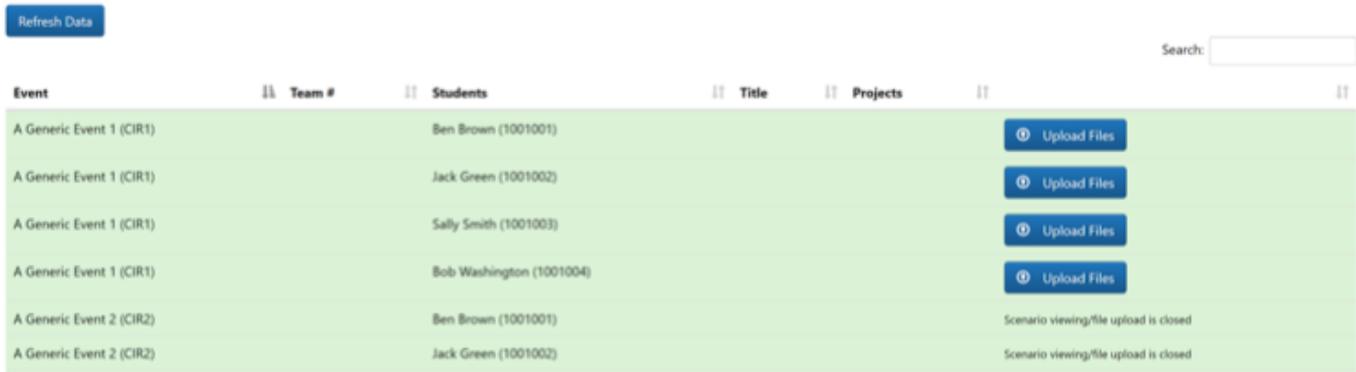
1. Logon to: <http://judgespro.registtermychapter.com/org/jpva-scdc/conf/scdc> and the following screen will show up.
2. Use your membership/registration login credentials. Once you have entered your Username and password you will click the blue “login” button



3. Now that you are logged in, you can submit and view projects by clicking on the blue “Projects” button at the top left of the page.



4. Click on the "Upload Files" button located on the right-hand side of the Student Project Name Project List



5. Click on the "Click Here to Upload a New File" button to upload a PDF file and follow the on-screen instructions (if applicable)

6. Attach the corresponding project. (Please use a PDF file, **without** a Statement of Assurance, no larger than 11.9 MB).

7. Click on the "Add" button

If you accidentally attach the wrong project you can delete it by clicking on the red "Delete" button. If you submitted the project with the wrong attachment, you must notify **Ryan Witzig at [stateadvisor@vadeca.org](mailto:stateadvisor@vadeca.org)**

8. Sign Projects - Once you click the red "Sign Projects" button on the previous screen, an abbreviated version of the Statement of Assurances will pop up. You will check the "I Agree" box. Click on the "Confirm" button.

## Project List



**Confirm that the projects submitted are in the correct events, and that there are no duplicates impacting your numbers. At this point you are done!**

### What is next?

- No changes can be made after **Feb. 8, 2023**
- To make changes prior to the deadline you must email Ryan Witzig