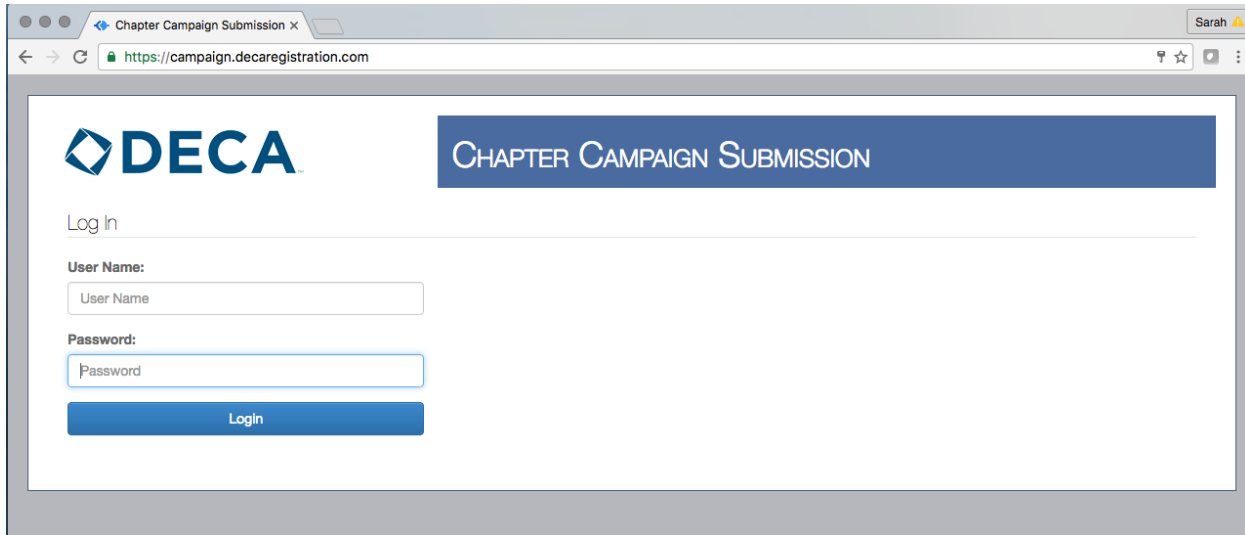


ADVOCACY CAMPAIGN

ONLINE SUBMISSION INSTRUCTIONS

STEP 1:

Log on to <https://campaign.decaregistration.com/> using your DECA Advisor username and password (the same username and password used to log on to DECA's membership system).



The screenshot shows a web browser window with the address bar displaying <https://campaign.decaregistration.com/>. The page features the DECA logo on the left and a blue header bar on the right that reads "CHAPTER CAMPAIGN SUBMISSION". Below the logo, there is a "Log In" section with two input fields: "User Name" and "Password". A blue "Login" button is positioned below these fields. The browser's top right corner shows a user profile for "Sarah" with a yellow triangle icon.

STEP 2:

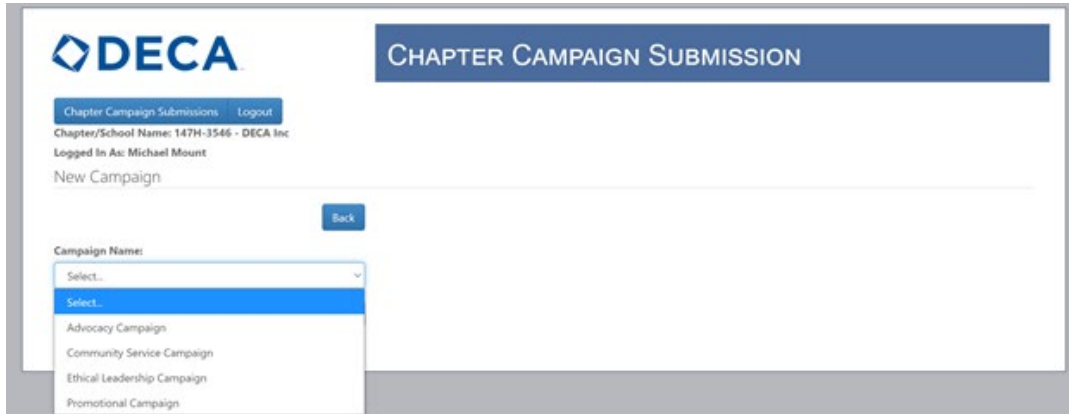
Upon log on – you will see the home screen/Campaign List. Here you will click “Create Campaign”. Clicking this will take you to a screen to input the information about the campaign.



The screenshot shows the home screen of the DECA Chapter Campaign Submission system. It features the DECA logo on the left and a blue header bar on the right that reads "CHAPTER CAMPAIGN SUBMISSION". Below the logo, there are two buttons: "Chapter Campaign Submissions" and "Logout". Below these buttons, the text "Chapter/School Name: 147H-3546 - DECA Inc" and "Logged In As: Michael Mount" is displayed. A blue "Create Campaign" button is located below the text. At the bottom of the page, there is a table with the following columns: "Campaign Type", "Submitted Date", "Chapter/School Name", "State", "Submitted For Evaluation", "Evaluator", "Evaluation Complete", and "Approved".

STEP 3:

Select “DECA Advocacy Campaign” from the drop down menu.



The screenshot shows the DECA Chapter Campaign Submission form. At the top, there is a DECA logo and a blue header bar that says "CHAPTER CAMPAIGN SUBMISSION". Below the header, there are links for "Chapter Campaign Submissions" and "Logout". The user is logged in as "Michael Mount" for "Chapter/School Name: 147H-3546 - DECA Inc". The form is titled "New Campaign" and has a "Back" button. A dropdown menu for "Campaign Name:" is open, showing options: "Select...", "Advocacy Campaign", "Community Service Campaign", "Ethical Leadership Campaign", and "Promotional Campaign".

STEP 4:

Click “Save”

STEP 5:

Verify your chapter’s information and click save.



CHAPTER CAMPAIGN SUBMISSION

[Chapter Campaign Submissions](#) [Logout](#)
Chapter/School Name: 147H-3546 - DECA Inc
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147H-3546 - DECA Inc

DECA ADVOCACY CAMPAIGN

This campaign occurs in February 2023, during Career and Technical Education Month. Completing three school outreach activities, three public policymaker outreach activities and three community outreach activities will get your chapter recognized for this campaign. Your community will know you are advocates of DECA and Career and Technical Education! Submit your campaign by March 1, 2023.

Your submissions may appear in DECA Direct Online. If you have any questions, please contact the Programs Department at education@deca.org.

School Name*

147H-3546 - DECA Inc

School Address*

1908 Association Drive

City*

Reston

State/Province*

VA

Zip/Postal Code*

20191

Country*

UNITED STATES OF AMERICA

Advisor Name*

Michael Mount

Advisor Email*


michael@deca.org

[Save](#)

[Save and Finish Later](#)

STEP 6:

Click “Edit” beside “School Outreach”.



CHAPTER CAMPAIGN SUBMISSION

Chapter Campaign SubmissionsLogout

Chapter/School Name: 147H-3546 - DECA Inc

Logged In As: Michael Mount

FORMS FOR ADVOCACY CAMPAIGN

147H-3546 - DECA Inc

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Chapter Advisor

		Form Name	Status
Edit	Attachments	DECA Advocacy Campaign	Complete
Edit	Attachments	School Outreach	Not Complete
Edit	Attachments	Public Policymakers	Not Complete
Edit	Attachments	Community Outreach	Not Complete
Edit	Attachments	Recognition Letters - If you do not require recognition letters, edit this form and click Save	Not Complete

STEP 7:

Enter a description for each of your three school outreach activities and click “Save”.



CHAPTER CAMPAIGN SUBMISSION

Chapter Campaign SubmissionsLogout

Chapter/School Name: 147H-3546 - DECA Inc

Logged In As: Michael Mount

147H-3546 - DECA Inc

SCHOOL OUTREACH

Report your activities to gain recognition in this campaign.

School Outreach Activity 1*

Tell us about your school outreach activity.

School Outreach Activity 1

School Outreach Activity 2*

Tell us about your school outreach activity.

School Outreach Activity 2

School Outreach Activity 3*

Tell us about your school outreach activity.

School Outreach Activity 3

Back

STEP 8:

Click “Edit” beside “Public Policy Makers”.



CHAPTER CAMPAIGN SUBMIS

Chapter Campaign Submissions Logout

Chapter/School Name: 147H-3546 - DECA Inc

Logged In As: Michael Mount

FORMS FOR ADVOCACY CAMPAIGN

147H-3546 - DECA Inc

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Chapter Advisor

Form Name		Status
Edit Attachments	DECA Advocacy Campaign	Complete
Edit Attachments	School Outreach	Complete
Edit Attachments	Public Policymakers	Not Complete
Edit Attachments	Community Outreach	Not Complete
Edit Attachments	Recognition Letters - If you do not require recognition letters, edit this form and click Save	Not Complete

STEP 9:

Enter a description for each of your outreaches to Public Policymakers and click “Save”.



CHAPTER CAMPAIGN SUBMISSION

Chapter Campaign Submissions Logout

Chapter/School Name: 147H-3546 - DECA Inc

Logged In As: Michael Mount

147H-3546 - DECA Inc

PUBLIC POLICYMAKERS

Report your public policymakers outreach activities to earn recognition in this campaign.

Public Policymaker Outreach Activity 1*

Public Policymaker Outreach Activity 1

Public Policymaker Outreach Activity 2*


Public Policymaker Outreach Activity 2

Public Policymaker Outreach Activity 3*

Public Policymaker Outreach Activity 3

STEP 10:

Click “Edit” beside “Community Outreach”.



CHAPTER CAMPAIGN SUBMISSION

Chapter Campaign SubmissionsLogout

Chapter/School Name: 147H-3546 - DECA Inc

Logged In As: Michael Mount

FORMS FOR ADVOCACY CAMPAIGN

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Chapter Advisor

Form Name		Status
EditAttachments	DECA Advocacy Campaign	Complete
EditAttachments	School Outreach	Complete
EditAttachments	Public Policymakers	Complete
EditAttachments	Community Outreach	Not Complete
EditAttachments	Recognition Letters - If you do not require recognition letters, edit this form and click Save	Not Complete

STEP 11:

Enter a description for each of your three community outreach activities and click “Save”.



CHAPTER CAMPAIGN SUBMISSION

Chapter Campaign SubmissionsLogout

Chapter/School Name: 147H-3546 - DECA Inc

Logged In As: Michael Mount

147H-3546 - DECA Inc

COMMUNITY OUTREACH

Report your activities to gain recognition in this campaign

Community Outreach Activity 1*

Community Outreach Activity 1

Community Outreach Activity 2*

Community Outreach Activity 2

Community Outreach Activity 3*

Community Outreach Activity 3

STEP 12:

Click “Edit” beside “Recognition Letters...”.



CHAPTER CAMPAIGN SUBMISSION

[Chapter Campaign Submissions](#) [Logout](#)

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Logged In As: Michael Mount

FORMS FOR ADVOCACY CAMPAIGN

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Chapter Advisor

Form Name		Status
Edit	Attachments DECA Advocacy Campaign	Complete
Edit	Attachments School Outreach	Complete
Edit	Attachments Public Policymakers	Complete
Edit	Attachments Community Outreach	Complete
Edit	Attachments Recognition Letters - If you do not require recognition letters, edit this form and click Save	Not Complete

STEP 13:

Enter contact information for those you would like to receive a letter recognizing your chapter’s advocacy efforts.



CHAPTER CAMPAIGN SUBMISSION

[Chapter Campaign Submissions](#) [Logout](#)

Chapter/School Name: 147H-3546 - DECA Inc

Logged In As: Michael Mount

147H-3546 - DECA Inc

RECOGNITION LETTERS

If you would like a letter of recognition sent to your school administrator and local government offices, please provide the contact information below.

First Name	Last Name	Title
<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>	<input type="text" value="Title"/>
Address 1		
<input type="text" value="Address 1"/>		
Address 2		
<input type="text" value="Address 2"/>		
City	State/Province	Zip/Postal Code
<input type="text" value="City"/>	<input type="text" value="State/Province"/>	<input type="text" value="Zip/Postal Code"/>
Country		
<input type="text" value="Country"/>		

First Name	Last Name	Title
<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>	<input type="text" value="Title"/>
Address 1		
<input type="text" value="Address 1"/>		
Address 2		
<input type="text" value="Address 2"/>		
City	State/Province	Zip/Postal Code

STEP 14 - Optional:

Click “Attachments” next to any form (School Outreach, Public Policymakers, and/or Community Outreach) to upload supporting photos or documents.



CHAPTER CAMPAIGN SUBMISSION

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FORMS FOR ADVOCACY CAMPAIGN

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Chapter Advisor

Form Name		Status
Edit Attachments	DECA Advocacy Campaign	Complete
Edit Attachments	School Outreach	Complete
Edit Attachments	Public Policymakers	Complete
Edit Attachments	Community Outreach	Complete
Edit Attachments	Recognition Letters - If you do not require recognition letters, edit this form and click Save	Complete

STEP 15:

Click “Chapter Campaign Submissions” to return to the Campaign List



CHAPTER CAMPAIGN SUBMISSION

[Chapter Campaign Submissions](#) [Logout](#)

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FORMS FOR ADVOCACY CAMPAIGN

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Chapter Advisor

Form Name		Status
Edit Attachments	DECA Advocacy Campaign	Complete
Edit Attachments	School Outreach	Complete
Edit Attachments	Public Policymakers	Complete
Edit Attachments	Community Outreach	Complete
Edit Attachments	Recognition Letters - If you do not require recognition letters, edit this form and click Save	Complete

STEP 16:

All unsubmitted campaigns will show up in **red** on the Campaign list. Click “Submit” to submit your campaign.

Campaign Type	Submitted Date	Chapter/School Name	State	Submitted For Evaluation	Evaluator	Evaluation Complete	Approved
Advocacy Campaign		147H-3546 - DECA Inc	VA	No	No	No	Not Reviewed

STEP 17:

Click “I Agree” and then click “Confirm”.

DECA

Chapter Campaign Submissions Logout

Chapter/School Name: 147H-3546 - DECA Inc

Logged In As: Michael Mount

Create Campaign

Campaign Type	Submitted Date	Chapter/School Name	State	Submitted For Evaluation	Evaluator	Evaluation Complete	Approved
Advocacy Campaign		147H-3546 - DECA Inc	VA	Yes	No	No	Not Reviewed

After submitting, you will no longer be able to add or delete attachments or make any changes to the campaign information entered.

You will still be able to view the attachments associated with the campaigns on the list, but no changes will be permitted. The Campaign List will indicate “Yes” under the “Submitted for Evaluation” field and the campaign information row will be highlighted **green**, indicating it was submitted successfully.

FAQ

What is my username and password?

Your username and password are the exact same as those used to log on to the DECA membership site. If you do not know your advisor username and password please contact Membership at membership@deca.org.

Can my students submit the campaigns online themselves?

No – advisors must complete the online submission process. Do not provide your advisor username and password to students.

What should I do if the wrong file was submitted?

Do not attempt to create a new campaign or submit another file. Contact the Programs Department at education@deca.org so the incorrect campaign file can be deleted and the correct one can be uploaded.

I submitted a campaign but forgot to include an important attachment, what should I do?

Do not attempt to create a new campaign or submit another file. Contact the Programs Department at education@deca.org so the incorrect campaign file can be deleted and the correct one can be uploaded.

For additional questions please contact:

DECA Inc.

(703) 860-5000

education@deca.org