

DECA UGH DELEGATE REGISTRATION PACKAGE

The following package is designed to help assist you through the delegate registration with DECA U. If you need further assistance, please email decaugh@guelphhumber.ca with “**registration help**” in the subject line!

Step 1: Go to <https://www.decau.ca/new/studentRegistration>, you will see the following page.



Step 2: At the bottom of the page you will see a registration form that you need to fill out. Fill out all of the fields!



Step 3: When filling out the school remember to choose the 'University of Guelph- Humber' so that you register for our chapter.

STUDENT REGISTRATION - fields marked with an asterisk (*) must be filled in Progress

1. Personal Information The basics	2. University Information A little bit more	3. Additional Questions Almost done	4. Review Confirm and Complete
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2. Additional Information

School: (*)
 

Faculty: (*)

Major: (*)

Graduating Year..: (*)

When I graduate I see myself entering a career in (*)

[Next Step](#)

Step 4: Continue filling out the remaining of the registration form.

STUDENT REGISTRATION - fields marked with an asterisk (*) must be filled in Progress

1. Personal Information The basics	2. University Information A little bit more	3. Additional Questions Almost done	4. Review Confirm and Complete
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3. Additional Questions

I was a member of DECA Ontario in High School:

If so for how long?:

I first joined DECAU in:

I am a part of my chapter's executive:

If yes to the above, what position?:

I first joined DECA U to: (*)

[Next Step](#)

Step 5: After you have filled out your registration form, review the contents of your form and click 'submit'

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4. Review

Please review the information you filled in Steps 1, 2 & 3.
You can view this information by clicking on the numbered grey steps above.

SUBMIT

IF YOU HAVE REVIEWED THIS INFORMATION PLEASE
COMPLETE YOUR REGISTRATION BY CLICKING THE SUBMIT
BUTTON

An email will be sent to the email address that you have used to register for with DECA U regarding your 'DECA U Login Information', make/reset your password!

After you reset your password you will be logged onto the DECA U website and will see your control panel (see step 7). If you are not redirected once you make your password, you can log onto the website at <https://www.decau.ca/new/login> (see step 6). Once you have logged onto the website, follow the next steps to make your payment. **NOTE: IF YOU DO NOT MAKE THE \$26 PAYMENT YOU WILL NOT OFFICIALLY BE A DECA U DELEGATE!**

Step 6: Log onto the DECA U website



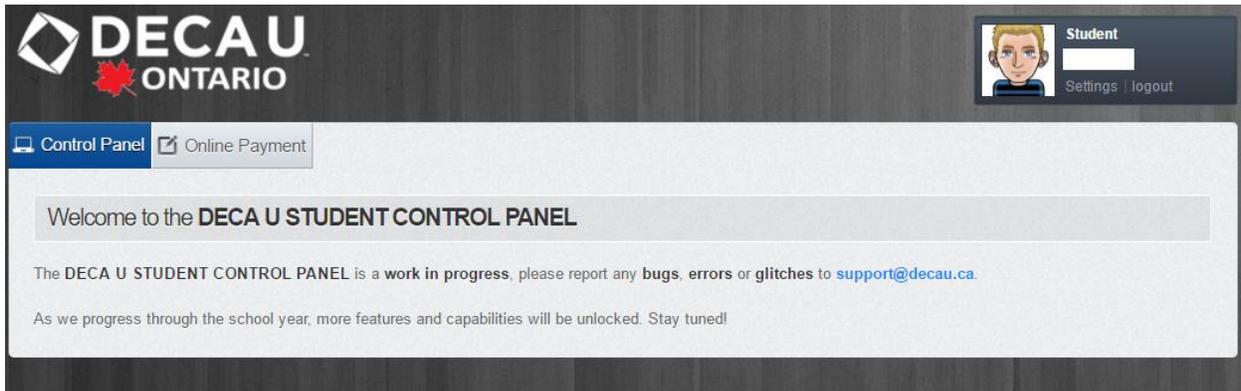
Username

Password

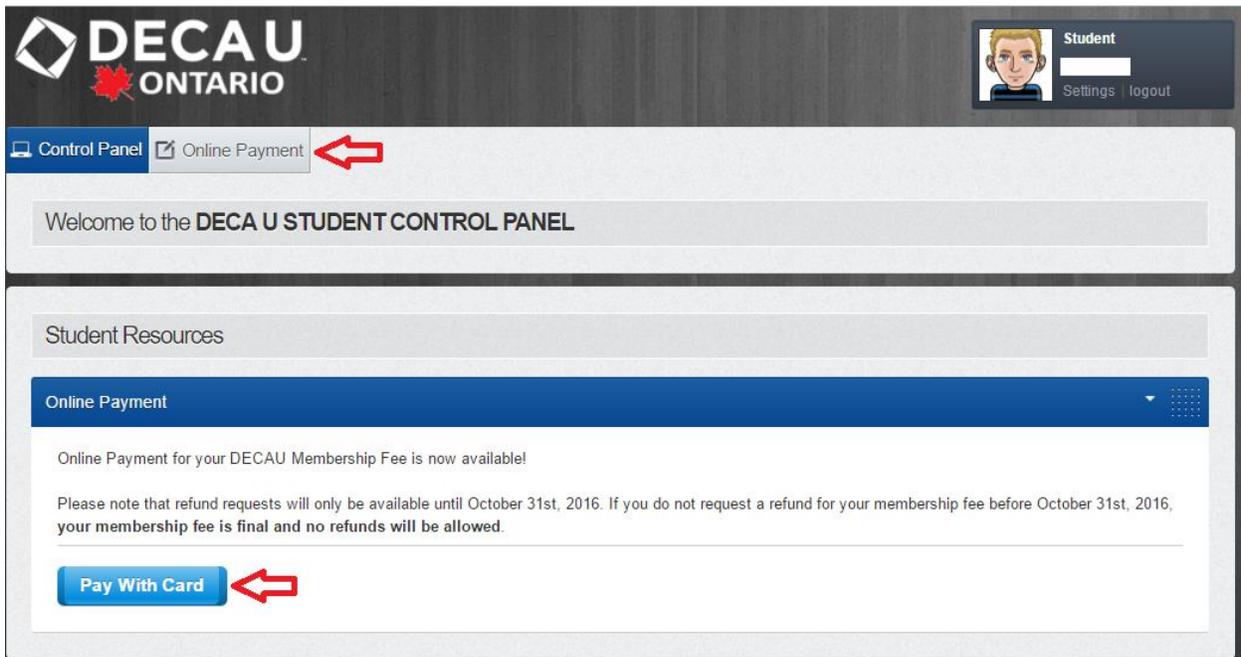
 Login

[Forgot your password?](#)

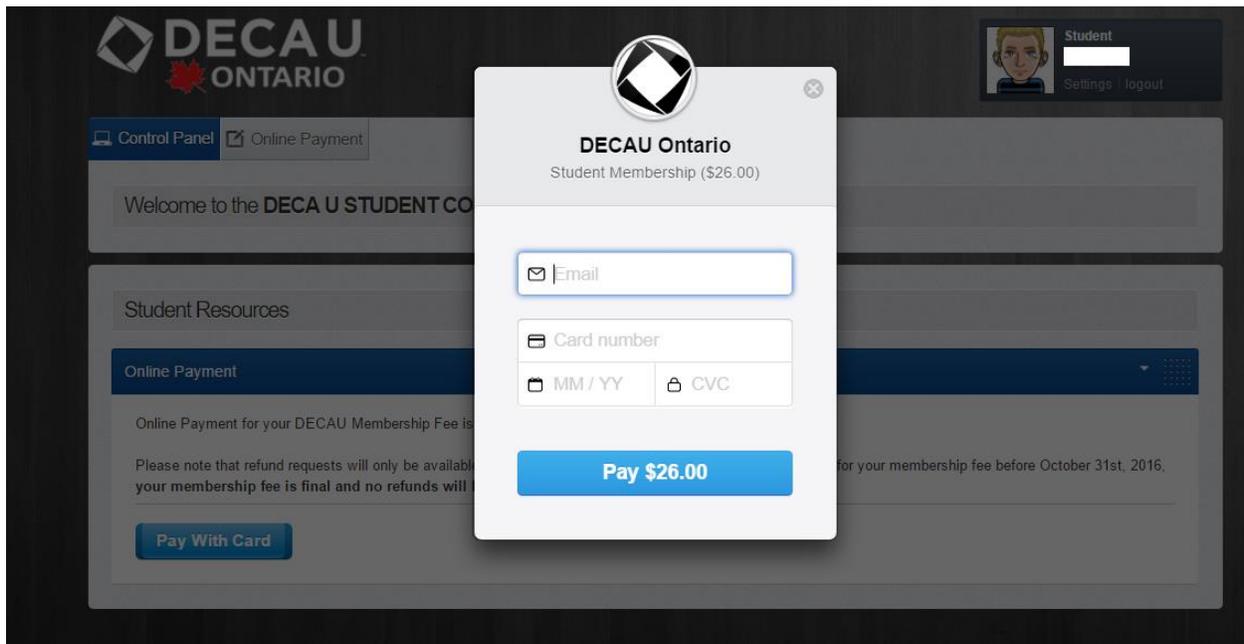
Step 7: This is your control panel



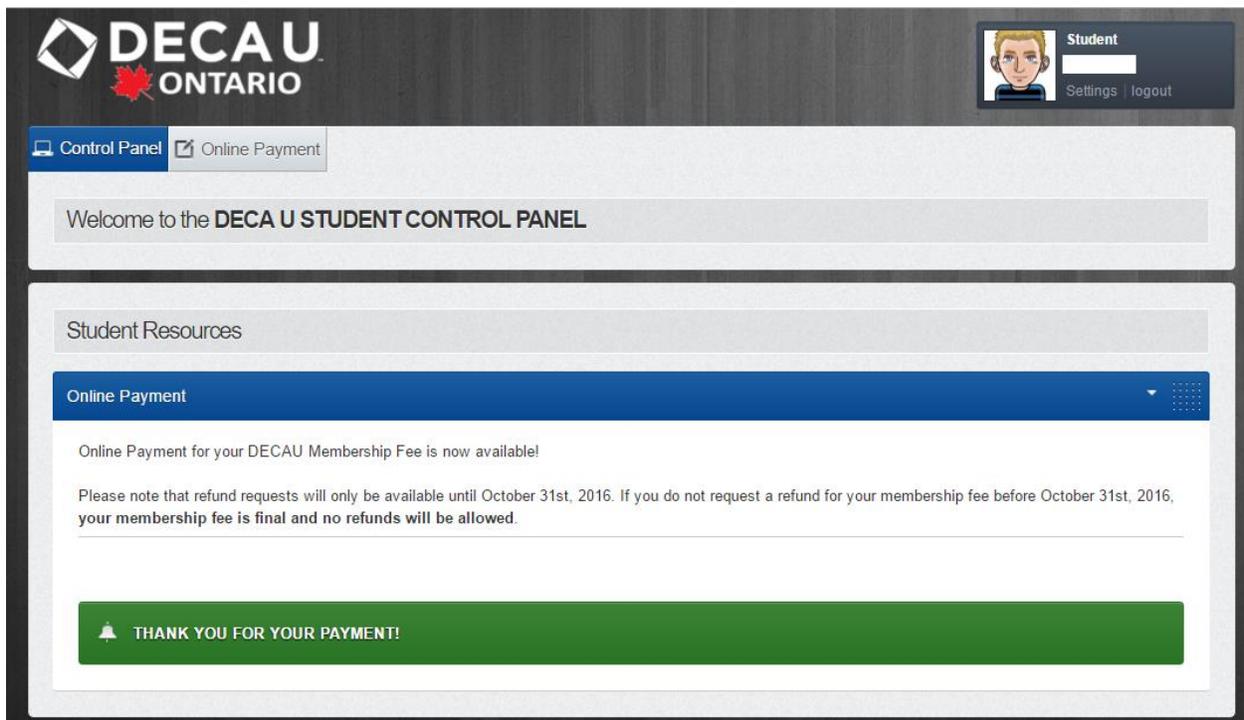
Step 8: Click on the 'Online Payment' tab from your control panel and then click on 'Pay with Card'



Step 9: The DECAU Ontario Payment will pop up, fill in the information and click **'Pay \$26.00'** to finish the registration process.



Step 10: You will be redirected to the control panel, and a message will appear to confirm that you have made the payment. You will also receive an email confirming your payment!



CONGRATULATIONS!

Get ready to THINK BIGGER you are officially a DECA-UGH delegate, we are extremely excited to have you be a part of this team!