Colorado FBLA Collegiate Division
SLC Registration Instructions

STEP 1

Login to the SLC Registration System & select Login with FBLA Connect

SLC Registration: https://app.gobluepanda.com/Login

STEP 2

Login using your FBLA Connect credentials. Click Forgot Password if you have any issues.

STEP 3

Click 'Register' next to the SLC event to begin the registration process. Click 'Yes' to start a new registration. TIP: make sure the dropdown menu at the top of the page, titled Group, has Colorado FBLA showing and not National FBLA.

STEP 4

Click on Attendees, and then Click Add
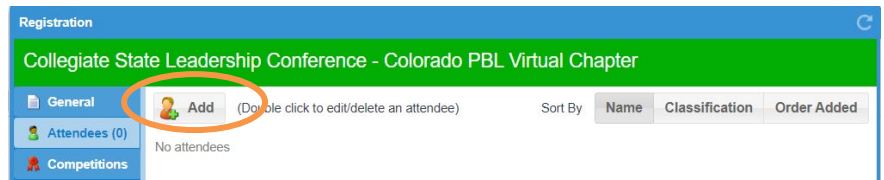
STEP 5

Click on the drop-down to select the member that you would like to add to your registration. All paid students in FBLA Connect should auto-populate in the dropdown menu. Please verify that the grade is accurate. Add in any information on the "special needs" questions, if applicable. Save when complete. Repeat this process for each student attending the conference.

STEP 6

To register advisers and/or other chaperones, click 'Add', and then indicate whether you are registering an official FBLA Adviser or a Chaperone under 'Attendee.' Input adviser/chaperone information into each respective field, and save when complete.

Note: Chaperones could be any adult that is not an official FBLA Adviser, including other staff members from the local chapter's school.

STEP 7

Once you have added all attendees to the conference registration, you will need to register your students for competitive events. Click on the tab labeled 'Competitions' from the menu on the left, then click on Add.

Note: You can register for competitions by event or attendee. Registering by attendee may be easier for smaller chapters. This tutorial will show how to register by event.

STEP 8

Use the dropdown menu at the top of the screen and select an event in which your student(s) are competing. Click on the student(s) name(s) that is/are competing in the event, and then use the > symbol to move them into the Assigned box.

NOTE: The entry type is very important for team events. If you want students competing together on the same team, make sure "team" is selected and add all students on that team, then save, then you can add in the next team. If you want students to compete as individuals, select "individual" and then add each entry.

STEP 9

Repeat for each student competing in that event (as needed) and save.

Check the Call to Conference for the number of entries allowed in each event per student and any chapter limits per event.

STEP 10

When you have finished registering competitors, check the bottom left of your screen for any issues to resolve. Click on the button to fix any issues that are listed in the screen that pops up.
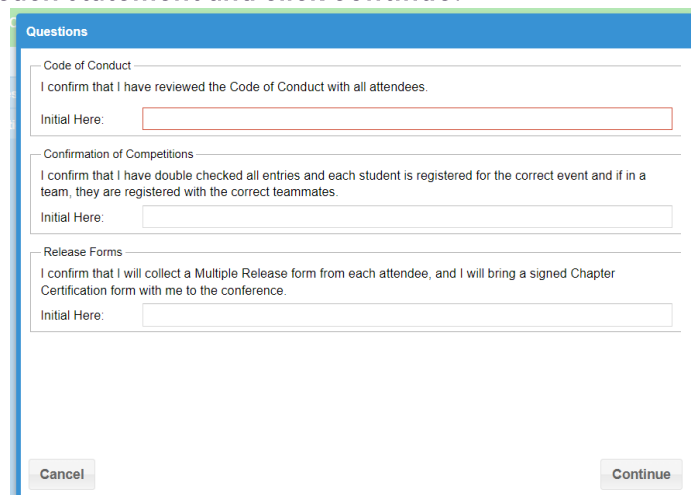
If you need to update any registration data, double click on the attendee name.

STEP 11

Verify everything looks accurate on your attendee screen and competitions screen, then hit Submit.

STEP 12

Before completing your submission, you will be asked to read and initial next to adviser acknowledgement statements. Initial next to each statement and click continue.

STEP 13

There are a few items to look over on the registration submitted screen:

1. If you have students in testing events, you will download the E-Testing login cards when the testing window opens.
2. Make sure you have "No Issues" at the bottom of the screen. Click on the button if you have anything that needs to be corrected.

If you have any questions, please contact Molly Davis, molly.davis@cccs.edu, or Ashley Manning, ashley.manning@cccs.edu. See you in April!