

STEPS TO REGISTER YOUR CHAPTER FOR 2018 FBLA REGIONAL CONFERENCE

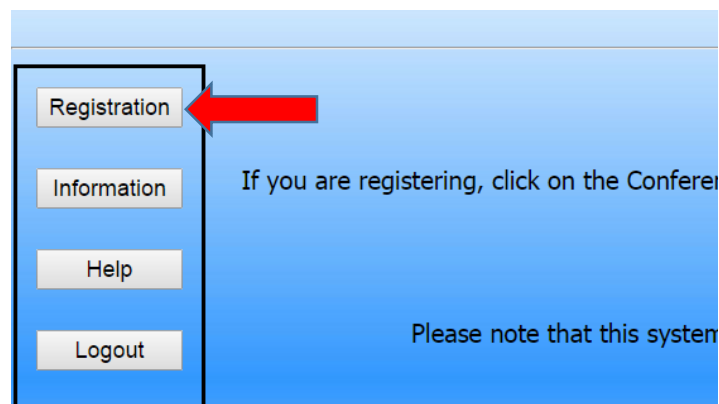
REGISTRATION OPENS: Monday, December 4, 2017 for the FBLA Regional Conference.

STEPS FOR REGISTERING FOR SLC:

1. Select your Region:

- REGION 1, Click on: <https://www.registermychapter.com/fbla/az-r1>
- REGION 2, Click on: <https://www.registermychapter.com/fbla/az-r2>
- REGION 3, Click on: <https://www.registermychapter.com/fbla/az-r3>
- REGION 4, Click on: <https://www.registermychapter.com/fbla/az-r4>

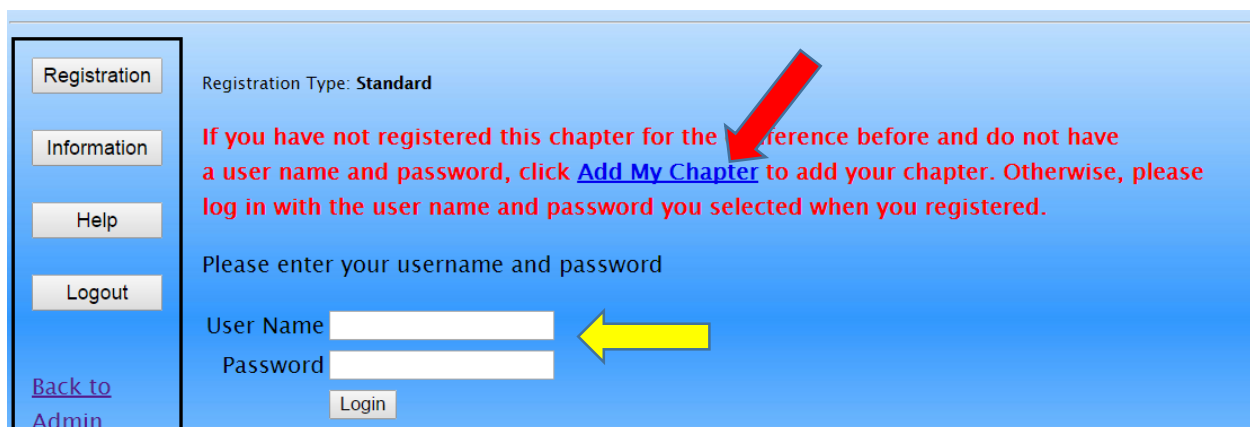
Click on "Registration" Tab



Click "Add My Chapter". This will allow you to create a log in and password for Regional Registration. The red arrow denotes the link for registering your chapter for the first time.

- a. **Make a note of your username and password.**

2. If you have already started your registration for Regionals. You can simply type in your User Name and Password (yellow arrow) and then it will take you to your registration.



3. **To add your chapter**, put in all the required information (*).
 - a. This screen is where you will create a user name and password (red arrow).
 - i. It can be anything you want that you will remember.
 - b. **Make sure you put your chapter name in “School Name” area**, especially if there are more than two chapters at your school (yellow arrow).
 - i. For example: XYZ Union School & XYZ Media Chapter denotes 2 different chapters.

Please provide the following information

Adviser * First Name
Last Name

Cell Phone*

School Name *

Address 1

Address 2

City State Zip

Email *

Phone Ext

Fax

School Type

User Name *

Password *

Chapter ID

Area (region or district)

Special Needs

A yellow arrow points to the 'School Name' field, and a red arrow points to the 'User Name' field.

4. **To Start Registering**, click on “Add New Name”.

Registration for Sample School

(Click the above link to edit your chapter information)

NOTE: Registration will not be completed until you click the SUBMIT button below.

NOTE: To add names to this list, click ADD NEW NAME below.

There are currently no entries

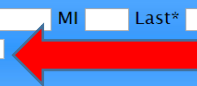
[Save and Finish Later](#)

Balance Due: \$0.00

A red arrow points to the 'Add New Name' button.

5. **Put in all the information for Adviser, Chaperone and each student.**
 - a. Spell names correctly, as this is how we create name tags.
 - b. Choose what type of participant (red arrow) they are by using the down arrow-High School Member, Chaperone, Adviser.
 - c. How you register the participant will be directly related to the fee.
 - i. Registration fee is \$25 per person.
 1. **Note: Advisers and Chaperones are free as long as they help at the conference.**
 - a. Otherwise, there is a \$25 fee
 2. Advisers/Chaperones who help, will include lunch.
 - d. Make sure you put the correct grade for each competitor, but you don't need the member's email (only adviser's is required).
 - e. List any special needs per competitor in the "Special Needs" section.

Add New Name

First Name* MI Last*
 Participant Type* Please Select... 
 Grade Please Select...
 Email (Required for Advisors)
 Special Needs

Team # should remain 1 unless you are sending more than one team to compete in the same event ([Click here for help with Teams](#))

For Performance Events, please follow the entry guidelines below:

6. For each student competitor, scroll down and **select** which events each member will compete in.
 - a. *The Red arrow is currently showing how to select Impromptu Speaking.*
 - b. Please remember each competitor can compete in up to **3 events**,
 - i. See the Competitive Event list at www.azfbla.org under "competitive events" on how to register your students for the different types of events and what the limits are for each section.
 - ii. You can also click on the blue section on the next page "2017-2018 Competitive Event List" to go directly to the site.
 - c. **NEW:** Members can participate in up to 2 events from 2 different Quads for the Individual/Team Performance Section as part of the 3 Max Limit.

Individual Quad A		
<input type="checkbox"/>		Client Service (CLSV)
<input type="checkbox"/>		Electronic Career Portfolio (ECP)
<input checked="" type="checkbox"/>		Impromptu Speaking (IMPR)
<input type="checkbox"/>		Introduction to Public Speaking (PUBS1)
<input type="checkbox"/>		Job Interview (JOBIN)
<input type="checkbox"/>		Public Speaking (PUBS2)
<input type="checkbox"/>		Sales Presentation (SALES)
Individual Quad C		
<input type="checkbox"/>		Future Business Leader (FUTBL)
<input type="checkbox"/>		Help Desk (HELP)
Skill Event		
<input type="checkbox"/>		Coding & Programming (CODE)
<input type="checkbox"/>		Computer Applications (COMA)
<input type="checkbox"/>		Word Processing (WORDP)

FBLA Arizona: Regional Conferences
2017-2018 Competitive Event List

7. **NEW THIS YEAR:** To register for Chapter Events, **you will select the student and click on the Chapter Event under the student's name.**
- Please note, a student's participation in a Chapter event does **NOT count** towards their 3 event limit.
 - In other words, a student can have their 3 events plus one or more chapter events.*
 - All Chapter events are up to 3 people; but Battle of the Chapter should have 3 signed up as a team.
 - You can make changes to Chapter Event Names at Registration the day of Regionals, but there still can't be more than 3 members per Chapter Event.
 - There are 3 Chapter Events for Regionals, note the events below:

Select	Team #	Event Name	Min Entries	Max Entries	Max # of Teams	Notes
Chapter Events						
<input type="checkbox"/>	1	Battle of the Chapters (BCP)	3	3	1	Does not count against 3 Max Events per student.
<input type="checkbox"/>	1	Business Graphics (BGR)	1	3	1	Does not count against 3 Max Events per student.
<input type="checkbox"/>	1	Chapter Sign (SIGN)	1	3	1	Does not count against 3 Max Events per student.

8. Repeat the process until you have registered each student in your chapter.

9. **MOST IMPORTANT POINT WITH REGISTRATION-**

As you put in your registration, **you must follow the guidelines for how many students and teams you can put in individual and team events by quad.**

- This number is based on how many students you register for the conference-NOT your Chapter's Membership.**
- The more students you register for Regionals, the more you can put in the same event.
 - NOTE: The registration system will allow you up to 8 per event in each quad; but this is only for a Chapter who registers 150+ members for the conference.
 - If you go over your allowed limit, you will be asked to delete an individual/team from your registration.**
 - If there is not enough time for changes and you are over the limit, the Competitive Event Coordinator will choose for you.**
 - DON'T MAKE THE COORDINATOR HAVE TO MAKE THE CHOICE FOR YOUR CHAPTER OF WHO TO DELETE-FOLLOW THE GUIDELINES.**
- For example, if you register 20 students for the conference, you can put in up to 2 students per EVENT from Quads A & C and 1 student per event in quads B & D.
 - This would give you 6 events for a couple of students (2 events from A, 2 events from C, 1 event from B, and 1 event from D.**
- Please see the limits per registered student conference attendees below:

Please note the chapter limits per EVENT. Teams/Individuals going over limits will be disqualified.

Conference Student Attendees	1-24	25-49	50-74	75-99	100-124	125-149	150-174	175-199
QUAD A & C (each quad)	2	3	4	5	6	7	8	9
QUAD B & D (each quad)	1	2	3	4	5	6	7	8

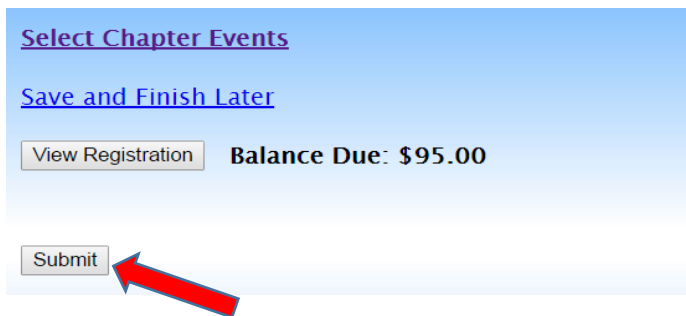
10. Make sure you **submit any pre-submission items through the online “Wufo” system.**

a. Deadline for submission is Thursday, January 11, 2018

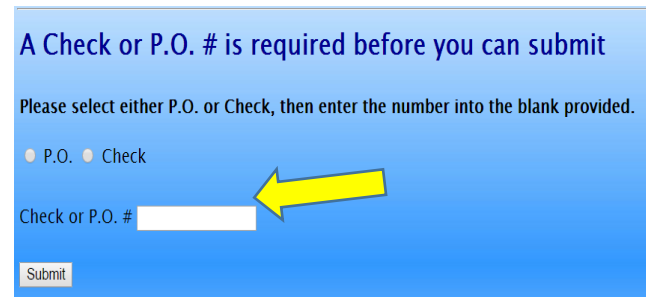
11. After **you check the accuracy of all your students** and make sure you are in compliance with the Chapter Limits per event, then you can submit your registration. **REGISTRATION MUST**

BE SUBMITTED BY FRIDAY, JANUARY 12, 2018 @ 5:00 PM.

- **Please note, your registration is not complete until you hit “Submit”.**
- You must also put in your school’s PO number (yellow arrow) to complete your registration, so make sure you have your PO or check number before you finalize your registration.
- You will receive an invoice at a later date.



The screenshot shows a registration interface with a light blue background. At the top, there are links for "Select Chapter Events" and "Save and Finish Later". Below these, there is a "View Registration" button and the text "Balance Due: \$95.00". At the bottom, there is a "Submit" button, which is highlighted with a red arrow pointing to it from the left.



The screenshot shows a registration interface with a blue background. At the top, it says "A Check or P.O. # is required before you can submit". Below this, there is a prompt: "Please select either P.O. or Check, then enter the number into the blank provided." There are two radio buttons labeled "P.O." and "Check". Below the radio buttons is a text input field labeled "Check or P.O. #", which is highlighted with a yellow arrow pointing to it from the right. At the bottom, there is a "Submit" button.

12. Note, **you can make changes to registration even after you have submitted up until the Registration closes @ 5:00 pm on 1/12.**

- If you have students who you know did not submit pre-submission items or did not go in and take a test, please go in and edit their registration to reflect what they are actually going to do at Regionals or did for pre-submission.
- With each adviser cleaning up their registration, it helps the Competitive Events Coordinator getting the results done faster in headquarters because then we know we are not missing a student’s event.
- The adviser’s help with making sure students are registered correctly is appreciated.

13. If you have any questions regarding registration, contact Competitive Event Coordinator, Tracey Celaya @ tcelaya@fusdaz.org or 520-866-3573.