

2025-2026

SCDC

REGISTRATION GUIDE

GO THE
EXTRA
◇ DECA

USE THIS DOCUMENT FOR STATE 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

JULIE ELLIS
INTERIM CHARTERED ASSOCIATION
ADVISOR
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CRISTAL HURTADO GONZALEZ
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JULIE ELLIS
State CTSO Director
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ELENA GALLEGO RASCON
Program Specialist
EMAIL: ELENA.GALLEGORASCON@AZED.GOV

REGISTRATION OPENS: JANUARY 5, 2026
REGISTRATION CLOSES: JANUARY 23, 2026 @ 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.

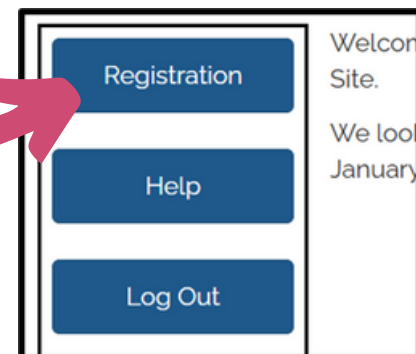
[HTTPS://MEMBERSHIP.DECAREGISTRATION.COM/DECA #](https://MEMBERSHIP.DECAREGISTRATION.COM/DECA#)

MEMBERSHIP SYSTEM:



- 2. Click on the link below.**
REGISTRATION LINK:
[HTTPS://WWW.DECAREGISTRATION.COM/AZ](https://WWW.DECAREGISTRATION.COM/AZ)

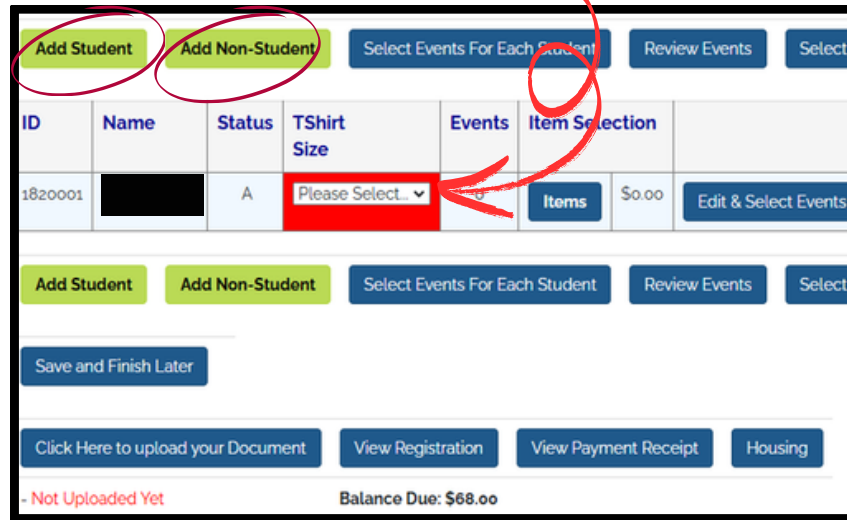
- 3. Click on the “Registration” tab located on the left side of your screen.**
*** Your login information is the same as your Membership system login information.



- 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

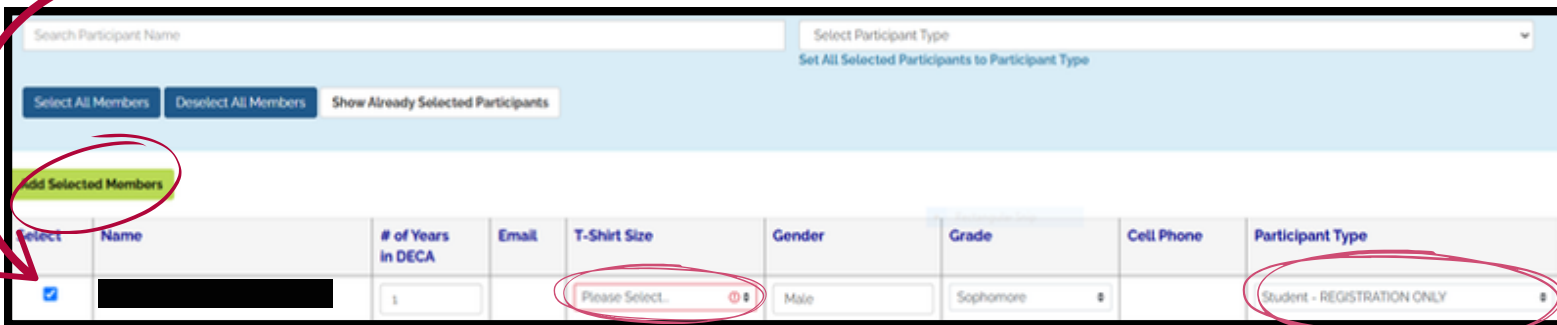
5. As the primary advisor you will be added to the registration. **PLEASE SELECT YOUR T-SHIRT SIZE**

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 2025-2026 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
S	Student - REGISTRATION ONLY	\$135.00	S
A	Advisor - REGISTRATION ONLY	\$68.00	A
C1	Chaperone (Non-Judging) - REGISTRATION ONLY	\$135.00	O
C2	Judging Chaperone - Doesn't include Conference Materials, will be registered to judge all 3 sessions	\$0.00	O
SO	State Officer	\$0.00	S

STUDENT ALL-INCLUSIVE

CODE	DESCRIPTION	RATE	TYPE	COMPETITION ELIGIBLE
SAF	STUDENT All Inclusive - FIVE	\$361.00	S	Require
SAQ	STUDENT All Inclusive - Quad	\$375.00	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 several buttons at the top: 'Add Student', 'Add Non-Student', 'Select Events For Each Student' (circled in red), 'Review Events', and 'Select/Change Team Captains'. Below these is a table with columns: ID, Name, Status, TShirt Size, Events, Item Selection, and two action buttons. The table contains two rows of student data. In the first row, the 'TShirt Size' dropdown is highlighted in red. In the second row, the 'Edit & Select Events' button is circled in red. At the bottom of the interface, there are more buttons: 'Add Student', 'Add Non-Student', 'Select Events For Each Student', 'Review Events', and 'Select/Change Team Captains'.

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

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

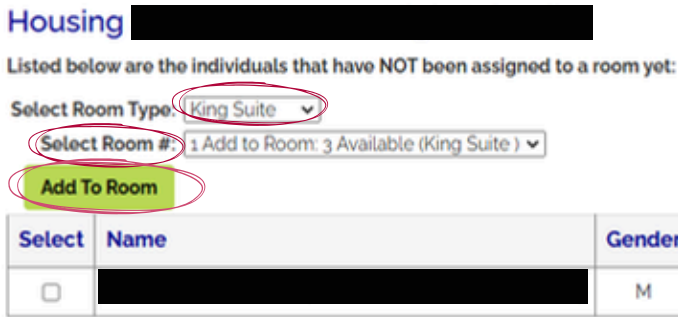
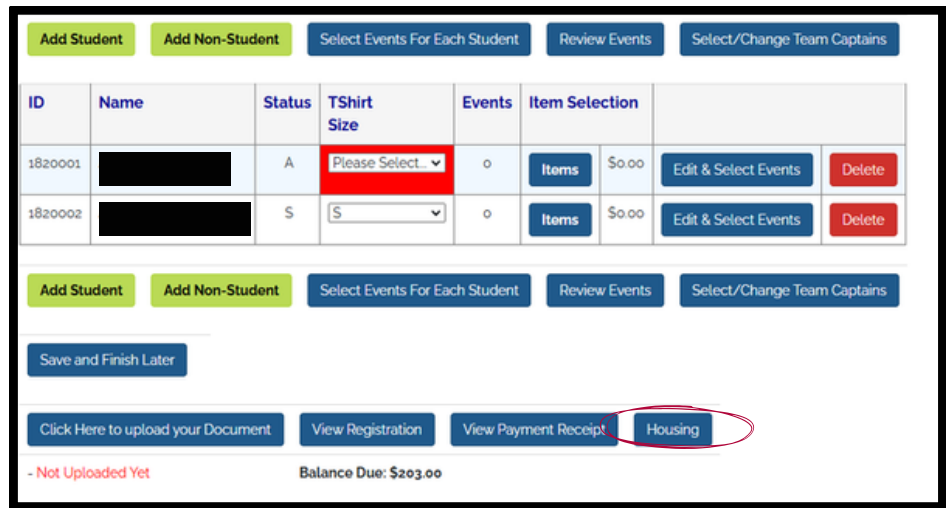
- This is where you must individually select for each student, select their event and then return to the home page and select the next student. Repeating this process until all students show a 1 in the “Events” column

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.

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

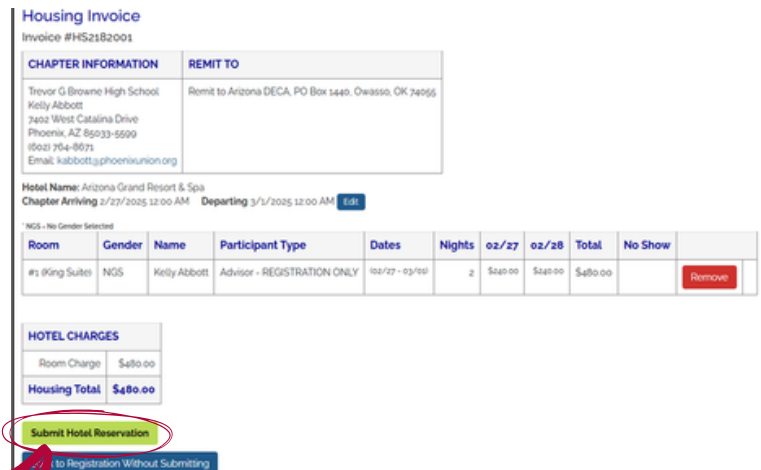
16. THEN REPEAT THIS PROCESS UNTIL ALL ATTENDEES HAVE BEEN PLACED IN A ROOM

*** 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.



SELECTING HOUSING - SPECIAL NOTE

We understand that many concerns have been raised about not wanting to be in the second hotel. Unfortunately, due to our increase in membership and attendance, we cannot guarantee that everyone will be in the conference hotel, but we will try our best. We do encourage and ask for your help!

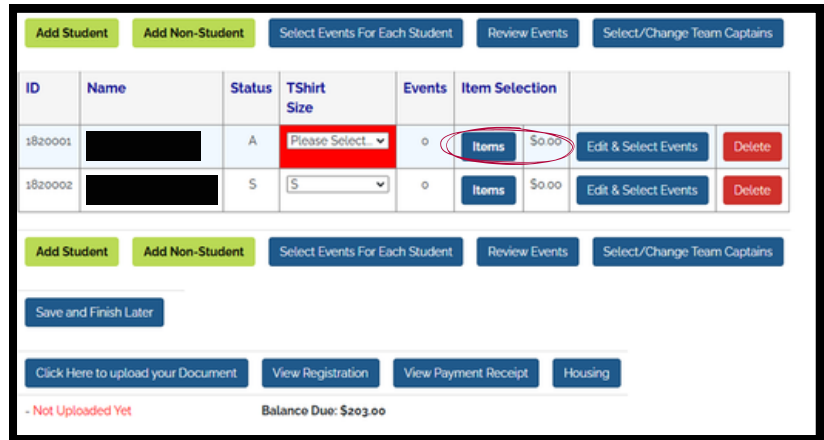
To maximize space and reduce costs for students, we encourage filling rooms with 4-5 students per room. This will actually make it cheaper for students. We understand that not every chapter will have exact numbers, so if your district allows, please reach out to fellow advisors to see if they would like to share rooms.

For example, if Trevor G. Brown has 2 girls, the advisor can reach out to North's advisor to see if they have 2-3 more girls who would like to share a room. Please make sure the other advisor agrees to this arrangement before entering it into the registration system. The system will automatically split the invoice between chapters.

PURCHASING OPTIONAL MEALS

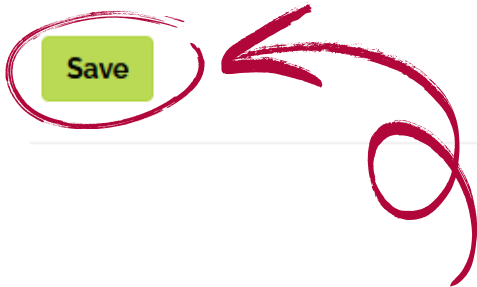
**** IF YOU SELECTED THE “ALL INCLUSIVE” OPTION, YOU DO NOT HAVE TO SELECT ADDITIONAL ITEMS ****

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



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](#)



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 January 23, 2026, 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 January 23, 2026.**
- **Testing Eligibility:**
 - Students must be registered in the conference system before they are added to the testing system.
- **Testing Window: January 26th - February 6th**
- **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.**
 - **To ensure full coverage across all competition areas, every advisor will be assigned a specific role during the event. If we have more advisors than needed, some may be released from their assignments. Priority for release will be given to advisors who are responsible for a large number of attendees or who bring multiple advisors for chaperoning purposes.**

Questions? Contact:

- **Julie Ellis - Interim Arizona DECA Chartered Association Advisor**
 - ✉ Julie.Ellis@azed.gov (Best way to reach)
 - ☎ 520-465-3655 (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)