

## DECA Stock Market Game Registration Guide

**STEP 1:** DECA chapter advisors, visit <http://deca.smgww.org/#/> to register student teams.

**STEP 2: Begin Registration** - DECA chapter advisors, enter your first name, last name, and email. Select “Continue” to complete the registration process. If you are having difficulty registering at any time during the process, please clear your browser’s cache and try again.

### Register Now

Please note: only adults and educators are authorized to register here. If you are an elementary, middle, or high school student, please contact your teacher to register for SMG.

First Name \*

Last Name \*

Email \*

Continue

**STEP 3: Select Your Competition** - Select the DECA Stock Market Game competition you are participating in. Please ensure you are selecting the appropriate division. Collegiate DECA members can participate in both collegiate sessions and will re-register as the second session approaches.

### When would you like to participate?

DECA (Fall 2018)

September 4 - December 14, 2018

Collegiate DECA (Session 1)

September 24 - November 30, 2018

Collegiate DECA (Session 2)

February 4 - April 12, 2019

Continue to the next step

Find your school.

**STEP 4: Find Your Chapter** - Select the appropriate state (if your school is in the United States) or country (if your school is outside the United States) where you will be participating in the DECA Stock Market Game. Once selected, a list of schools will appear\*. Select your school. Please make note of the address and chapter advisor listed for your school.

\*Your browser may have brought you to the bottom of the next registration page. Please scroll up to the top of the page.

## Where will you teach the program?

Please select your state or country

None Selected

State or country

**STEP 5: Update Chapter Information** – Review imported school information, including address and phone number. Make any changes necessary. Once you are done, select “Set up my classes.”

[Search again](#)

### Update Your School's Information

School Name \*

Address \*

address 2

City \*

**STEP 6: Accept the COPPA Compliance** - Read the COPPA Compliance and confirm that you will comply with this registration requirement. Select “Add this class” to continue.

**STEP 7: Form Student Teams** – Build your chapter’s first team by entering student names into the appropriate box. If you have more than one team, select “Add another team” to add more students. Students may participate in the DECA Stock Market Game in a team of one to three members. When you are done adding teams to the class, select “add this class.”

If you do not yet know your students’ names per team, leave the student names blank. You will need to submit your roster of team usernames and corresponding student names to your DECA Stock Market Game Coordinator, Carolyn Quest, at [cquest@sifma.org](mailto:cquest@sifma.org) by the last day to submit student names deadline of 4:00 p.m. ET on:

- High School Division: November 5, 2018
- Collegiate Division Session 1: November 9, 2018
- Collegiate Division Session 2: March 15, 2019

Visit <http://deca.smgww.org/#/> for all competition deadlines.

The screenshot shows a web form for adding student teams. It is titled "Team 1". There are two columns of input fields: "First Name" and "Last Name", each with three empty text boxes. Below these is a green button labeled "Add another team". Further down, there are two more input fields: "# of Students" and "# of Teams", each with a single empty text box. Below these is another green button labeled "Add this class".

**STEP 8: Review and Add More Classes** - Review the class information you have submitted. If you would like to add another class full of teams, select “Add Another Class” and begin the process again. If not, select “Continue.”

## Add Your Classes

The screenshot shows a review form for a class. It contains the following text: "Students:", "Grades:", "Class Type:", "Subject Area:", "Teams:", "Organization: DECA", and "Classroom Visitor:". There is an "edit" link at the bottom right of the form.

A light gray button with the text "Add Another Class" centered on it.

A blue button with the text "Continue" centered on it. Above the button, the text "Continue to the next step" is visible.

**STEP 9: Final Review** - When you are done reviewing all submitted information, please read and confirm your agreement with the “Rules and Code of Participation.” Once you are content with the provided information, select “Submit.”

### Almost there! Review your details.

Review and edit your registration.  
Once your registration is complete, please accept the “Rules and Code of Participation” below and click “Submit.”

✓	School	edit
✓	Class One	edit
✓	My Info	edit
✓	Program	DECA Stock Market Game edit
✓	Coordinator	Carolyn Quest edit
✓	Program Period	DECA (Fall 2018) (September 4 - December 14, 2018) edit

I need a workshop.

I read and agreed to the [Rules and Code of Participation](#). Once my registration has been submitted, I can only change it by contacting the Coordinator of my Local Program.

Submit

**STEP 10: Follow-up** - After your registration information is submitted, you will receive an email shortly from SIFMA staff with your advisor and student logins.

No team changes can be made after submission. If you would like to make changes to the account after student names have been submitted, please email your DECA Stock Market Game Coordinator, Carolyn Quest, at [cquest@sifma.org](mailto:cquest@sifma.org).

### **STEP 11: Enjoy the DECA Stock Market Game!**

Once registered, select “Start Here” in the Teacher Support Center for information on teams, lesson plans, program rules, rankings, and more.