

Chapter Membership Processing Instructions 2005-2006 Membership Year

Delta Epsilon Chi Division of DECA

Please submit your initial membership roster by **October 15** so that we know your chapter is active, and so that we have your chapter's updated information in order to send new program information. DEADLINE for initial rosters is November 15.

Throughout this document the term "state" will be used to refer to states, provinces and territories.

Basic Instructions

Both state and DECA Inc. dues and roster invoices are sent directly to DECA Inc. using the online membership system in all Delta Epsilon Chi states, provinces and territories EXCEPT the three listed below. DECA Inc. then forwards a chapter membership report to the state contact along with appropriate dues. Chapters must send a signed and dated copy of the roster invoice along with a check for state and DECA Inc. dues to:

DECA Inc.
ATTN: Membership
1908 Association Dr.
Reston, VA 20191
703-860-5000

In Iowa and Michigan: State dues are processed through the state association. DECA Inc. dues are processed directly through DECA Inc. (see address above). Both are processed using the online membership system.

In Rhode Island: Each chapter pays a fee to the state association. Contact the state association for details. DECA Inc. dues are processed directly through DECA Inc. (see address above) using the online membership system.

Quick Tips

1. To move between fields — use the TAB key or mouse.
2. To select options using drop-down menus — you can also use Up/Down arrow keys or type first letter of your selection.

Log-in Instructions

Step 1: Go to www.deltaepsilonchi.org/onlinemembership.html to access the online membership processing system. This is part of the Delta Epsilon Chi Web site. From this page you will link to the membership log in.

Step 2: Log in to the membership system. If you don't have your user name and password, don't worry. You will be able to create a user name and password the first time you enter the system. The system will walk you through it. The system is also set up to handle new chapters. From the Log-in page, go to the **Click Here!** feature.

Once you are logged in your chapter name will appear above the MAIN MENU screen. All chapter functions will be handled from the MAIN MENU screen.

Verifying/Updating Chapter Information (existing chapters are already loaded into the system)

Step 3: Go to **Edit Chapter Information** to update your chapter information. Including:

Type of School
Chapter Address and Contact Information
Web site URL (for chapter, program or school)
Name of Administrator

Determine whether your chapter is a New Chapter, Affiliated Last Year, or Re-Affiliated. A **New Chapter** is a chapter in a school that has never had a ΔEX chapter. An **Affiliated Last Year** chapter is one that was active in the 2004-2005 membership year. A **Re-Affiliated** chapter is one that has been active in the past but **NOT** active in the 2004-2005 membership year.

Click on **UPDATE** once you are finished to save the information.

Entering Member Information

NOTE: After you have finished entering all of the members (students, advisors AND alumni/professional) you have at this time, go to the MAIN MENU and click on *Submit to DECA*.

Step 4: Entering Advisors — go to *Update Advisor Membership Roster*

This will take you to the UPDATE ADVISOR ROSTER screen. Click ADD button, allowing you to enter one advisor at a time. Repeat the process for each additional advisor.

After each time you enter an advisor and click OK, you will return to the UPDATE ADVISOR ROSTER screen where you should see all of the advisors you entered as **Unsubmitted Advisors**. When finished entering advisors, click the CLOSE button.

There are 4 categories of advisors/chapter supporters. Make sure you know the appropriate category for each person before entering the system. You also need to provide:

Name and Title (i.e., Dr.)
Email Address
Years of Service (as a DECA/ Δ E X advisor)
Type of Advisor (see below for descriptions of the four types to choose from)

You must have a primary advisor in order to submit members.

To change the category type of an advisor at a later date, contact Michael Mount, DECA Inc. Membership Manager, at Michael_Mount@deca.org.

Primary Advisor Contact Information (there can be ONLY one)

The *Primary Advisor* is the main person responsible for the logistics of the chapter, such as processing conference registration. This person will receive copies of all communications sent by DECA Inc., and will be considered the main point of contact between the chapter and DECA Inc. (including membership mailings). He/She will receive anything that is sent to the other three categories, including all competition-related information.

Secondary Advisors Contact Information (you may have more than one)

These are school personnel who are active with the chapter, such as attending conferences and/or meetings, and communicating to students about the chapter. They will receive critical communications such as the *Delta Epsilon Chi Guide*, conference promotional information, and annual calendar. They will also receive anything that is sent to Faculty/Administrative Supporters and Competition Coaches, including all competition-related information.

Faculty or Administrative Supporters (you may have more than one)

These are school personnel such as a classroom instructor who uses Delta Epsilon Chi competitive events or other programs in the classroom, or a dean, department chair or administrative assistant who supports the chapter. They will receive the *Delta Epsilon Chi Guide*, an annual calendar and major program/service updates. They will not receive regular chapter communications.

Competition Coach (you may have more than one)

This category is for people who *only* help prepare students for competition, such as a faculty member, an outside supporter, or even a student who has competed successfully in the past and who now wants to help others succeed in competition. They will receive the *Delta Epsilon Chi Guide*, competitive event updates, an annual calendar, and information about resources available to prepare for competition. They will not receive regular chapter communications.

Step 5: Entering Students — go to *Update Student Membership Roster*

All you need to enter is name and gender.

You will see a screen titled UPDATE STUDENT ROSTER. To enter students into the system, click ADD at the bottom of the screen. Don't worry about putting them in alphabetical order. The system will take care of that when you are done.

You may add up to 10 students at a time. Once you are finished with the first group of 10 or less, click OK at the bottom of the screen. This will take you back to the UPDATE STUDENTS ROSTER screen, where you will see the students listed as **Unsubmitted Students**.

If you have more than 10 students to enter at this time, click on the ADD button again to enter additional students. When finished entering students, click the CLOSE button.

Step 6: Entering Alumni and Professional Members — go to *Update Alumni and Professional Membership Roster*

All you need are their names, gender, and whether they are an alumni or a professional member.

From here the process is the same as for students, except that each screen only holds up to five names. When finished entering alumni/professionals, click the CLOSE button.

Step 7: Submitting Your Membership to DECA Inc. — go to *Submit to DECA*

CAUTION: Do this **ONLY** after you have entered all of the students, advisors and alumni/professional members that you intend to submit at this time.

Once you have entered in all of the members you have at this time, return to the main menu and click on *Submit to DECA*.

The Submit Roster page will list all of the advisor, student and alumni/professional members that need to be submitted to DECA.

Before submitting:

1. Verify spelling, etc. of names.
2. Add Check # or PO # (if available).

Click on OK.

A completed roster/invoice will appear as a .pdf file titled:

MEMBERSHIP ROSTER
INVOICE

Please print 2 copies of the Roster/Invoice. Then close the window.

Payment Information

Step 8: Paying Dues

State and DECA Inc. Dues (for everyone EXCEPT Iowa and Michigan chapters)

1. Print out your chapter roster/invoice, sign and date it.
2. Request payment to DECA Inc. The signed and dated invoice must accompany the check. Send to:

DECA Inc.
ATTN: Membership
1908 Association Dr.
Reston, VA 20191
703-860-5000

Iowa and Michigan Chapters:

(all members must pay both state and DECA Inc. dues)

1. Print 2 copies of your chapter roster/invoice. Sign and date them.
2. STATE DUES: Circle the columns for state dues to indicate only the STATE total amount for payment. Cross out the DECA Inc. dues columns and the Grand Total.

Submit this for payment to the state contact.

3. DECA INC. DUES: Circle the columns for DECA Inc. dues to indicate only the DECA Inc. total amount for payment. Cross out the state dues columns and the Grand Total.

Submit this for payment to: DECA Inc.
ATTN: Membership
1908 Association Dr.
Reston, VA 20191
703-860-5000

Reminder: **The roster will not be processed without an *original* signature and date from the chapter advisor, along with the appropriate dues.**

Step 9: Once payment is received it will be applied in the online membership system. Membership cards and pins will be mailed.

To review payment status, go to **View Invoices and Payments** from the MAIN MENU screen.

Additional members may be submitted throughout the year using these same procedures.

February 15 is the deadline to submit student members in order for them to be eligible to compete at the International Career Development Conference (ICDC).