

2025-2026
District
REGISTRATION GUIDE

GO THE
EXTRA
◇ DECA

USE THIS DOCUMENT FOR ALL THINGS DISTRICT REGISTRATION.

REGISTRATION LINK:

DISTRICT 1: [HTTPS://WWW.DECAREGISTRATION.COM/AZ-D1/MAIN.ASP](https://www.decaregistration.com/AZ-D1/MAIN.ASP)

DISTRICT 2: [HTTPS://WWW.DECAREGISTRATION.COM/AZ-D2/MAIN.ASP](https://www.decaregistration.com/AZ-D2/MAIN.ASP)

DISTRICT 3: [HTTPS://WWW.DECAREGISTRATION.COM/AZ-D3/MAIN.ASP](https://www.decaregistration.com/AZ-D3/MAIN.ASP)

DISTRICT 4: [HTTPS://WWW.DECAREGISTRATION.COM/AZ-D4/MAIN.ASP](https://www.decaregistration.com/AZ-D4/MAIN.ASP)

DISTRICT 5: [HTTPS://WWW.DECAREGISTRATION.COM/AZ-D5/MAIN.ASP](https://www.decaregistration.com/AZ-D5/MAIN.ASP)

DISTRICT 6: [HTTPS://WWW.DECAREGISTRATION.COM/AZ-D6/MAIN.ASP](https://www.decaregistration.com/AZ-D6/MAIN.ASP)

DISTRICT 7: [HTTPS://WWW.DECAREGISTRATION.COM/AZ-D7/MAIN.ASP](https://www.decaregistration.com/AZ-D7/MAIN.ASP)

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

JULIE ELLIS
INTERIM CHARTERED ASSOCIATION
ADVISOR
EMAIL: JULIE.ELLIS@AZED.GOV

CRISTAL HURTADO GONZALEZ
PROGRAM PROJECT SPECIALIST
EMAIL: CRISTAL.HURTADOGONZALEZ@AZED.GOV

JULIE ELLIS
State CTSO Director
EMAIL: JULIE.ELLIS@AZED.GOV

ELENA GALLEGU RASCON
Program Specialist
EMAIL: ELENA.GALLEGORASCON@AZED.GOV

REGISTRATION OPENS: NOVEMBER 3, 2025
REGISTRATION CLOSES: NOVEMBER 26, 2025 @ 11:59 PM

STEPS FOR REGISTERING FOR DISTRICTS:

- 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 your District Leadership Conference. Also, make sure that their names are spelled correctly.

[HTTPS://MEMBERSHIP.DECAREGISTRATION.COM/DECA #](https://MEMBERSHIP.DECAREGISTRATION.COM/DECA #)
MEMBERSHIP SYSTEM:



- 2. Know Your District:**
You must register for the correct District Conference based on your school's assigned district.
 - Not Sure Which District?
 - [Click here to view the Chapter List and find your district assignment.](#)

- 3. Go to your Specific District Registration Link:**

REGISTRATION LINKS:

DISTRICT 1: [HTTPS://WWW.DECAREGISTRATION.COM/AZ-D1/MAIN.ASP](https://WWW.DECAREGISTRATION.COM/AZ-D1/MAIN.ASP)

DISTRICT 2: [HTTPS://WWW.DECAREGISTRATION.COM/AZ-D2/MAIN.ASP](https://WWW.DECAREGISTRATION.COM/AZ-D2/MAIN.ASP)

DISTRICT 3: [HTTPS://WWW.DECAREGISTRATION.COM/AZ-D3/MAIN.ASP](https://WWW.DECAREGISTRATION.COM/AZ-D3/MAIN.ASP)

DISTRICT 4: [HTTPS://WWW.DECAREGISTRATION.COM/AZ-D4/MAIN.ASP](https://WWW.DECAREGISTRATION.COM/AZ-D4/MAIN.ASP)

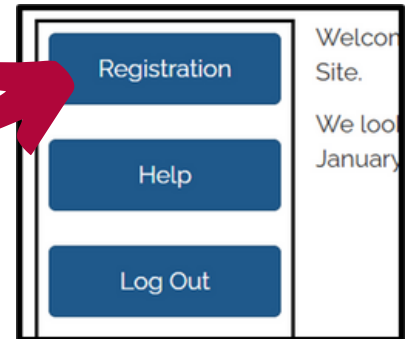
DISTRICT 5: [HTTPS://WWW.DECAREGISTRATION.COM/AZ-D5/MAIN.ASP](https://WWW.DECAREGISTRATION.COM/AZ-D5/MAIN.ASP)

DISTRICT 6: [HTTPS://WWW.DECAREGISTRATION.COM/AZ-D6/MAIN.ASP](https://WWW.DECAREGISTRATION.COM/AZ-D6/MAIN.ASP)

DISTRICT 7: TBA - DLG IS WORKING ON ADDING OUR NEW DISTRICT

4. 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.



5. As the advisor you will need to confirm your information as well as:

- How many judges you have recruited for the conference

6. As the Primary Advisor, you will be added to the registration.

7. To add additional Advisors or Chaperones, click on “Add Non-Student”

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

(Click the above link to edit your Chapter information)

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

Add Student
Add Non-Student
Select Events For Each Student
Review Events
Select/Change Team Captains

ID	Name	Status	Events	
		A	0	Edit & Select Events Delete

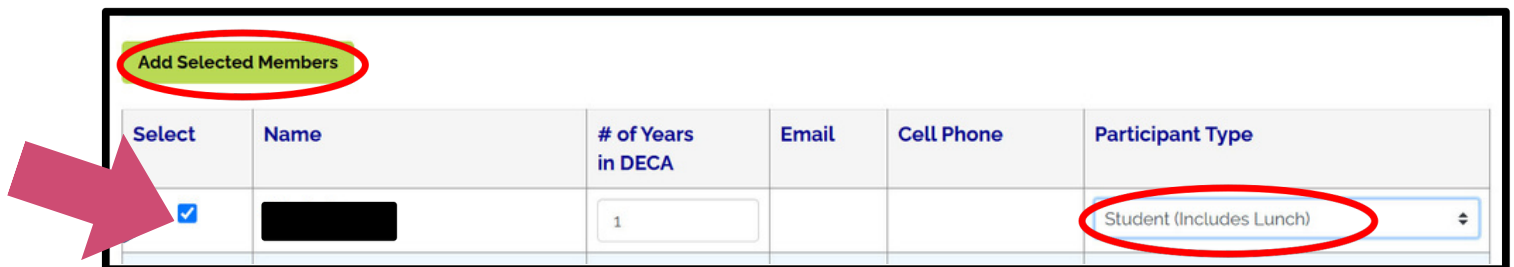
Add Student
Add Non-Student
Select Events For Each Student
Review Events
Select/Change Team Captains

Save and Finish Later

9. 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

10. Once the box is selected, for each student, you will have to select their “Participation Type”

- ONLY select “State Officer” if your student is a current 2025-2026 ARIZONA DECA STATE OFFICER (we verify this)



Select	Name	# of Years in DECA	Email	Cell Phone	Participant Type
☒	[REDACTED]	1			Student (Includes Lunch)

11. 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

**NOW WE MOVE ON TO
SELECTING EVENTS**

SELECTING EVENTS

12. *Reminder that we only offer **ROLE PLAY/CASE Study events at District Conferences**, and members can **ONLY** compete in one (1) event.

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

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

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

[Add Student](#) [Add Non-Student](#) [Select Events For Each Student](#) [Review Events](#) [Select/Change Team Captains](#)

ID	Name	Status	Events		
1010002		S	0	Edit & Select Events	Delete
1010003		S	0	Edit & Select Events	Delete
1010004		S	0	Edit & Select Events	Delete
1010001		A	0	Edit & Select Events	Delete

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

- 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.

SUBMITTING REGISTRATION

14. Please check the accuracy of all your students, ensuring names are correctly spelled, and correct events are selected. We will not change events after registration is closed.

15. Last step for registration! Submit your registration. Click “**Save & Finish Later**” while you are working on your registration; however, once you are done, you can hit the “**FINISH REGISTRATION**” Green button at the bottom of the registration page.

- You can “**Submit**” Multiple times.
 - **RECOMMENDATION: Hit “FINISH REGISTRATION” every time you make changes to make sure your registration is the most accurate.**
 - **A Quote will be generated for you as you hit “FINISH REGISTRATION”, but you will not receive an invoice until after Registration has closed by our financial company.**
- You may make changes to your registration at any time while it is open. However, please ensure your **final submission is completed by the deadline: November 26, 2025.**

The screenshot shows a registration form with the following elements:

- A blue button labeled "Save and Finish Later" with a red arrow pointing to it from the right, containing the text "Use as working on Registration".
- Two blue buttons: "View Registration" and "View Payment Receipt".
- A text label "Balance Due: \$120.00".
- Two radio button options for payment: "Pay By Check" (unselected) and "Pay By P.O." (selected).
- A green button labeled "Finish Registration" with a red arrow pointing to it from the right, containing the text "Use when done with Registration".

IMPORTANT REMINDERS

- **Please check the accuracy of all your students, ensuring names are correctly spelled, and correct events are selected.**
- **Final Registration Deadline:**
 - **All registrations must be submitted on or before November 26, 2025, by 11:59 PM.**
- **Editing Registration:**
 - You may continue to make changes to your registration, even after submitting, **until the system closes at 11:59 PM on November 26, 2025.**
- **Testing Eligibility:**
 - Students must be registered in the conference system at least 24 hours before they are added to the testing system.
- **Testing Window: November 10, 2025 – November 26, 2025**
- **Testing Location:** At your school, with a designated proctor
- **Weekly testing instructions will be sent electronically to advisors with registered students.**
- **Judge Recruitment Reminder**
 - We need your help recruiting judges for this event. To ensure a successful experience for all students, each chapter is asked to provide **one judge for every 10 students attending** the conference. Your support in securing judges is greatly appreciated and helps make this event possible!
- **Dress Code: Business Professional Clothing** is required for all attendees, including advisors, judges, and chaperones.
- **Advisor Responsibility:**
 - **It is the advisor's responsibility to ensure registration is completed accurately and before the deadline.**
 - **ALL ADVISORS WILL BE ASSIGNED TO AN ADVISOR ASSIGNMENT TO ENSURE THAT ALL AREAS OF THE COMPETITIONS HAVE COVERAGE**

Questions? Contact:

- **Julie Ellis – Interim Arizona DECA Chartered Association Advisor**
 -  Julie.Ellis@azed.gov (Best way to reach)
 -  602-542-5350 (2nd Best way to reach through call)
- **Cristal Hurtado Gonzalez – Arizona DECA Program Project Specialist**
 -  Cristal.HurtadoGonzalez@azed.gov (Best way to reach)
 -  480-332-8196 (2nd Best way to reach through text)