

Online Membership System

Instruction Manual for Chapter Advisors

Introduction:

Welcome to the High School Division online membership processing system. These instructions walk you through the online membership system in a step-by-step order so you will better understand the system and how to use it.

The online membership processing system allows you to choose your existing chapter, set up a new chapter and submit members; effectively manage your chapters' membership; and obtain 24-hour real-time access to membership data and reports.

Chapter Advisor Level:

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. 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.

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

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

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.

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:

- Edit Chapter Information
- Update Student Membership Roster
- Update Advisor Membership Roster
- Update Alumni and Professional Membership Roster
- 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 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 (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.

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

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.

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

If the advisor is an Honorary Life Member at either the State/Provincial 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 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 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

To add more than one alumni or professional you will need to repeat the steps for each member. 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 SUBMIT ROSTER TO DECA option:

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, but is not necessary. **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:

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**.

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.
- **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:

- **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.**