

# Instructions for Completing Initial Missouri DECA On-line Membership Roster



## 1. Login to the site and update your roster.

- Go to <http://membership.deca.org> and enter your username and password. It's the same as last year.
  - Forgot your username and password?**
    - Click on "Click Here" to get your chapter's information.
    - Select the link "Forgot your username and password?"
    - Complete the request and National DECA will e-mail your username and password.
- If your e-mail address has changed, call the Membership Department at (703) 860-5000 for assistance.
- Follow the directions in the Online Membership System Instruction Manual for Chapter Advisors at <http://www.deca.org/pdf/ChapterAdvisorInstructions.pdf>.
- Please be careful when entering names as any spelling errors can only be changed by National DECA.

**MAIN MENU**

- [Edit Chapter Information »](#)
- [Update Student Membership Roster »](#)
- [Update Advisor Membership Roster »](#)
- [Update Alumni and Professional Membership Roster »](#)
- [Edit Existing Members »](#)
- [Submit Roster to DECA »](#)
- [View Statement »](#)
- [Download Membership Data »](#)
- [Print Membership Roster »](#)
- [View Alerts »](#)

**WORK YOUR WAY DOWN THE MENU.**

## 2. Submit roster and payment to Missouri DECA by **November 1**.

After you submit your members:

- Select "View Statement" from the main menu. Press "View" for the current invoice, and print the Membership Roster Invoice that pops up. Please **sign** and **date** on the lines provided.
- Prepare a purchase order or check for dues. Dues are a total of \$10 (National dues of \$8 and State dues of \$2) for students, advisors, and professional members. Make all checks payable to "**Missouri DECA.**"
- Mail a copy of your Membership Roster Invoice (signed and dated) and a **check or purchase order** for state and national dues to **Missouri DECA.**

MEMBERSHIP ROSTER		CHAPTER ID: 300714																																																
<b>CHAPTER ADDRESS</b> Affton High School 6206 Montclair Rd. St. Louis, MO 63123 314-991-3000		<b>CHAPTER DATA</b> Affton High School 100% Membership Yr: 16 Chapter (2015): 30																																																
<b>ADVISORS</b> Name: Elyse Batten Email: ElyseB@affton132.net.us Phone: 314-991-3000 Fax: 314-991-3000 Title: Chapter Advisor District Administrator: Jeff Monte		1000 Association Dr. Reston, VA 20191 703-860-5000																																																
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Department of  
Elementary and  
Secondary Education

P.O. Box 480  
Jefferson City, MO  
65102

- The **deadline** for submitting the initial roster is midnight **November 1**.
- Please ensure your central office sends payment to Missouri DECA, not National DECA.**
- DECA dues are non-transferable and non-refundable. If a student transfers to your program and has paid dues at another chapter within state, they do not have to pay state and national dues again. If they have transferred from another state, they do not have to pay national dues, but must pay state dues.
- Carefully proofread the names of all members you submit on the roster to be sure names have not been omitted or entered twice.

## QUESTIONS

If you have questions or problems pertaining to the on-line membership website, please contact Michael Mount with National DECA at [Michael\\_Mount@deca.org](mailto:Michael_Mount@deca.org) or (703) 860-5000.

If you have questions about submitting your roster to Missouri DECA, payment or membership cards and pins, please contact Kathy Parrett with Missouri DECA at [Kathy.Parrett@dese.mo.gov](mailto:Kathy.Parrett@dese.mo.gov) or (573) 751-4367.