



# 2023 Career Development Conference Registration Instructions

**March 10-11, 2023 | Columbus, Ohio**

## CONFERENCE REGISTRATION INSTRUCTIONS

- **Logging 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”.
  - 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 (and Non-DECA members, i.e., Admins, Chaperones, 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** field
  - Select the **Size** from the **T-Shirt Size** field Drop-Down list
  - Select the **Participant Type** field Drop-Down 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. **\*NEW\*** Students can also be registered to participate in the Labyrinth Escape Room and Leadership Academies. Limit of five (5) students per chapter per workshop. *For example: five(5) Dortch High School students can attend Leadership Academy 1; five (5) more can attend Leadership Academy 2, and so on.*
  - Click **Next**. **Repeat** the above “**Adding Students**” instructions until all student events are selected.

- **Adding Housing**
  - Click on the **Housing** button.
  - Select the hotel of your choice.
    - **Note:** Ohio DECA must meet it's contractual obligation to the Hyatt before using the Drury or Sonesta.
    - **Note:** Rooms are currently available on **Friday and Saturday ONLY**. Should that change, you will be notified.
  - From the Drop-Down List **Select Room Type**
    - **Note:** Unless medically necessary, students cannot stay in a room by themselves. Therefore, you cannot register a student for a "Single" room.
  - From the Drop-Down List **Select Room #**
  - Select the checkbox next to the students to place 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 February 14th, at the conclusion of conference registration.**