



2020 WESTERN REGION LEADERSHIP CONFERENCE

November 9–13, 2020
Seattle, Washington (Virtually)

Registration Instructions

Below are step-by-step instructions to register for WRLC.

Go to www.decaregistration.com/western/login.asp (bookmark this website).

- **Log In** – Use your DECA Inc. Membership username and password.
 - Log in as Chapter Advisor if the chapter advisor is responsible for registration.
 - Log in as Chartered Association Advisor if the association advisor is responsible for registration.
- **Select Continue** – Click on **CONTINUE** at the top or bottom of the introductory page to get started.
- **Verify and Update Chapter Information** – Make any corrections to your chapter information and complete the required fields.
- **Mailing Address** – Your registration comes with conference materials that will be mailed to you. With the current landscape, we know that there are individuals teaching remotely. Please enter the address as you would on a mailing label for where items should be sent.
- **Submit** – Select **SUBMIT** when finished and go to the registration screen.
- **Corrections** – To edit the information you just submitted, click on your school name at the top of the main registration page.

Participant Registration

To register advisors, students, or chaperones, select **ADD ADVISOR MEMBER** (advisors), **ADD OTHER NAME** (chaperone) or **ADD STUDENT MEMBER** (students).

- **Advisor Registration** – Select **ADD ADVISOR MEMBER**.
 - Next to the name(s) of the attending advisor(s), select **ADVISOR** from the **SELECT STATUS** drop-down menu.
 - There must be at least one Chapter Advisor registered per Chapter.
 - When finished registering advisors, select **SAVE**.
- **Student Registration** – Select **ADD STUDENT MEMBER**.
 - Next to the name(s) of attending student(s), select **STUDENT** from the **SELECT STATUS** drop-down menu. Confirm their grade, gender, and select their t-shirt size.
 - **An email address will be needed for each student** which will be used for their account login to sessions. Advisor or placeholder emails should not be used for students.
 - When finished registering students, select **SAVE** (bottom of screen).
- **Chaperones** – Select **ADD OTHER NAME**.
 - Fill in the first and last name fields.
 - Select **MALE** or **FEMALE** from the **GENDER** drop-down menu.
 - Select **CHAPERONE** from the **SELECT STATUS** drop-down menu, and then select **SUBMIT**.
 - You are required to register **1 adult per Chapter**
- **Special Needs** – To add special needs information, select **EDIT** next to the name, and type the information in the box provided.



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- **Drops** – To remove a participant from registration **before October 12th**, Select **DROP** next to the name.

Items and Events Options

Items and Events include:

- **Competitive Event Tracks** – Each student may participate in only one competitive event
 - Entrepreneurship Individual Series | Access through Zoom
 - Marketing Communications Individual Series | Access through Flipgrid
 - Principles of Hospitality Mock Competition | Access through Flipgrid
 - Innovation Pitch Competition | Access through Google
- **DECA Exam** – Students may participate in this 100-question exam in addition to one competitive event above.
- **Innovation Leadership Academy (ILA)** – \$10 per student.
- **Washington Association of Marketing Educators (WAME) Membership** – \$25
 - Washington Advisors only.
- **Conference T-Shirt** – The WRLC t-shirt is included in registration for advisors, students, and chaperones. Please select a t-shirt size for each registered participant.

Submit Registration

- **Agreement** – Read the registration agreement statements, and click the **AGREEMENT** box before you submit your registration.
- **Print Invoice** – To print a copy of your invoice, select **CLICK HERE TO PRINT A COPY OF YOUR INVOICE**.
 - Submit your invoice to your accounts payable departments as soon as possible to meet the payment deadlines.
- **Submit Registration** – Select **SUBMIT TO DECA** to complete your WRLC registration.
 - You may see several red messages on your screen. Your registration will not be complete until these problems are resolved.
 - Correct any problems and select **SUBMIT TO DECA** again.

Registration Changes and Corrections

If you need to make changes to your conference registration, you can do so in the registration system yourself through 5:00 p.m. (PST) October 12th.

- No refunds, changes, or substitutions are allowed after October 12th.
- To make changes through October 12, log in to WRLC Registration again.
- Select **ITEMS AND EVENTS** to add, delete, or make changes to item and event selections.
- Select **DROP** to remove a participant.
- Click on your school name at the top of the page to make changes to your chapter's general information.
- When finished making changes, remember to select **SUBMIT TO DECA** to re-submit your revised registration. This will generate new invoices for you.