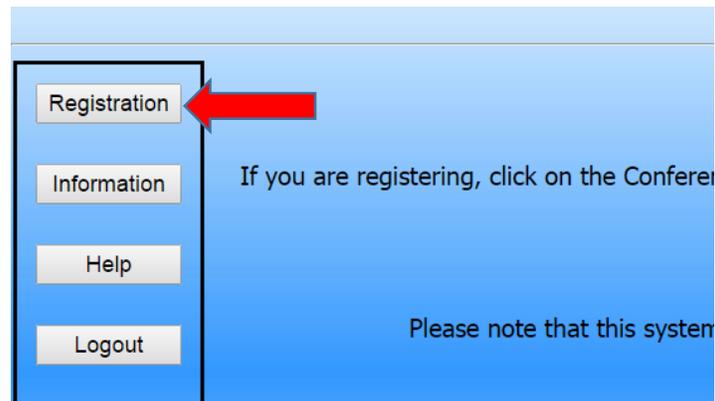


STEPS TO REGISTER YOUR CHAPTER FOR 2018 FBLA STATE LEADERSHIP CONFERENCE (SLC)

REGISTRATION OPENS: Monday, February 12, 2018 for the FBLA State Conference.

STEPS FOR REGISTERING FOR SLC:

1. Go to: <https://www.registermychapter.com/fbla/az>
2. Click on "Registration" Tab



3. **If this is the first time registering for STATE, you must click "Add My Chapter".** Yes, even if you registered for Regionals, you need another log in and password for State Registration. The red arrow denotes the link for registering your chapter for the first time.
4. **If you have already started your registration for State.** You can simply type in your User Name and Password (yellow arrow) and then it will take you to your registration.

A screenshot of a web application interface showing a registration form. On the left side, there is a vertical navigation menu with four buttons: "Registration", "Information", "Help", and "Logout". Below the menu, there are two links: "Back to Admin". The main content area has a blue background with white text. It starts with "Registration Type: Standard". Below that, there is a red text instruction: "If you have not registered this chapter for the Conference before and do not have a user name and password, click [Add My Chapter](#) to add your chapter. Otherwise, please log in with the user name and password you selected when you registered." Below this instruction, there is a prompt: "Please enter your username and password". There are two input fields: "User Name" and "Password". A yellow arrow points to the "User Name" input field. Below the "Password" input field, there is a "Login" button. A red arrow points to the "Add My Chapter" link in the red text instruction.

- To add your chapter, put in all the required information (*). This screen is where you will create a user name and password (red arrow). It can be anything you want that you will remember. **Make sure you put your chapter name in "School Name" area**, especially if there are more than two chapters at your school (yellow arrow). 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

- Your registration will come up for the adviser. You will go in and add any optional meals and this is where you will order shirts if you want (yellow arrow). Then **click "Add New Name" to put in all your students** (red arrow).

[Back to Admin](#)

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.

ID	Name	Status	Events	Item Selection		
0020000	Adviser, Sample	A	0	Prepaid Meals	\$0.00	Edit & Select Events Delete
<input type="button" value="Add New Name"/>						

[Select Chapter Events](#)

[Save and Finish Later](#)

Balance Due: \$35.00

- Put in all the information for each student. Spell names correctly, as this is how we create name tags. Choose what type of participant (red arrow) they are by using the down arrow- Traditional Member, Affiliation Member, or Chaperone. How you register the participant will be directly related to the fee. Make sure you put the correct grade for each competitor, but you don't need their email (only advisers). List any special needs per competitor in this section.

Add New Name

First Name* MI Last*
 Participant Type* Please Select... 
 Grade Please Select...
 Email (Required for Advisers)
 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:

- For each competitor, scroll down and **select** (red arrow) which events they will do. Please remember that each competitor can do up to 5 events. Two of the events can either be Team or Individual events from the New Quad System. See "Competitive Event List" to help you determine the Quad Events in A-D. Repeat the process until you have registered each person.
- After you enter the students, you can go in and add prepaid meals and/or order Conference Shirts individually under each student. **These items must be registered for in advance**, as you won't be able to purchase them the day of.

Description	Price	Quantity
Meals		
Day 1 Dinner (Wednesday)	\$15.00	<input style="width: 50px;" type="text" value="0"/>
Day 2 Breakfast (Thursday)	\$10.00	<input style="width: 50px;" type="text" value="0"/>
Day 2 Dinner (Thursday)	\$15.00	<input style="width: 50px;" type="text" value="0"/>
Day 2 Lunch (Thursday)	\$12.00	<input style="width: 50px;" type="text" value="0"/>
Day 3 Breakfast (Friday)	\$10.00	<input style="width: 50px;" type="text" value="0"/>
Shirts		
Conference T-Shirt (2 XL)	\$9.00	<input style="width: 50px;" type="text" value="0"/>
Conference T-Shirt (3 XL)	\$9.00	<input style="width: 50px;" type="text" value="0"/>
Conference T-Shirt (4 XL)	\$10.00	<input style="width: 50px;" type="text" value="0"/>
Conference T-Shirt (LARGE)	\$8.00	<input style="width: 50px;" type="text" value="0"/>
Conference T-Shirt (MEDIUM)	\$8.00	<input style="width: 50px;" type="text" value="0"/>
Conference T-Shirt (SMALL)	\$8.00	<input style="width: 50px;" type="text" value="0"/>
Conference T-Shirt (XL)	\$8.00	<input style="width: 50px;" type="text" value="0"/>
<input type="button" value="Save"/>		

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

As you put in the registration, **you must follow the guidelines for how many students and teams you can put in individual and team events.** This number is based on how many students you register for the conference. Basically the more students you register, the more you can put in events. The only exception to this is Job Interview, which is unlimited at SLC to all chapters no matter how many you register.

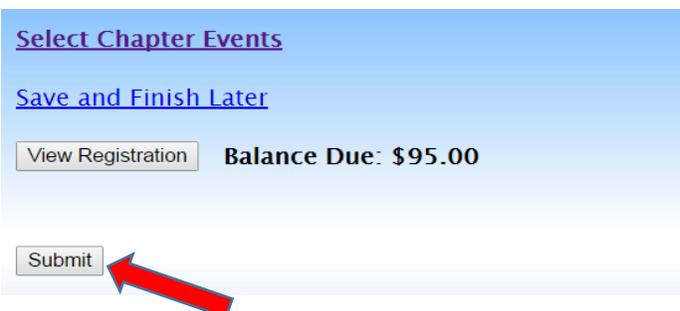
Please see the limits below:

Please note the chapter limits per event:

Members at Conference	1-24	25-49	50-74	75-99	100-124	125-149	150-174	175-199
Individual	2	3	4	5	6	7	8	9
Team	1	2	3	4	5	6	7	8

** EXCEPTION: Job Interview - unlimited entries per chapter at SLC; the top pre-judged submissions will advance.*

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, MARCH 31, 2017 @ 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.



12. Note, **you can make changes to registration even after you have submitted up until the Registration closes @ 5:00 pm on 3/16.** 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 State or did for pre-submission. By each adviser cleaning up their registration, it helps with 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.