

Getting Started With myCTSO

1. To get started, visit www.myctso.com/ca/deca and login with the credentials emailed to you by the State Advisor.
2. After logging in for the first time you will see a landing page where you can either manage an existing conference or register for a new conference. From the dropdown on the RIGHT side, select a conference and click “Go”.
3. You will be asked a few questions as part of the onboarding process. Follow the instructions for each step and then click submit at the end.
4. From the home page, click on “Registration” at the top and follow the steps. It’s within this area you will be able to select members, edit events, submit, and generate invoices.