



State Conference Excel Registration Process

Please use the Excel file in the forms section of the website as a template, do not change or add any fields. If you wish to use/update your Excel spreadsheet from the district conference you can do so, just add an additional column heading "Voting Delegate". Be sure to delete people not attending the State Conference.

Review the sample data for formatting guidelines, then delete the sample data.

Be sure to use the correct event codes, refer to Michigan DECA guide page 54 for the complete list. <http://mideca.org/advisors/scdc.html#codes>

You must add all Advisors, Judges, and Chaperones to the Excel file, under the event heading select their role.

Each team must have a unique team number.

(Example, Joe Smith and Ryan Green are partners both would have the same numerical team #)

Only team events need a team number, individual events do not require a team number

Indicate voting delegates by placing a "Yes" in the voting delegate column

Fill out the State Conference Hotel Registration Form found in the forms section of the website. Part of the form is the registration summary page and adult assistance page, once complete fax it to the Michigan DECA Office. Forward the rest of the form onto the hotel with payment.

<http://mideca.org/forms/index.html>

After you are done with the Excel document, email it as an attachment to registration@mideca.org

Fax the summary and adult assistance pages to 734.487.4329

The registration & payment deadline is February 15, 2008

Mail Registration Payment to: Michigan DECA Eastern Michigan University Ypsilanti, MI 48197	Mail Hotel Forms and Payment to: Hyatt Regency Dearborn, Attn: Reservations Fairlane Town Center Dearborn, MI 48126
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Please email registration@mideca.org with any questions