



Online Membership System

Instruction Manual for State/Provincial and Chapter Advisors

Introduction:

Welcome to the High School Division online membership processing system. These instructions will walk you through the online membership system in a step-by-step order so that you will better understand the system and be able to guide your chapters through the process, if they need assistance.

The online membership processing system allows your chapters to easily submit members, effectively manage chapter membership, and obtain 24-hour real-time access to membership data and reports. It gives you, as state advisor, access to all information submitted by all of the chapters in your state.

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Instructions:

There are 3 different levels to the online membership processing:

- **Administrator Level = (Full Access) – DECA Inc.**
- **State/Provincial Advisor = (State/Province/Chapter/Member Access)**
- **Chapter Advisor = (Chapter/Member Access)**

Don't have a user name or password?
Need to register a new chapter?
Forgot your login information?
[Click Here!](#)

Macintosh Tiger users, please [Click Here](#) for an important notice.

Before any of these levels can be reached you must get to the log-in screen:

To reach the log-in screen, you must have an active internet connection and access this URL: <http://www.deca.org/membershipprocessing.html> for the membership processing page with information about how membership is being processed this year. If you wish to go directly to the online membership system use the following URL: <http://membership.deca.org>.

State/Provincial Advisor Level:

You, as the State/Provincial Advisor, or your representative will enter his/her specific user name and password. Your user name and password has been set up using the information you supplied DECA Inc. at the beginning of the year.

The STATE/PROVINCE MAIN MENU:

State/Provincial Advisors have three different options under this menu. This gives you full control of your membership process on a state level:

- Manage Chapters
- Export Membership Data
- Print Membership Rosters

Last Logged In: 6:53:20 AM 8/10/2006

[log out](#)

STATE MAIN MENU

- [Manage Chapters »](#)
- [Export Membership Data »](#)
- [Print Membership Roster »](#)

The MANAGE CHAPTERS option:

You can manage chapter information but CANNOT edit membership.

log out | main menu

MANAGE CHAPTERS

Chapters

Chapter Name	Chapter ID	State	
Adams Edmore High School	300138	ND	manage »
Bismarck High School	002998	ND	manage »
Bottineau High School	001427	ND	manage »
Central Cass High School	001429	ND	manage »
Century High School	003000	ND	manage »
Fargo North High School	001435	ND	manage »
Fargo South High School	001442	ND	manage »
Grand Forks Central HS	001461	ND	manage »
James Valley Career & Technical Center	001463	ND	manage »
Lake Area Career & Technology Center	001431	ND	manage »
Mandan Sr. High School	001469	ND	manage »
Minot High School	001470	ND	manage »
North Valley Career & Technology Center	001460	ND	manage »
Red River High School	001462	ND	manage »

CLOSE

The EXPORT MEMBERSHIP DATA option:

You can export your chapters data to an excel formatted file (.csv) in the following report formats.

log out | main menu

EXPORT DATA

- Export Chapter Data »
- Export Advisor Data »
- Export Roster Data »
- Export Comparison Report Data »

CLOSE

State/Provincial Advisors can Export Chapter Data:

log out | main menu | export menu

EXPORT CHAPTER DATA

Filter Criteria

Include Region?	All Regions
Include Phone and Fax?	Yes
Include Recruited Chapters?	Yes
Include New Chapters?	Yes
Include Re-Activated Chapters?	Yes
Include Chapters Paid National Dues Last Year?	Yes
Include Offline Chapters?	Yes
Include 100% Membership Chapters?	Yes
Include Inactive Chapters?	Yes
Include Chapters with SBEs?	Yes

OK CANCEL

To run the report:

- Choose what information you require for the report by choosing the yes/no criteria
- Choose OK
- Wait for the EXCEL sheet to generate
- Name and save this EXCEL document. You can now use it to create labels or e-mailing reports.

State/Provincial Advisors can Export Advisor Data:

log out | main menu | export menu

EXPORT ADVISOR DATA

Filter Criteria

Include Phone and Fax?	Yes
Include Email?	Yes
Include Primary Advisors?	Yes
Include Secondary Advisors?	Yes
Include New Advisors?	Yes
Include Returning Advisors?	Yes
Include 1 to 4-Year Advisors?	Yes
Include 5-Year Advisors?	Yes
Include 10-Year Advisors?	Yes
Include 15-Year Advisors?	Yes
Include 20-Year Advisors?	Yes
Include 25-Year Advisors?	Yes
Include 30-Year Advisors?	Yes
Include 35-Year Advisors?	Yes

To run the report:

- Choose what information you require for the report by choosing the yes/no criteria
- Choose **OK**
- Wait for the EXCEL sheet to generate
- Name and save this EXCEL document. You can now use it to create labels or e-mailing reports.

State/Provincial Advisors can also Export Roster Data:

After you Choose **OK**, an EXCEL sheet will generate sorted by type of member. This report gives you the name, chapter, gender, Chapter ID, submitted date, paid date, Year in School, employment, district and type of member for every member in the database for a State/Provincial Advisors State/Province only.

log out | main menu | export menu

EXPORT ROSTER DATA

Click Ok to Download State Membership Data

State/Provincial Advisors can also Export Comparison Report Data:

After you choose **OK**, an EXCEL sheet will generate sorted by the chapter name. This report gives you the state, chapter, previous year's Students, current year Students, and so forth for Advisor, Professional, and Alumni. It also provides you with the total membership for each year and a % of Increase or Decrease.

State	Chapter	05-06 Students	06-07 Students	05-06 Advisors	06-07 Advisors	05-06 Professionals	06-07 Professionals	05-06 Alumni	06-07 Alumni	05-06 Total Membership	06-07 Total Membership	% of Increase or (Decrease)
ND	Adams Edmore High School	10	11	1	1	0	0	0	0	11	12	9.09%
ND	Bismarck High School	100	72	1	1	0	0	0	0	101	73	-27.72%
ND	Bottineau High School	20	13	1	1	0	0	0	0	21	14	-33.33%
ND	Central Cass High School	43	64	1	1	0	0	0	0	44	65	47.73%
ND	Century High School	41	15	1	1	0	0	0	0	42	16	-61.90%
ND	Des Lacs Burlington	0	27	0	1	0	0	0	0	0	28	2800%
ND	Fargo North High School	62	122	1	2	0	0	0	0	63	124	96.83%
ND	Fargo South High School	102	90	1	2	9	7	1	3	113	102	-9.73%
ND	Grand Forks Central HS	37	47	1	1	6	5	4	5	48	58	20.83%
ND	James Valley Career & Technical Center	34	40	1	1	0	0	0	0	35	41	17.14%
ND	Lake Area Career & Technology Center	23	20	1	1	0	0	0	0	24	21	-12.50%
ND	Mandan Sr. High School	30	82	1	1	9	7	1	4	41	94	129.27%
ND	Minot High School	81	117	1	1	10	10	0	0	92	128	39.13%
ND	North Valley Career & Technology Center	36	40	1	1	0	0	0	0	37	41	10.81%
ND	Red River High School	105	101	2	2	8	7	2	3	117	113	-3.42%
ND	Southeast Region Career & Technology Center	13	22	1	1	0	0	0	0	14	23	64.29%
ND	Valley City High School	4	22	1	1	0	0	0	0	5	23	360%
ND	West Fargo High School	118	65	1	1	0	0	0	0	119	66	-44.54%
Total For State		859	970	18	21	42	36	8	15	927	1042	

PRINT MEMBERSHIP REPORTS

- **Submitted (but unpaid) Rosters »**

View and print rosters (for all of your chapters) that have NOT been paid in full. People who are listed on these rosters are NOT members until the entire invoice (that included them) has been paid in full.

- **Paid Rosters »**

View and print rosters (for all of your chapters) that HAVE been paid in full. Each chapter has one roster, which is continuously updated each time the chapter submits a group of members and pays for that group in full.

- **Unsubmitted Membership Summary Report »**

Lists the chapters who have people in the online system who have not been submitted for membership. The report shows the number of unsubmitted people for each chapter, divided by membership category and then totaled.

- **Submitted (but unpaid) Membership Summary Report »**

Lists the chapters who have people in the online system who *have been submitted* for membership, but have *not been paid in full*. The report shows the number of submitted but unpaid people for each chapter, divided by membership category and then totaled.

- **Paid Membership Summary Report »**

Lists the chapters who have people in the online system whose membership dues have been *paid in full*. The report shows the number of paid people for each chapter, divided by membership category and then totaled.

- **Submitted and Paid Membership Summary Report »**

Lists the chapters who have people in the online system. The report shows the total number of submitted or paid people for each chapter, divided by membership category and then totaled.

- **District Membership Summary Report »**

Gives a membership summary, organized by DECA District.

- **Alumni Addresses CSV »**

A CSV format file containing submitted Alumni Addresses and contact information.

- **Professional Addresses CSV »**

A CSV format file containing submitted Professional Addresses and contact information.

The PRINT MEMBERSHIP ROSTERS option:

There are 9 different types of Rosters/Reports you can run/print:

- **The Submitted (but unpaid) Rosters:** View and print rosters (for all of your state/provincial chapters) that have NOT been paid in full. People who are listed on these rosters are NOT members until the entire invoice (that included them) has been paid in full.
- **The Paid Rosters:** View and print rosters (for all of your state/provincial chapters) that HAVE been paid in full. Each chapter has one roster, which is continuously updated each time the chapter submits a group of members and pays for that group in full.

- **The Unsubmitted Membership Summary Report:** This report lists the chapters who have people in the online system who have not been submitted for membership. The report shows the number of unsubmitted people for each chapter, divided by membership category (i.e., student, advisor, alumni, professional) and then totaled.
- **The Submitted (but unpaid) Membership Summary Report:** This report lists the chapters who have people in the online system who have been submitted for membership, but have not been paid in full. The report shows the number of submitted but unpaid people for each chapter, divided by membership category (i.e., student, advisor, alumni, professional) and then totaled.
- **The Paid Membership Summary Report:** This report lists the chapters who have people in the online system whose membership dues have been paid in full. The report shows the number of paid people for each chapter, divided by membership category (i.e., student, advisor, alumni, professional) and then totaled.

- **The Submitted and Paid Membership Summary Report:** This report combines the Submitted (but unpaid) Membership Summary Report and the Paid Membership Summary Report to give you one report that show you your total membership thus far this year that has been entered into the system.
- **The District Membership Summary Report:** This report gives you a membership summary of each chapter according to their respective District.
- **Alumni Address CSV:** This download lists all of the alumni with their complete contact information in a .CSV file format that is opened in EXCEL and can be used to print mailing labels or merge into letters for a mailing.
- **Professional Address CSV:** This download lists all of the professionals with their complete contact information in a .CSV file format that is opened in EXCEL and can be used to print mailing labels or merge into letters for a mailing.

State/Provincial Advisors cannot manipulate membership only chapter information for correction. Any reports not listed that you may need, please call the membership department at DECA Inc. and we will assist you with that report. All information is exportable to an excel format.

The State/Provincial Advisor as well as the Administrator (DECA Inc.) will receive an e-mail when any roster for a chapter is submitted as well as any Alerts are sent out.

The State/Provincial Advisor can elect to receive an email only when the chapter is paid in full.

Chapter Advisor Level:

Macintosh Tiger users, please [Click Here](#) for an important notice.

To reach the **log-in screen**, you must have an active internet connection and access this URL: <http://www.deca.org/membershipprocessing.html> for membership information pertaining to the current year processing procedures and a link to log on to the online system. To go directly to the online membership system, type this URL: <http://membership.deca.org> in your browser.

For **existing users** (processed 2006-07 membership in the online membership system) you may use your established user name and password. If you have forgotten your information, use the ***click here*** below the log-in screen and choose ***Forgot your user name and password?*** Submit the email address that was used last year and your information will be emailed to this address. * **If your email address has changed from last year, please call our membership department to have it corrected.**

If this is your **first time** using the online membership system you will need a user name and password. To do this, go to the URL above and select the ***click here*** link below the log-in screen. The above screen will appear. Choose the action you wish to take. If your chapter was active last year but you are a new advisor, you would choose ***Are you an advisor for an existing chapter?***

Input the user name and password you will use for the year. You will receive a confirmation email from DECA Inc. You may use your login immediately.

If, during the year, you forget your user name and password just come back to this screen and choose ***Forgot your user name or password?*** Type in your email address that was used to register and the information will be emailed to that address.

LOGIN REMINDER REQUEST

Please enter your email address below and click OK. This must be the same email address used when you registered initially. You will receive an email with your User Name and Password information:

Email Address

If you were not active last year or do not find your chapter in the list for your state, choose ***Need to register a new chapter?***

Use the ***Click Here*** to confirm that your chapter was not active last year.

NEW CHAPTER REQUEST

Please complete this form to request a new chapter. Your chapter will be provisionally created, and you will be allowed to access the membership system immediately.

NOTE: Please confirm that your chapter has not already been created before creating a new chapter! [Click Here](#) to request a login for your chapter if it has been created.

School Name

Address 1

Address 2

City

State/Province

Zip

Country

Your First Name

Your Last Name

Your Email Address

Your Desired User Name

Your Desired Password

Confirm Password

NEW LOGIN REQUEST

Please complete this form to request a new login:

Your School Name

DECA Chapter ID

Abingdon High School
Advanced Technology Center
Albemarle High School
Amelia County High School
Annandale High School-II
Appalachia High School
Appomattox County High School

Once you have logged in you are ready to enter your membership. You will be immediately transferred to the Alerts Screen. If there are no alerts you can hit **OK** and you will then be directed to the **Edit Chapter Information** screen.

EDIT CHAPTER INFORMATION

Edit Chapter Properties

* indicates a required field

School Name

Address Line 1

Address Line 2

City

State/Province

Zip/Postal Code

Country

Phone *

Fax *

Web Site URL

District

District is a text field you can use to distinguish your chapter within its state. Some states have areas, regions or districts (i.e., District 1, District 5, Area 5, Region 2) that they would like to track membership. Please use this field for that purpose.

School Administrator

Chapter Status

There has been a terminology change this membership year for your Chapter Status. **Affiliated Last Year** is now **Paid DECA Inc. Dues Last Year** [You were a chapter with members in the previous school year] and **Re-Affiliated Chapter** is now **Re-Activated Chapter** [You were a chapter with members at least more than one school year ago]. New Chapter is a chapter that is brand new.

Operates SBE?

100% Membership?

First thing to do is verify/update chapter information. The advisor can edit the following:

- Mailing Address (required)
- Phone Number (required)
- Fax Number (required)
- Website
- School Administrator
- Chapter Status (required)
 - New Chapter
 - Paid National Dues Last Year
 - Re-Activated Chapter (not active the previous year)
- Operates a SBE (school based enterprise)
- District (optional)

Choose **UPDATE** and it will save the information. You will be directed to the **Main Menu** which shows your chapter id, chapter name, and the last time that you logged in. You have the following options:

Chapter: 4381 DECA

log out | admin manage chapters

Last Logged In: 7:42:37 AM 8/3/2007

MAIN MENU

- [Edit Chapter Information »](#)
- [Update Student Membership Roster »](#)
- [Update Advisor Membership Roster »](#)
- [Update Alumni and Professional Membership Roster »](#)
- [Edit Existing Members »](#)
- [Submit Roster to DECA »](#)
- [View Statement »](#)
- [Download Membership Data »](#)
- [Print Membership Roster »](#)
- [View Alerts »](#)

- Edit Chapter Information
- Update Student Membership Roster
- Update Advisor Membership Roster
- Update Alumni and Professional Membership Roster
- Edit Existing Members
- Submit Roster to DECA
- View Statement
- Download Membership Data
- Print Membership Roster
- View Alerts

The UPDATE STUDENT MEMBERSHIP ROSTER option:

To enter members, you will choose the **ADD** button and another screen will pop up. This is where you enter your members.

This screen below only allows 5 members to be entered at once. You must select their gender (male or female), Year in School (Freshman, Sophomore, Junior, or Senior), and students' place of employment

Chapter: Thompson High School

log out | main menu

UPDATE STUDENT ROSTER

To add students to the roster, click on the **ADD** button below or [Click Here to upload your students in Excel CSV format](#). You can add students at any time during the year.

NOTE: Any students listed below have not yet been submitted to DECA for Membership.

Unsubmitted Students

[delete all >](#)

(optional). Once you enter 5 members then you will choose **OK** to add those members. The members that you just entered will now appear in the **Unsubmitted Box** on the screen.

To add more members, you will choose the **ADD** button again and repeat the process until you have finished with the membership you are entering. You can stop at any time and come back to enter members to this Unsubmitted Students box.

After adding up to 5 students, click OK to save these students and return to the UPDATE STUDENT ROSTER screen. From there you can again click ADD to enter additional students.

Name	First <input type="text"/>	Middle <input type="text"/>	Last <input type="text"/>	Suffix <input type="text"/>
Gender	Female <input type="button" value="v"/>			
Year In School	Freshman <input type="button" value="v"/>			
Employment	<input type="text"/>			

Name	First <input type="text"/>	Middle <input type="text"/>	Last <input type="text"/>	Suffix <input type="text"/>
Gender	Female <input type="button" value="v"/>			
Year In School	Freshman <input type="button" value="v"/>			
Employment	<input type="text"/>			

Name	First <input type="text"/>	Middle <input type="text"/>	Last <input type="text"/>	Suffix <input type="text"/>
Gender	Female <input type="button" value="v"/>			
Year In School	Freshman <input type="button" value="v"/>			
Employment	<input type="text"/>			

Name	First <input type="text"/>	Middle <input type="text"/>	Last <input type="text"/>	Suffix <input type="text"/>
Gender	Female <input type="button" value="v"/>			
Year In School	Freshman <input type="button" value="v"/>			
Employment	<input type="text"/>			

IMPORTANT NOTE: Please check the spelling of all member names. The information entered here will be used to verify membership, create name badges, etc. You will not be able to change member names after submitting to DECA.

UPLOAD STUDENTS

Upload

Use the file upload field below to select and upload an Excel file containing your students.

NOTE: Your Excel file MUST follow a specified format! [Click here](#) to download a sample file. You can enter or import your names into the sample file to ensure that they are submitted in the correct format. Also note that you must save it in CSV (Comma Delimited) format before uploading.

Specify CSV File to Upload:

Have student membership in an excel format already? You can upload them by using the *click here* option in the opening paragraph of the **UPDATE STUDENT ROSTER MENU (on the previous page)**. After you use the *click here* option the **UPLOAD STUDENTS MENU** will appear.

Your file must be in a specific format and layout. You can download a sample of the layout by using the *click here* option in the paragraph.

UPLOAD STUDENTS Menu.

	A	B	C	D	E	F	G
1	FirstName	MiddleName	LastName	NameSuffix	Gender	YearInSchool	Employment
2							
3							
4							
5							
6							
7							
8							

You would then use the file you downloaded to input the information or create a new one. You must save it in a .CSV file format not the .XLS format. Once this is done, you can use the **BROWSE** button to find the file on your computer. Once the file has been chosen and it shows in the FILE box, choose the **UPLOAD** button and wait for the confirmation.

Once your students are complete you will go to the UPDATE ADVISOR MEMBERSHIP ROSTER on the Main Menu:

The process for adding advisors is similar to adding students but we request more detailed information for the advisor. The advisor filling out the online membership would choose the **ADD** button as with the students. On the **Advisor Screen** you will choose Primary or Secondary Advisor status plus contact information.

UPDATE ADVISOR ROSTER

To add an advisor to the roster, click on the ADD button below. Repeat this process for each advisor. You can add advisors at any time during the year.

NOTE: Any advisors listed below have not yet been submitted to DECA for membership.

Unsubmitted Advisors

For each advisor you must enter:

- First Name
- Middle Name (optional)
- Last Name
- Name Suffix
- Title (i.e. Dr.)
- Gender
 - Male
 - Female (default)
- E-mail Address
- Phone (required)
- Fax (required)
- Years of Service (defaulted at 1 – should include current year)
- Whether or not they are a new advisor
- Type of advisor
 - Primary
 - Secondary

ADD ADVISOR

After adding an advisor, click OK to save the information and return to the UPDATE ADVISOR ROSTER screen. From there you can again click ADD to enter additional advisors. NOTE: You must have a Primary Advisor entered into the system in order for your membership to be processed.

Edit Advisor Properties

First Name	<input type="text"/>
Middle Name	<input type="text"/>
Last Name	<input type="text"/>
Name Suffix	<input type="text"/>
Title (i.e. "State Director")	<input type="text"/>
Gender	Female <input type="button" value="v"/>
Email Address	<input type="text"/>
Phone	<input type="text"/>
Fax (optional)	<input type="text"/>
Years of DECA Service (including current year)	1 <input type="button" value="v"/>
New This Year?	No <input type="button" value="v"/>
Advisor Type	Primary Advisor <input type="button" value="v"/>

IMPORTANT NOTE: Please double check spelling. The information entered here will be used to verify membership, create name badges, etc. You will not be able to change member names after submitting to DECA.

LIFETIME MEMBERS: If this advisor is a lifetime member and does not pay state membership dues, you must contact DECA Inc. to request a dues exemption BEFORE you submit the roster!

If the advisor is an Honorary Life Member at either the State or DECA Inc. level then they must contact DECA's membership department to fix that on their roster. To add the advisor, you have to Choose OK. Repeat the same steps for each advisor.

The ALUMNI AND PROFESSIONAL MEMBERSHIP ROSTER option:

Again, this screen is identical to both the advisor and student screens. When they choose **ADD**, the screen that appears will be different. Information needed for the Alumni and Professional members is:

- First Name
- Middle Name (optional)
- Last Name
- Name Suffix
- Gender – Male - Female (def.)
- E-mail Address
- Phone (optional)
- Fax (optional)
- Address Line 1 (required)
- Address Line 2 (optional)
- City (required)
- State (required)
- Zip (required)
- Type
 - Alumni or Professional

Chapter: Thompson High School

log out | main menu | alumni and professional roster

ADD ALUMNI AND PROFESSIONAL MEMBERS

After adding a member, click OK to save the information and return to the UPDATE ALUMNI AND PROFESSIONAL MEMBER ROSTER screen. From there you can again click ADD to enter additional members.

Edit Alumni or Professional Properties

First Name*	<input type="text"/>
Middle Name	<input type="text"/>
Last Name*	<input type="text"/>
Name Suffix	<input type="text"/>
Gender	Female <input type="button" value="v"/>
Type*	Alumni <input type="button" value="v"/>
Phone Number	<input type="text"/>
Fax Number	<input type="text"/>
Email Address	<input type="text"/>
Address Line 1*	<input type="text"/>
Address Line 2	<input type="text"/>
City*	<input type="text"/>
State/Province*	Alabama <input type="button" value="v"/>
Zip*	<input type="text"/>

* indicates a required field

IMPORTANT NOTE: Please double check spelling. The information entered here will be used to verify membership, create name badges, etc. You will not be able to change member names after submitting to DECA.

To add more than one alumni or professional you have two options. First, you can repeat the previous steps and enter them one by one. Second, you can use the [CLICK HERE](#) option and upload your alumni and professional members the same as you would students (see below). This will enable us to provide them with their annual subscription to *Dimensions*.

The Alumni and Professional section also has a .CSV formatted file to download. Your file must be in a specific format and layout. You can download a sample of the layout by using the [click here](#) option in the paragraph.

You would then use the file you downloaded to input the information or create a new one. You must save it in a .CSV file format not the .XLS format. Once this is done, you can use the **BROWSE** button to find the file on your computer. Once the file has been chosen and it shows in the FILE box, choose the **UPLOAD** button and wait for the confirmation.

The **EDIT EXISTING MEMBERS** Option:

This option will allow you to view your entire membership and change only certain information about a member. Click **EDIT** after the name of a student and you can **ONLY** change Gender, Grade, and Employment. Click **EDIT** after an advisor and you can **ONLY** change Title, Gender, E-mail Address, Phone Number, Fax Number, and Years of Service. Click **EDIT** after and Alumni or Professional Member and you can **ONLY** change Phone Number, Fax Number, Address, City, State, Zip, E-mail Address, and Gender.

The **SUBMIT ROSTER TO DECA** option:

SUBMIT ROSTER

Students

Advisors

Alumni and Professional Members

- Check number is not required to Submit the Roster to DECA. You may leave these fields blank. Please print your invoice and submit to your accounting office. Mail the invoice with one check for DECA Inc. dues and State dues payment to DECA Inc. Our address is on the upper right hand corner of the invoice.
- If paying by credit card, DECA Inc. will accept VISA and MasterCard. We cannot take credit cards over the online membership system. Please print your invoice and contact DECA's Membership Department at 703-860-5000 with your credit card information. A credit card fee will be added for amounts charged. Fee scale is as follows:
 - Charge amount: \$1-\$250 fee is \$5
 - Charge amount: \$251-\$500 fee is \$15
 - Charge amount: \$501-\$1000 fee is \$25
 - Charge amount: \$1001 and higher fee is \$35
- DECA Inc. does not accept a Purchase Order for payment of Membership Dues. Once the check is received it will be applied to the invoice for payment.

Check Number

All of the students, advisors, and alumni/professionals that were entered for the chapter will appear in their appropriate boxes. You may put in the check number that will be used to pay the dues. **Remember that payment will not be processed until a check is received.** The advisor will then choose **OK** to submit the members. A screen will pop up making sure the advisor wants to submit the members, they will choose **OK**. An Invoice will automatically be generated showing the advisor what to pay. **An e-mail regarding your submission will be sent to both DECA Inc. and the State/Provincial Advisor.**

The VIEW STATEMENTS option:

From this menu you can view all of the invoices that were submitted for your chapter. This menu is where you will go to see if your payments have been received and posted. To view the invoice you would choose the view link and a PDF will appear of that invoice.

The DOWNLOAD MEMBERSHIP DATA option:

Chapter: Thompson High School
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DOWNLOAD MEMBERSHIP DATA

Select members to download by checking the appropriate boxes, or click on Select All at the bottom of the page. Then click OK. NOTE: To make another download request, use the boxes to change status of individual members, or click on Clear All to start over.

Student Members

Aiken, Mandi
 Ammer, Heather

Advisor Members

Clement, Marsha T. Ms.
 Smith, Delain L. Mrs.

Alumni and Professional Members

Select All | Clear All

OK CANCEL

The PRINT MEMBERSHIP ROSTER option:

Under this option you have four report choices:

- **Unsubmitted Roster Report:** Will be a PDF roster for all members that have been entered into the system but not submitted to DECA. This will be one roster no matter when the names were entered.
- **Submitted Roster Report:** Will be a PDF roster for all members that have been submitted but not paid. This will be one roster no matter when the names were submitted or how many additions rosters were submitted.

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CHAPTER STATEMENT

Statement

#	Type	Date	Amount	Balance Due	
01389	Invoice	11/2/2005	\$624.00	\$0.00	view >
20061	Payment	11/23/2005	\$-624.00	\$0.00	
02554	Invoice	11/28/2005	\$24.00	\$0.00	view >
20420	Payment	2/1/2008	\$-24.00	\$0.00	
Total Balance Due				\$0.00	

NOTE: INVOICE TOTAL AND BALANCE DUE AMOUNTS MAY NOT REFLECT RECENT CHANGES.

CLOSE

You can download your membership data to an excel format and also choose who you wish to download. Select the members you would like to choose by clicking the box beside the persons' name or you can Select All to choose everyone. After all the members are selected choose **OK**.

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PRINT MEMBERSHIP ROSTER

Both types of roster reports contain Chapter Information, Primary Advisor Information, and a listing of students, advisors, alumni and professionals by category. All reports will appear in .pdf format.

- **Unsubmitted Roster Report >>**
Students, advisors, alumni and professionals listed have not yet been Submitted to DECA.
- **Submitted Roster Report >>**
Students, advisors, alumni and professionals listed have been Submitted to DECA, but dues have not necessarily been received by DECA Inc.
- **Paid Roster Report >>**
All students, advisors, alumni and professional members whose dues have been received by DECA Inc.
- **Alumni Addresses CSV >>**
A CSV format file containing submitted Alumni Addresses and contact information.

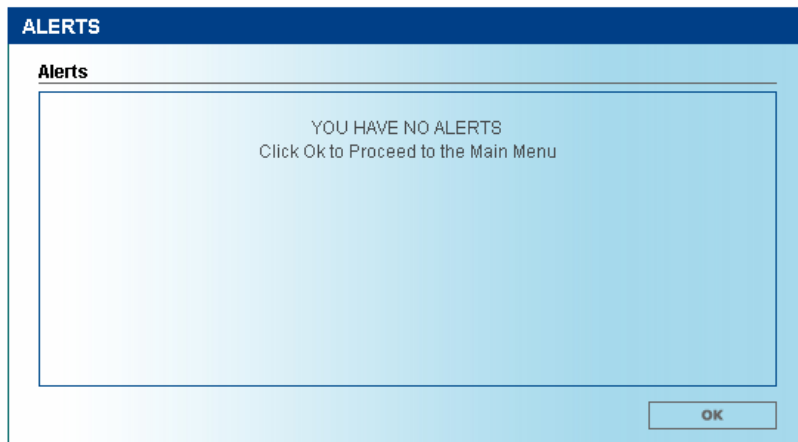
- **Paid Roster Report:** Will be a PDF roster for all members that have been submitted and paid for. This too will be a one roster no matter when the names were submitted.
- **Professional/Alumni Addresses CSV:** Will be a .CVS file that will open in EXCEL that contains all of the Professional and Alumni Member Addresses and contact information. This document can then be used to create mailing labels.

The VIEW ALERTS option:

Once the membership has been entered you (or your representative) log in and an **ALERTS** screen will pop up letting you know of any **ALERTS** that you may have regarding your membership.

There are a couple of different ALERTS that a chapter advisor may see:

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- **ALERT:** You have unpaid members. **Click here** to view your statement. When you use the **click here** option it will take you to your **Statements** page.
- **ALERT:** You have unsubmitted members. **Click here** to view and submit. When you use the **click here** option it will take you to the **Submit Roster** screen.

Note that the system is set up to send automatic e-mail ALERTS at 14 days, 30 days, 60 days, 90 days, etc., increments for any ALERTS that are still outstanding. The State/Provincial Advisors and Administrators will receive copies of the outstanding ALERTS.

If there are no ALERTS, choose the OK button to proceed to the MAIN MENU.

Frequently Asked Questions from Chapters Regarding the Online Membership System

Where do I go to login?

The site can be accessed through our website at www.deca.org/membershipprocessing.html or the direct link is <http://membership.deca.org>

What is my user name and password, my chapter ID and my e-mail do not work?

If this is your first time using the membership system, you will need to set up a user name and password. You do that by using the Click Here option under the Login Screen and picking the best statement that describes you. Simply follow the screens after that. If you were using the online membership system last year, your user name and password have not changed.

I have forgotten my user name and password; can you tell me what it is?

You can use the Click Here option under the Login Screen and select the Forgot User Name and Password link. Fill out the appropriate information and you will receive it in your e-mail. You have to use the same e-mail address that you used when setting up your user name and password. If your Email has changed from last year, please contact our membership department for assistance.

What is my Chapter ID?

It can be found using the Chapter ID lookup function during the set up of your user name and password. I suggest simply pulling your chapter name down from the drop down box and just filling in your state. Your Chapter ID can also be found in the membership materials you received in August.

Can you send me an invoice for my dues?

You receive an invoice to print when members are submitted online any time during the membership year. You can log in and select View Statement on the main menu, click the [blue](#) view button after the invoice you wish to view and print.

What is the minimum number of members needed on a roster?

The minimum chapter size is ten (10) student members and one (1) advisor (you are okay as long as you have any combination of 11 paid members). The only exception is in the case of a new or reactivated chapter, who has two years to obtain the minimum chapter size.

I have submitted a roster online but no invoice appears under the View Statement part of the online member?

If the invoice cannot be viewed immediately or doesn't appear on your screen after hitting the Submit Roster to DECA button contact our membership department at 703-860-5000 and ask for Michael Mount.

How do I change a students' name?

Once a name is submitted it cannot be deleted or changed. The only change that can take place is a misspelling. Please submit any misspellings to Michael Mount via e-mail to michael_mount@deca.org showing the incorrect spelling and the correct spelling.

Many of my students use nicknames. Should their full name or nickname appear on the roster?

When submitting names; use full names, not nicknames. The name should appear the same on ALL documents (conference registration, competition, etc.) throughout the year.

What is an alumni member?

Alumni members are individuals who have graduated and wish to remain involved with the program by paying the appropriate DECA Inc. and state/provincial/territorial dues.

What is a professional member?

Professional members are individuals from the community (i.e., business leaders) who are active with the chapter. They must pay the appropriate DECA Inc. and state/provincial/territorial dues.

The program isn't working on my computer; can I do it the old way?

We need to check the requirements of the system to make sure your computer meets the minimum requirements. Are you using a PC or a Macintosh?

- If a PC, then you must be using Internet Explorer 6.0 or higher, but not as high as 7.0. To check your version, open up Internet Explorer and go to HELP on the menu bar. Click on About Internet Explorer and the version is the first line after the logo. If you are not running 6.0 or higher, then you will need to upgrade your Internet Explorer through www.microsoft.com.

- If you are running 6.0 or higher then we need to make sure you have your pop-up blocker is either turned off or set to allow any page from <http://membership.deca.org> to be displayed. This can be done on the pop-up blocked notification bar at the time of the incident.
- Netscape is not a supported browser with our membership system.
- If you are using a Macintosh then you must use either FIREFOX or SAFARI as your internet browser. Internet Explorer and NETSCAPE are not compatible with our system on a Macintosh platform. This will solve most problems with the Macintosh. If you still are experiencing problems with your Macintosh, try to use a PC in your school or contact our membership department at 703-860-5000.

How do I submit names of new members once my initial roster has been submitted?

Just go back into the online membership system and enter new members the same way you entered the initial members. Double check to make sure your chapter information is still correct.

How do I know which members have NOT been submitted?

From the MAIN MENU screen, go to the Update Roster function for each type of member to see which ones haven't been submitted.

How do I know which members have been submitted?

From the MAIN MENU screen, go to Print Membership Roster.

Who must pay membership dues?

Board policy states that ALL members, including chapter advisors, must pay membership dues.

Have you received our payment of dues yet?

It takes approximately 7 to 10 business days to process your payment once received at DECA Inc. You can log in to the online system and go to View Statement. All payments and invoices are located in this module.

Do you accept Purchase Orders as payment?

Purchase Orders are not accepted as a method of payment. We will only make a payment on your account once a check is received.

Do you take credit cards or purchasing cards for payment of dues?

We do accept credit or purchasing cards for payment of dues. There are fees associated with card usage. Fees are as follows:

- \$1-\$250 = \$5
- \$251-\$500 = \$15
- \$501-\$1000 = \$25
- \$1001 and higher = \$35

We received our pins and cards but weren't recognized for achieving 100% membership?

When submitting members online, the chapter information page should be checked with 100% membership in the pull down menu. If this was not done, please contact us!

Do I send both State and DECA Inc. dues to you?

All dues are processed through DECA Inc. and then sent out to your State/Provincial Advisor with a report showing when we received the payment, the amount that was applied to your account and any balance that you may still have.

What do I need to send with my dues check?

An Original Invoice signed and dated by the chapter advisor or a copy of the View Statement page from the online membership system.

Where do I send my dues?

You will send them to our address, which is printed on the upper right-hand corner of your invoice. The address is:

DECA Inc.
Attn: Membership Department
1908 Association Drive
Reston, VA 20191

Please e-mail any questions to Michael Mount at michael_mount@deca.org.

*** If you cannot get your computer to work with our system, please call our Membership Department at 703-860-5000 for assistance.**

Online Membership System

Reports and Financial Outline for State/Provincial Advisors