

# DECA's NARCON Registration is now online!

Members will truly LIVE, LEARN & LEAD while getting an inside view of careers, practicing their leadership skills or honing their competitive event expertise at the upcoming fall conference. An experience the students will never forget!

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## DECA Online Conference Registration North Atlantic Region Leadership Conference November 6-8-2009 Buffalo, New York

### Online Registration Instructions:

In your web browser, go to <http://www.registeryourchapter.com/ndeca/narcon>. Click on the **Conference Registration** button on the left to begin registration process. Log in using the user name and password, which consists of your **first name** and **last name** as your **user name** (e.g., Anne Farrell) and your **last name** as your **password** (Farrell). If you need assistance with registration, please contact Linda Clemons at 703-860-5000, ext. 242 or email [linda\\_clemons@deca.org](mailto:linda_clemons@deca.org).

The first time in the program, you will be asked to verify your school information. Please look all of the information over and correct anything that needs to be corrected. Click **Submit** when you're finished, and you'll be presented with the registration screen.

Click the **ADD NEW NAME** button to add a new name to the list. Provide the participant's last name, first name, and select their status (advisor, student, chaperone or spouse-family) from the drop down list. *Remember, student to adult ratio must be 1 adult for every 8 students attending.*

Continue adding names until you have entered all of your participants. At any point, you may press the **VIEW REGISTRATION** button to get an idea of your total invoice amount, and a better understanding of who is registered. Once all participants are entered, please click on the T-shirt & Tracks link and choose each participant's size for T-shirt and what track(s) they will be attending at the conference by placing the number 1 in all that apply. *(There is one (1) T-shirt included with each paid participant registration. Please supply size or we cannot guarantee the correct size onsite.) Also, please select only (1) track per student.*

At this point you can save and finish later if you prefer.

Housing will need to be filled out in order to **Submit to DECA**. Click the **Housing button** and select a room number (beginning with room #1) from the pull down to assign each person on your list a room. As you assign people to rooms you have a pull down list of the type of bedded room. Please select the type of room either 1 bed or 2 beds depending on the number of people you want to have in a room. Click Update and the total will update at the bottom. Also, please remember to put in your arrival and departure dates.

When you are finished, press the **SUBMIT TO DECA** button at the bottom. At this point, you may have several red messages at the top of the screen. Please read these carefully. Your registration will not be complete until these problems have been resolved. Don't forget there is an adult to student ratio which is 1 paying adult for every 8 paying students. When you're finished making these changes, press the **SUBMIT TO DECA** button again.

After you have corrected any problems that may have appeared, and resubmitted your registration, be sure to Print a copy of this invoice to send in with your payment. Next, press the **CONFIRM** button at the bottom to confirm that the invoice is correct. A copy of the e-mail will be sent to you, and to the site administrator.

Once you are finished with your registration, be sure to either click the **LOG OUT** link to make sure that the connection is

securely closed, or exit your browser. This will ensure that no one can get in and make changes to your registration.

**Changes/Edits to Registration** - If you need to edit your registration, you may come back to this location and make changes up until the registration **close date**. In order to make changes, click on the **CONFERENCE REGISTRATION** button at the left and log in using your user name and password. The list of registered individuals will appear. Simply click the **Edit** link, and make any changes you need. When you do this, remember to press the **SUBMIT TO DECA** button to check for problems, and to resubmit the invoice. **If you must drop a participant there will be a non-refundable fee charged if it is past the registration deadline and will be automatically added to the invoice.** You may substitute a person for the drop by changing the name in the system.

You can call DECA at 703-860-5000 and ask for Linda Clemons or the Data Management department for any assistance you may need.

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