



2025
SCDC
REGISTRATION GUIDE

USE THIS DOCUMENT FOR ALL THINGS SCDC REGISTRATION.

REGISTRATION LINK:

[HTTPS://WWW.DECAREGISTRATION.COM/AZ](https://www.decaregistration.com/az)

PAYMENT FOR ALL PRIOR CONFERENCES AND SCDC MUST BE RECEIVED BEFORE YOU CHECK IN AT REGISTRATION AT THE STATE CONFERENCE. YOU CAN MAIL A CHECK PRIOR, HOWEVER, IF YOUR CHECK IS NOT SENT IN THE MAIL BEFORE FEBRUARY 13TH, PLEASE DO NOT MAIL IT, JUST BRING THE CHECK WITH YOU TO SCDC.

STATE STAFF CONTACT INFORMATION

STATE FINANCIAL CONTACT:
SEND ALL STATE PAYMENTS TO
THIS ADDRESS:
ARIZONA DECA FINANCIAL SERVICES
P.O. BOX 1440
OWASSO, OK 74055
EMAIL: ARIZONA@CTSOFINANCE.ORG

LACY BEANLAND-KIRK

CHARTERED ASSOCIATION ADVISOR (CAA)

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State CTSO Director

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RENEE WOODRUFF

Competitive Event Coordinator

RENEE@ARIZONADECA.ORG

REGISTRATION OPENS: JANUARY 6, 2025 REGISTRATION CLOSES: JANUARY 31, 2025 @ 11:59 PM

STEPS FOR REGISTERING FOR SCDC:

- 1. Ensure your membership is in the DECA Membership system.**
Your members MUST be on your membership roster in the DECA Membership System before you register for The State Career Development Conference. Also, make sure that their names are spelled correctly.

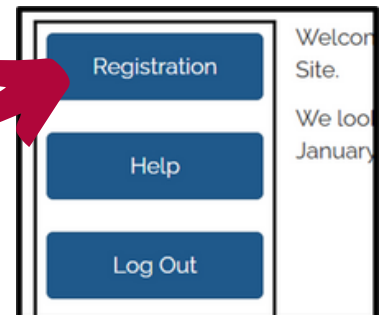
[HTTPS://MEMBERSHIP.DECAREGISTRATION.COM/DECA # MEMBERSHIP SYSTEM:](https://membership.decaregistration.com/DECA#MEMBERSHIP_SYSTEM)

- 2. Click on the link below.**
REGISTRATION LINK:

[HTTPS://WWW.DECAREGISTRATION.COM/AZ](https://www.decaregistration.com/az)

- 3. Click on “Registration” tab located on the left side of your screen.**

*** Your log in information is the same as your Membership system log in information.



- 4. As the advisor you will need to confirm your information as well as:**
 - Select the form of payment
 - How many judges you have recruited for the conference

5. As the primary advisor you will be added to the registration. **PLEASE SELECT YOUR T-SHIRT SIZE**

6. To add additional advisors or Chaperones, click on **“Add Non-Student”**

7. Then click **“Add Student”** to select all your students

8. To add your members, you must select them by checking the box in the **“Select”** column. You can search for their name in the search box

9. Once the box is selected, for each student you will have to select their **“Participation Type”** and **“T-Shirt Size”**

- ONLY select **“State Officer”** if your student is a current 2024-2025 ARIZONA DECA STATE OFFICER (we verify this)

10. Once all members are selected and participation types are selected, click the green **“Add Selected Members”** button at the top of the page. You will then be directed back to the home registration page where your students will be listed

PARTICIPATION TYPES

REGISTRATION ONLY:

CODE	DESCRIPTION	RATE	TYPE	COMPETITION ELIGIBLE
S	Student - REGISTRATION ONLY	\$135.00	S	Require
A	Advisor - REGISTRATION ONLY	\$68.00	A	Do Not Allow
C1	Chaperone (Non-Judging) - REGISTRATION ONLY	\$135.00	O	Do Not Allow
C2	Judging Chaperone - Doesn't include Conference Materials, will be registered to judge all 3 sessions	\$0.00	O	Do Not Allow
SO	State Officer	\$0.00	S	Require

STUDENT ALL-INCLUSIVE

CODE	DESCRIPTION	RATE	TYPE	COMPETITION ELIGIBLE
SAD	STUDENT All Inclusive - Double	\$495.00	S	Require
SAF	STUDENT All Inclusive - FIVE	\$351.00	S	Require
SAQ	STUDENT All Inclusive - Quad	\$375.00	S	Require
SAS	STUDENT All Inclusive - Single	\$735.00	S	Require
SAT	STUDENT All Inclusive - Triple	\$415.00	S	Require

ADVISOR & CHAPERONE (NON JUDGING) ALL-INCLUSIVE

CODE	DESCRIPTION	RATE	TYPE	COMPETITION ELIGIBLE
AAD	ADVISOR All Inclusive - DOUBLE	\$428.00	A	Do Not Allow
AAS	ADVISOR All Inclusive - SINGLE	\$668.00	A	Do Not Allow
AAT	ADVISOR All Inclusive - TRIPLE	\$348.00	A	Do Not Allow
CAD	CHAPERONE All Inclusive - DOUBLE	\$495.00	O	Do Not Allow
CAS	CHAPERONE All Inclusive - SINGLE	\$735.00	O	Do Not Allow
CAT	CHAPERONE All Inclusive - TRIPLE	\$415.00	O	Do Not Allow

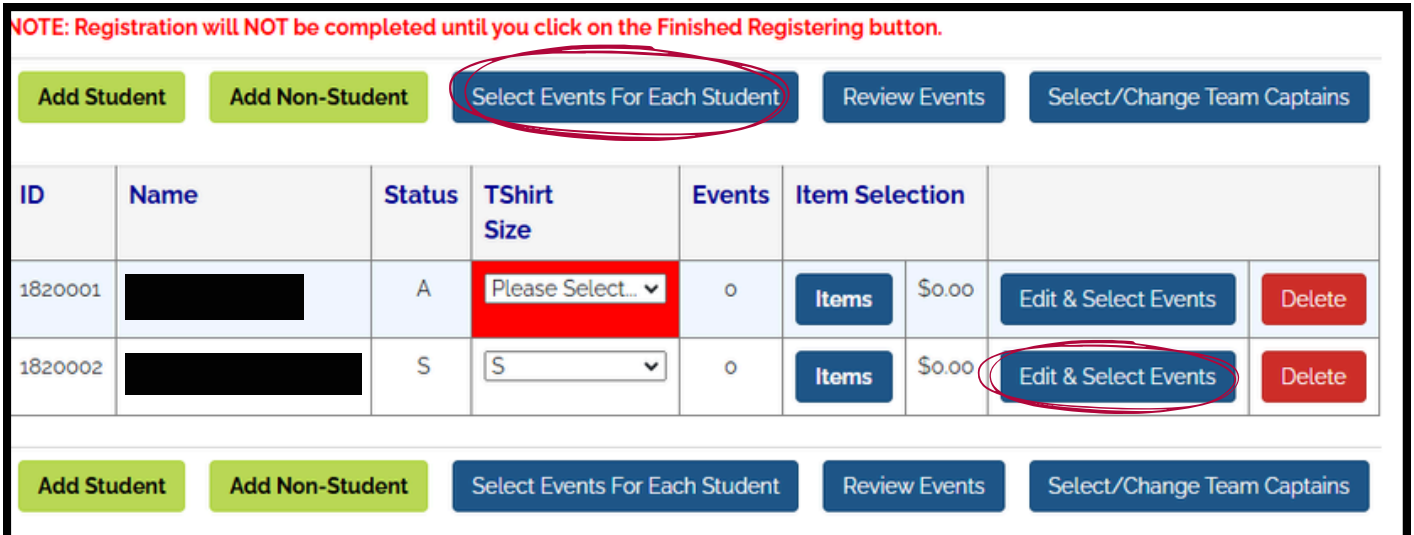
SELECTING EVENTS

11. EACH MEMBER CAN DO A MAXIMUM OF TWO (2) EVENTS. THESE CAN ONLY BE A COMBINATION OF ONE (1) WRITTEN/PREPARED EVENT AND ONE (1) ROLE PLAY EVENT

- Advisors, chaperones and registered judges DO NOT have any events to be selected
- Team Captains must be selected

12. Two ways to select the Events for your students:

NOTE: Registration will NOT be completed until you click on the Finished Registering button.



The screenshot shows a registration interface with the following elements:

- Buttons at the top: Add Student (green), Add Non-Student (green), **Select Events For Each Student** (blue, circled in red), Review Events (blue), Select/Change Team Captains (blue).
- Table with columns: ID, Name, Status, TShirt Size, Events, Item Selection.
- Row 1 (ID: 1820001): Name is redacted, Status is 'A', TShirt Size dropdown shows 'Please Select...', Events column has '0', Item Selection has 'Items' button and '\$0.00'. Action buttons: Edit & Select Events (blue), Delete (red).
- Row 2 (ID: 1820002): Name is redacted, Status is 'S', TShirt Size dropdown shows 'S', Events column has '0', Item Selection has 'Items' button and '\$0.00'. Action buttons: **Edit & Select Events** (blue, circled in red), Delete (red).
- Buttons at the bottom: Add Student (green), Add Non-Student (green), Select Events For Each Student (blue), Review Events (blue), Select/Change Team Captains (blue).

1. “EDIT & SELECT EVENTS” FOR EACH STUDENT INDIVIDUALLY

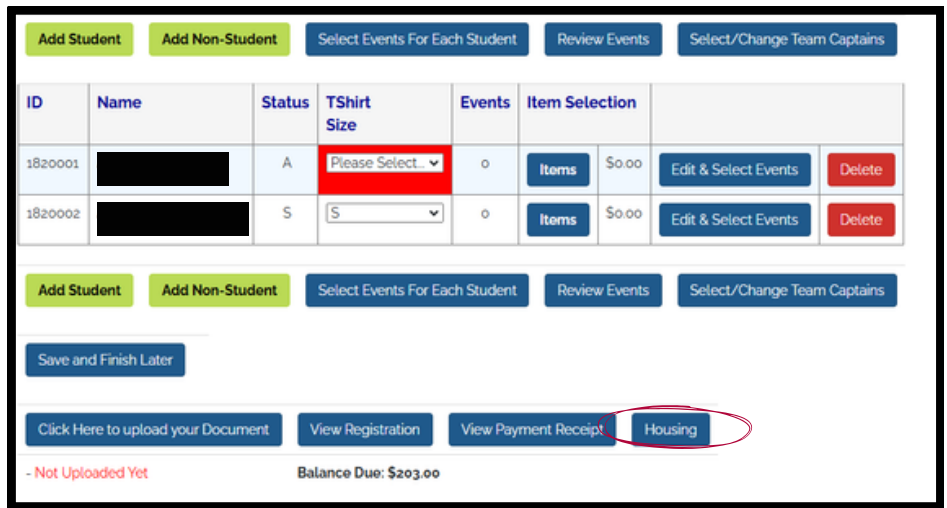
- a. This is where you must individually select for each student, select their event and then return to the home page and select the next student. Repeating this process until all students show a 1 in the “Events” column

2. “SELECT EVENTS FOR EACH STUDENT” BLUE BUTTON AT THE TOP OF THE PAGE.

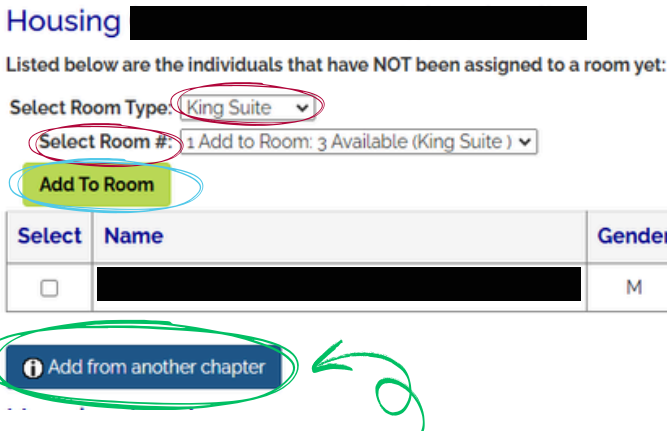
- This will prompt you for each student and once their event is selected you will select the green “NEXT” button at the bottom of the page and the next student will pop up and you will then select their event. Repeating the process until all have events selected
- Once all your students have their events selected you will be brought back to the registration home page

SELECTING HOUSING

13. AT THE BOTTOM OF THE REGISTRATION HOME PAGE. CLICK ON THE BUTTON “HOUSING”



14. ADD EACH ROOM BY SELECTING ROOM “TYPE” AND ASSIGNING A “ROOM #”



15. THEN SELECT THE ATTENDEES FOR THAT SPECIFIC ROOM

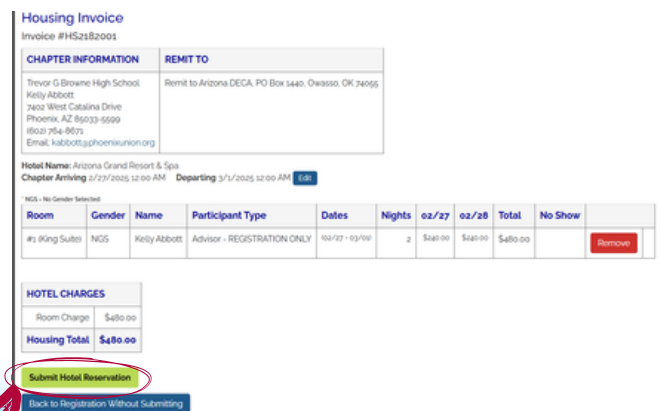
16. THEN REPEAT THIS PROCESS UNTIL ALL ATTENDEES HAVE BEEN PLACED IN A ROOM

*** YOU CAN ADD A STUDENT FROM ANOTHER CHAPTER BY CLICKING THIS BUTTON... THIS MUST BE PRE-ARRANGED WITH THE OTHER ADVISOR.

17. AT THE BOTTOM OF THE PAGE, YOUR ROOM ASSIGNMENTS AND RESERVATION WILL APPEAR, PLEASE VERIFY THAT ALL INFORMATION IS CORRECT INCLUDING:

1. CHECK IN AND CHECK OUT DATES
2. ROOM # AND ASSIGNED ATTENDEES PER ROOM
3. CHAPTER INFORMATION

18. YOU MUST CLICK “SUBMIT HOTEL RESERVATION” TO FINISH YOUR HOUSING RESERVATION.



PURCHASING OPTIONAL MEALS

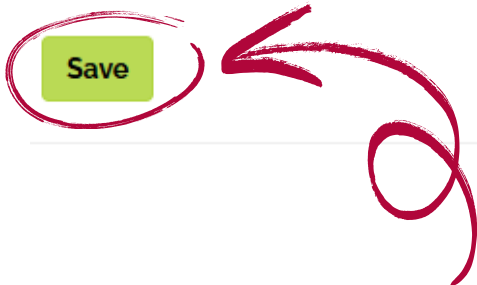
**** IF YOU SELECTED THE “ALL INCLUSIVE” OPTION, YOU DO NOT HAVE TO SELECT ADDITIONAL ITEMS ****

19. TO PURCHASE OPTIONAL MEAL ITEMS, SELECT THE “**ITEMS**” BUTTON NEXT TO EACH NAME

ID	Name	Status	TShirt Size	Events	Item Selection
1820001	[REDACTED]	A	Please Select	0	Items \$0.00
1820002	[REDACTED]	S	S	0	Items \$0.00

Select Items for [REDACTED]

Description	Price	Quantity
Optional Meal		
Friday Breakfast	\$25.00	<input type="text" value="0"/>
Friday Dinner	\$35.00	<input type="text" value="0"/>
Saturday Breakfast	\$25.00	<input type="text" value="0"/>
Thursday Dinner	\$35.00	<input type="text" value="0"/>



20. PUT THE QUANTITY OF EACH ADDITIONAL MEAL YOU WOULD LIKE TO PURCHASE

TWO WAYS TO ORDER

- 1. ORDER THE NUMBER FOR THE WHOLE CHAPTER UNDER THE ADVISOR REGISTRATION**
- 2. CLICK ON EACH PERSON AND ORDER THEM ONE BY ONE**

21. CLICK “**SAVE**”, THEN YOU WILL AUTOMATICALLY BE DIRECTED BACK TO THE HOME REGISTRATION PAGE

SUBMITTING REGISTRATION

22. REVIEW AND FINALIZE ALL ITEMS. MAKE SURE THAT THE FOLLOWING WAS COMPLETED:

1. ALL MEMBERS ADDED
2. ALL CHAPERONES/GUESTS ADDED
3. ALL ADVISORS ADDED
4. ALL MEMBERS HAVE AN EVENT SELECTED
5. ALL ATTENDEES HAVE T-SHIRTS SIZES
SELECTED
6. HOUSING IS SELECTED AND SUBMITTED
7. ADDITIONAL MEALS ARE PURCHASED IF
NEEDED

23. CLICK “**FINISH REGISTRATION**” TO FULLY SUBMIT YOUR REGISTRATION!!

[Click Here to upload your Document](#)
[View Registration](#)
[View Payment Receipt](#)

- Not Uploaded Yet

Balance Due: \$405.00

Please do not pay from this invoice.

An official invoice will be generated for you by the Arizona CTSO Business Office (arizona@ctsof

Payment must be received before 4 pm on February 27th.

You can mail a check prior to February 13th. If you do not have a check sent before then, bring it

Thank you.

Pay By Check

Pay By PO

Finish Registration



STATE CAREER DEVELOPMENT CONFERENCE (SCDC)

FEBRUARY 27 – MARCH 1, 2025

ARIZONA GRAND RESORT & SPA

SCDC TENTATIVE SCHEDULE

- **THURSDAY – FEBRUARY 27**
 - REGISTRATION – 1 PM – 4 PM
 - COMPETITIVE EVENTS SESSION 1 – 4 PM–9 PM
 - OPENING SESSION – 9 PM – 10:30 PM
- **FRIDAY – FEBRUARY 28**
 - VOTING DELEGATE SESSION – 8 AM – 9 AM
 - COMPETITIVE EVENTS SESSION 2 – 9 AM–1 PM
 - EXHIBITOR HALL AND WORKSHOPS – 10 AM – 4PM
 - ADMINISTRATOR LUNCHEON – 11 AM – 1 PM
 - LUNCH (INCLUDED IN REGISTRATION) – 11:30 AM –1:30 PM
 - COMPETITIVE EVENTS FINALS (SESSION 3) – 3PM– 6 PM
 - DECA AFTER DARK ACTIVITIES – 7 PM – 10:30 PM
- **SATURDAY – MARCH 1**
 - CLOSING GRAND AWARDS SESSION – 9 AM – 12 PM



ALL INFORMATION IS SUBJECT TO CHANGE

**WRITTEN EVENT AND AWARD
SUBMISSIONS DUE
FEBRUARY 3RD**

**Testing Window:
FEBRUARY 12TH – 23RD**

****Must be a member before you
can register**

REGISTRATION OPENS
January 6th

REGISTRATION DUE
January 31st

NO cancellations, refunds or return of
funds will be granted after registration
closes

Registration Link on Arizona DECA website
All information is subject to change

WHICH EVENT COMPETES WHEN??

- **THURSDAY – FEBRUARY 27 – 4 PM – 9:00 PM**
 - INDIVIDUAL SERIES – ROLE PLAY 1
 - WRITTEN AND PREPARED EVENT WITH MULTIPLE SECTIONS
 - **ANY OTHER EVENTS MAY HAVE TO BE ON THURSDAY EVENING DUE TO SPACE AND TIMING, WE WILL NOT KNOW THIS UNTIL AFTER REGISTRATION CLOSES.**
- **FRIDAY – FEBRUARY 28 – 9 AM – 1:00 PM**
 - INDIVIDUAL SERIES – ROLE PLAY 2
 - PRINCIPLE EVENTS (1ST YEAR MEMBERS ONLY)
 - PERSONAL FINANCIAL LITERACY
 - TEAM DECISION MAKING EVENTS
- **FRIDAY – FEBRUARY 28 – 3-6 PM**
 - COMPETITIVE EVENTS FINALS

IMPORTANT REMINDERS

- **ALL ADVISORS WILL BE ASSIGNED TO AN ADVISOR ASSIGNMENT TO ENSURE THAT ALL AREAS OF THE COMPETITIONS AND DECA AFTER DARK HAVE COVERAGE**
- **MEMBERS CAN ONLY COMPETE IN ONE ROLE PLAY AND ONE PREPARED EVENT**
- **CHAPERONES THAT ARE REGISTERED AS A JUDGE WILL BE SIGNED UP TO JUDGE ALL THREE SESSIONS**
- **WE NEED HELP RECRUITING JUDGES FOR THIS EVENT – EACH CHAPTER SHOULD BRING 1 JUDGE FOR EVERY 10 STUDENTS IN ATTENDANCE**
- **ALL OUTSTANDING PAYMENTS MUST BE PAID BEFORE THE START OF THE CONFERENCE OR YOUR CHAPTER WILL BE REMOVED FROM THE CONFERENCE**
- **BUSINESS PROFESSIONAL CLOTHING IS REQUIRED FOR ALL ATTENDEES, INCLUDING ADVISORS DURING AND IN ALL CONFERENCE AREAS**
- **FOR DECA AFTER DARK – DECA CASUAL ATTIRE IS PERMITTED**