

Submitting DECA Membership:

In order to submit your DECA membership you may go to decamaryland.org to get the link or [click here](#) to get to the membership portal. Just so you know, the decamaryland.org website has a lot of information for you and your members about DECA and Maryland DECA conferences.

Below you can view a video to help you enter and submit your membership

After submitting your membership, you will need to pull up the Invoice, print it and submit to your finance secretary to pay National DECA

The screenshot shows the DECA Membership System interface. At the top, there is a blue header with the DECA logo and the text "DECA MEMBERSHIP SYSTEM". Below the header, the school name "RICHARD MONTGOMERY HIGH SCHOOL - 121H-1277" is displayed. The interface includes a navigation menu with options like "Home", "Additional Stickers Request", "Logout", "Students", "Alumni", "Professionals", "Chapter Information", "Chapter Advisor(s)", "Conferences", "Invoice History", "Quick Links", and "Notifications". A search bar and buttons for "Begin D" and "En x" are also visible. Below the navigation, there is a table of invoices with columns for Invoice Number, Invoice Type, Conference, Total, Balance Due, Paid On, Created, National/State/Province, Payments, P.O.'s, and View. The table contains three rows of data.

Invoice Number	Invoice Type	Conference	Total	Balance Due	Paid On	Created	National/State/Province	Payments	P.O.'s	View
108842	High School Membership		\$12.00	\$0.00	12/03/2021	11/19/2021	National	Payments		👁
108844	High School Membership		\$900.00	\$0.00	12/03/2021	11/19/2021	National	Payments		👁
110452	High School Membership		\$24.00	\$24.00	Unpaid	12/03/2021	National			👁

On your membership window, Click **Invoice History**, then this window will pop up. Then, click on the **eye icon to the right to view and print your invoice**. The Address you send your payment to is: **DECA Inc. Attn: DECA Membership 1908 Association Drive Reston VA 20191** You may download the item to print and save for your records.

My advice is to record and receive payment from all of your members first, then enter and submit all at once. Sometimes, students will want to add and pay later. That is okay, but they must be a paid member to participate in competitions.

Also, you may want to charge a little more than the standard \$14.00. Some clubs charge \$14 - \$20 to cover your advisor cost which is \$14 as well as any other incidentals used, like for an end of year pizza party. Or a club shirt.

Like many of my fellow advisors, this is time consuming, so utilize your club leadership to help enter the names. But as the advisor, you probably will have to fill out the paperwork to submit for your check.