CONFERENCE REGISTRATION INSTRUCTIONS

- **Log In** to the Ohio Career Development Conference Registration System: https://www.decaregistration.com/oh | Username and password are the same that you use for National DECA Membership

- **How to Verify Chapter Information:** If you are logging on for the first time, you will see a verification screen.
    - Complete the appropriate fields in the Verification form.
    - If a field has an asterisk (*), you must complete those fields before you can save it.
    - Click on the **"Save"** button.

- **Adding Students**
    - Click on the **Add Student** button.
    - Select the appropriate "**Type**" from the **Participant Type** field Drop-Down list.
    - Select the appropriate **"Size"** from the **T-Shirt Size** field Drop-Down list.
    - Click on the **"Save"** button (at the bottom).

- **Adding Non-Students (Non-DECA members, e.g., Admins, Chaperones, Bus Drivers)**
    - Click the **Add Non-Student** button.
    - Enter the **First Name** and **Last Name**.
    - Select the appropriate "Type" from the **Participant Type**" field Drop-Down list.
        - Note: Choose "Chaperone" for administrators
    - Select **NA** from the **T-Shirt Size** field Drop-Down list. *Admins, Chaperones, Guests, and Drivers do not receive t-shirts because they are not charged a registration fee.*
    - Click on the **Save** button (at the bottom)

- **Adding Events for Students**
    - Click on the **Select Events for Each Student** button.
    - *Optional:* Add the **Phonetic Pronunciation** of the student's name
    - Type the appropriate **Years** in the **Number of Years in DECA**
    - Double check the **Size** from the **T-Shirt Size** field dropdown list
    - Double check the **Participant Type** field dropdown list
    - Type any needed **Special Needs** field. *Ohio DECA will make every reasonable effort to ensure the appropriate modifications are provided for students with disabilities per Section 504 of the Rehabilitation Act.*
    - **Select** the checkbox next to the Event in which the student will be competing.

- **DON'T FORGET!** State Officer Candidates, Campaign Managers and Local Chapter Presidents (or assigned delegates) are invited to attend a Dessert Reception hosted by the Team 80 State Officers at 6pm on Friday. Register students by selecting the event as part of registration.
    - State Officer Candidates should also be registered in the appropriate election event – either Elected DECA Officer, Policy Advocate DECA Officer or Public Relations DECA Officer. These will not count towards the event participation limit.
  - Click **Next. Repeat** the above "**Adding Events for Students**" instructions until all student events are selected.

- **Adding Housing**
  - Click on the **Housing** button.
  - Select the hotel of your choice. Ohio DECA has contractual obligations to the Hyatt Regency and Hilton Downtown Hotels.
  - From the dropdown list **Select Room Type**
    - **VERY IMPORTANT:** Room type and availability vary depending on the expected stay. You **MUST** select the room type as explicitly aligned to your arrival and departure dates.
      - **For Example:** An advisor and 3 students have selected the Hilton and plan to check-in on **Thursday** and check-out on **Saturday**. The advisor will select **Hilton King 3/7-3/9**. The students will be placed in **Hilton Double 3/7-3/9**.
      - Availability for Thursday early arrival and/or Sunday late departure is first come, first served. We will open additional availability if we are able.
    - Single King rooms in general are limited in availability. Unless medically necessary, students cannot stay in a room by themselves. Therefore, you cannot register a student for a Single King room without approval from the State Advisor.
  - From the dropdown list **Select Room #**
  - Select the checkbox next to each student to place them in the room.
  - Click on the **Add to Room** button.
  - Click on the **Remove** button to remove a Participant from a room.
  - Review the housing arrangements closely. Click **Submit Hotel Reservation**.

- **How to Review Events**
    - On the Registration Homepage, click on the **Review Events** button.
    - Click **Select/Change Team Captains** to change Team captains or add Team Captains.
    - Click **View Registration** to review the registration and housing.

- **How to Submit your Registration:**
    - On the Registration Homepage, select any appropriate radio buttons for **Payment Type**
    - Review the Agreement, which includes an acknowledgement of conference **Procedures, Conduct, Dress Code, and Non-Discrimination Policy.**
    - Select the "I agree to the above statements" check box.
    - Click **Finish Registration**

Instructions on how to upload written projects to JudgePro will be provided at the conclusion of conference registration.