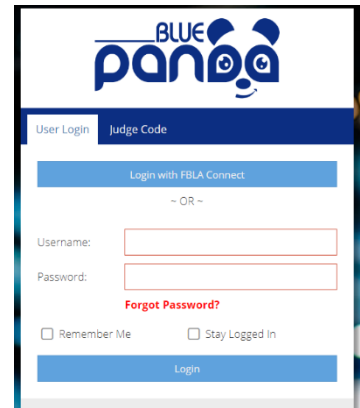# Colorado FBLA SLC Registration Instructions

STEP 1 - Login

Login to the SLC Registration System & select the blue Login with FBLA Connect button.

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

STEP 2

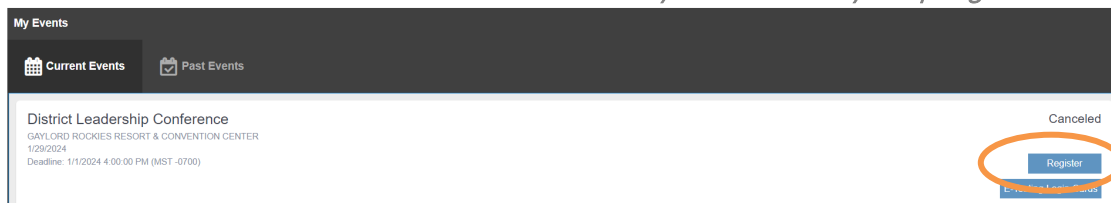Login using your FBLA Connect credentials. Click Forgot Password if you have any issues.
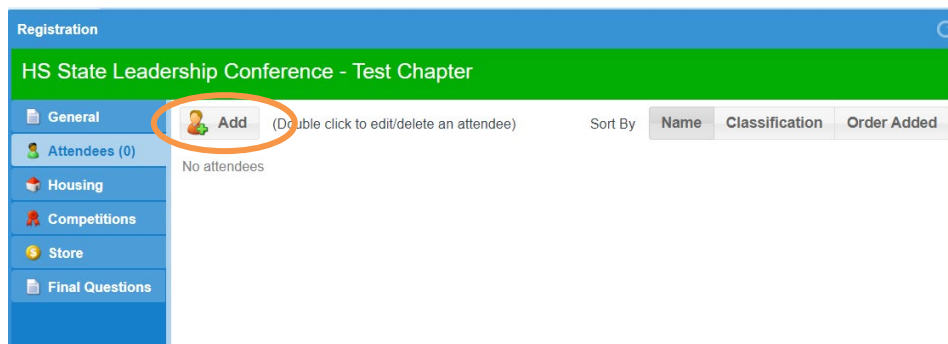
STEP 3

Click 'Register' next to the SLC event to begin the registration process. Make sure you have selected Colorado FBLA from the "Group" dropdown menu at the top of the page.

NOTE: You can use the Close/Finish Later button at any time to save your progress.

STEP 4 – Adding Student

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 "more info" questions – read the Call to Conference for more information about items listed.

Add New Attendee

General

Attendee:	Student
Member:	McFly, Marty (1)

First Name:	Last Name:	Grade:	Gender:
Marty	McFly	9	Male

More Info

Monday Lunch (dietary restrictions can be added below):	Vegetarian Farfalle
Tuesday Lunch (dietary restrictions can be added below):	Vegetarian Lasagna
(Optional) iCEV Certification Exam - $30:	Business Office Technology ($30.00)
(Optional) - MBA Research Digital Badge - one free per student.:	Level 1 - Emotional Intelligence

Cancel   Save

STEP 6 – Special Needs

Add any special needs, and then save.

Special Needs

Special Needs:	✓	Time and a half for testing per IEP
Dietary:	✓	Gluten-free

Cancel   Save

STEP 7

Repeat the 'add' process for each student attending the State Conference.

STEP 8 – Add Advisers and Chaperones

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.

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

STEP 9 – Setting Up Housing

Once you have added all attendees, open Housing. Verify the check-in/check-out dates: all schools must stay a minimum of two nights. When you want to create a new room, simply drag one attendee from the "Waiting for Rooms" box into the "New Room" box, and then you can drag additional individuals into that room.

NOTE: if an adviser will be checking into the hotel earlier than the rest of the group, please register your school and then email Molly Davis and Ashley Manning for the extra night.

STEP 10 – Sharing Rooms

(Optional): You can request to share rooms with other schools. Use the "Room Sharing" button from the main Housing window, then choose the room you want to share from the dropdown menu. Add any relevant notes, then "share with" another school. The other school will be able to approve your request.

Add New Room Share Request

Select the room you wish to share. Then add which group (or groups) you wish to share this room with. Please include any notes that might be helpful to the other groups such as who will be in this room.

My Room

Select the room you want to share with these other groups and add any notes you want others to see (ex: "2 boys from Centersville").

39537: Marty McFly

Notes: one boy from Test Chapter; would like to share with other male students to reduce cost

Share With

Other Group(s) ⊕

No Groups Selected

Cancel | Save

STEP 11 – Adding Students to Competitive Events

Now you're ready to sign up for competitions. Student must be qualified to compete in events from their District Conference, except for chapter events. Please review the Substitution Policy in the Call to Conference for subbing students between DLC and SLC.

NOTE: You can choose to add competitive events by event or by attendee.

HS State Leadership Conference - Test Chapter

		View By	Event	Attendee

📄 General   👤 **Add**
👥 Attendees (4)
🏠 Housing
🎗 Competitions

Name	Group ↑	Registered	
Accounting I	National		
Accounting II	National		
Advertising	National		

Click on the drop-down next to 'Event' and select the event that you need to register a student for. Click on the student's name that is competing in the event and use the > to add them to the event. Save when done with that event.

NOTE: Entry type is very important. If you want students competing together on the same team, make sure "team" is selected and add all students on that team, 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 13

Repeat the add process as needed for all competitive events. Review the SLC Call to Conference for Event Entry Limits.

STEP 14 – Verify Events

Click 'View by Attendee' and verify that you have correctly signed up all your students for all of the correct events. You can verify teams by ensuring team numbers are identical.

HS State Leadership Conference - Test Chapter				
General	👤 Add		View By **Event** **Attendee**	
Attendees (4)	Name	Grade	Registered	
Housing	Group Entry			
Competitions	Bates, Lorraine	11	#1024832: Business Ethics	Edit
Store	McFly, George	N/A		
Final Questions	McFly, Marty	9	#1024833: Introduction to Business Concepts	Edit
	Parker, Jennifer	10	#1024832: Business Ethics	Edit

STEP 15 – Conference Store (shirts, optional meals, entertainment, etc.)

When you have finished registering students in competitions, open the Sales window and select any of the optional add-ons for your chapter. This is where you will register for conference shirts, optional dinners/breakfasts, and Tuesday entertainment options, More information about each item can be found in the Call to Conference.

Registration					
HS State Leadership Conference - Test Chapter					
General	Item	Unit Price	Qty	Total	
Attendees (4)	**Small - conference shirt** Enter total number for chapter	$10.00	0	$0.00	Edit
Housing	**Medium - conference shirt** Enter total number for chapter	$10.00	0	$0.00	Edit
Competitions	**Large - conference shirt** Enter total number for chapter	$10.00	2	$20.00	Edit
Store	**X-Large - conference shirt** Enter total number for chapter	$10.00	0	$0.00	Edit
Final Questions	**XX-Large - conference shirt** Enter total number for chapter	$15.00	0	$0.00	Edit
	XXX-Large - conference shirt Enter total number for chapter	$15.00	0	$0.00	Edit
	Monday Dinner - Mexican Rice Bowl Buffet Enter total number for chapter	$26.00	0	$0.00	Edit
	Tuesday Breakfast - Sausage Biscuit Enter total number for chapter	$16.00	4	$64.00	Edit
	Tuesday Breakfast - Egg Biscuit Enter total number for chapter	$16.00	0	$0.00	Edit

STEP 16 – Final Questions

Your last step is to click on Final Questions, click Edit, and complete all of the required questions, then Save.

Registration			C
HS State Leadership Conference - Test Chapter			

	Edit	
📄 General		
👤 Attendees (4)	Who is the On-Site Lead Adviser?:	McFly, George (N/A)
🎒 Housing	On-Site Adviser Phone Number?:	(303) 555-5555
🅰 Competitions	On-Site Adviser Email?:	george.mcfly@school.org
💲 Store	What time is your group arriving?:	11:00 AM
📄 Final Questions	Who is your first Voting Delegate?:	Parker, Jennifer (10)
	Who is your second Voting Delegate?:	Bates, Lorraine (11)
	Who is your third voting delegate? (For chapters with 51+ members):	[No Answer]
	Who is your fourth voting delegate? (For chapters with 101+ members):	[No Answer]
	Optional (do not answer if not applicable): List any students who will be observing Ramadan. We will substitute a lunch ticket for a dinner ticket.:	[No Answer]
	My chapter would be interested in a tour of the Gaylord (note: 15-person max per tour, only 5 tours being offered):	Yes

No Issues	0 Adjustments		Close / Finish Later	Submit

STEP 17 – Fix Any Issues

Click on the red "issues" button at the bottom of the screen if it appears, and fix any issues showing. If you are not ready to submit your chapter registration, click 'Close/Finish Later'. If you are ready to submit your registration, click 'Submit'.

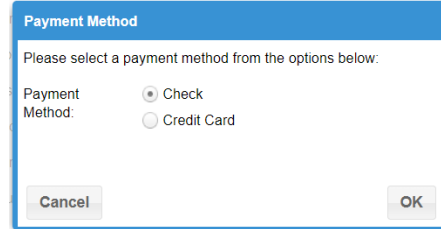| 6 Issues	0 Adjustments		Close / Finish Later	Submit

STEP 18

If you still have any outstanding issues, you will get an error message. Click on the red Issues button to fix any issues and then resubmit.

Error Submitting

❌ Looks like you still have some Critical Issues outstanding. Click on the Issues button below to see what those are.

OK

6 Issues	0 Adjustments		Close / Finish Later	Submit

STEP 19 – Select Payment Method

Once you submit, you'll be asked to indicate your preferred payment method. Select an option and click OK. Credit card payments will incur a 4% convenience fee charge.
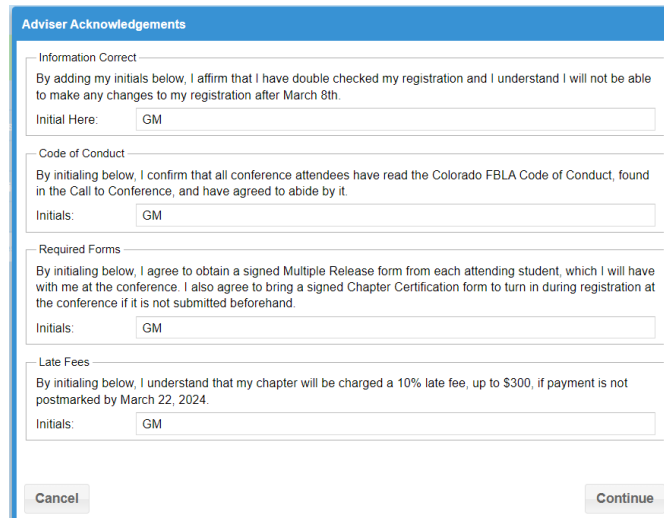
NOTE: payments must be postmarked by March 22nd, or you will be charged a late fee.

Payment Method

Please select a payment method from the options below:

Payment Method:
- ○ Check
- ○ Credit Card

Cancel · OK

STEP 20 – Acknowledgment Statements

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.
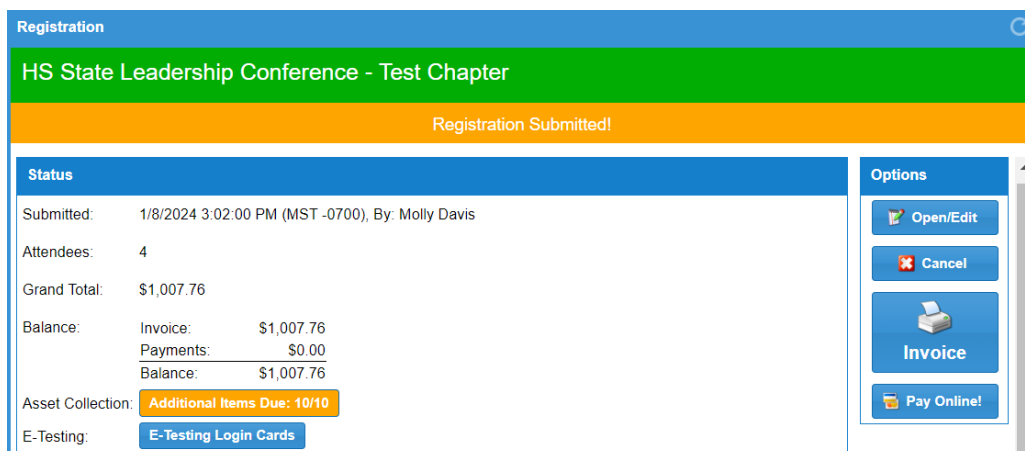
Adviser Acknowledgements

Information Correct

By adding my initials below, I affirm that I have double checked my registration and I understand I will not be able to make any changes to my registration after March 8th.

Initial Here: GM

Code of Conduct

By initialing below, I confirm that all conference attendees have read the Colorado FBLA Code of Conduct, found in the Call to Conference, and have agreed to abide by it.

Initials: GM

Required Forms

By initialing below, I agree to obtain a signed Multiple Release form from each attending student, which I will have with me at the conference. I also agree to bring a signed Chapter Certification form to turn in during registration at the conference if it is not submitted beforehand.

Initials: GM

Late Fees

By initialing below, I understand that my chapter will be charged a 10% late fee, up to $300, if payment is not postmarked by March 22, 2024.

Initials: GM

Cancel · Continue

STEP 21

You can edit your registration until registration closes. Print your Invoice and send to your bookkeeper ASAP. If you selected to pay by credit card during registration, you can enter in your credit card information using the Pay Online button.

Testing will be done on-site, so advisers do not need to print E-Testing Login Cards.

Registration

HS State Leadership Conference - Test Chapter

Registration Submitted!

Status		Options
Submitted:	1/8/2024 3:02:00 PM (MST -0700), By: Molly Davis	Open/Edit
Attendees:	4	Cancel
Grand Total:	$1,007.76	Invoice
Balance:	Invoice: $1,007.76	Pay Online!
	Payments: $0.00	
	Balance: $1,007.76	
Asset Collection:	Additional Items Due: 10/10	
E-Testing:	E-Testing Login Cards	

STEP 22 – Prejudge and Production Submissions

If your members are competing in events that include prejudge items, click the yellow 'Additional Items Due' next to 'Asset Collection'. For assets, click the upload button next to each event to upload your file. Once you are done, click Close. <mark>DEADLINE IS MARCH 26TH.</mark>

NOTE: Chapter advisers, not students, must upload all assets (prejudge items).
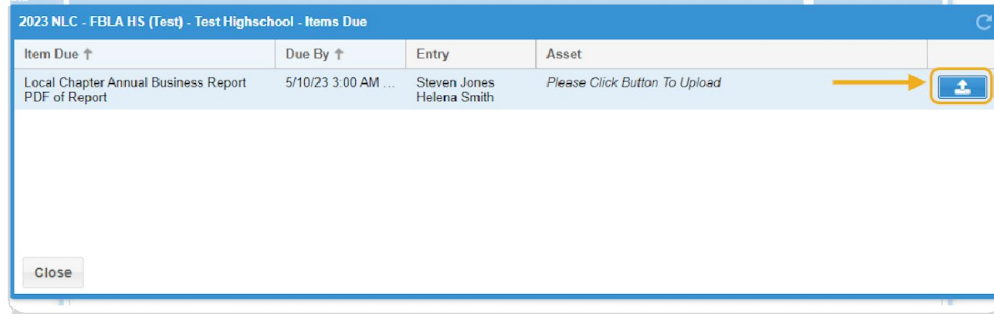
If you have any questions, please contact Molly Davis, molly.davis@cccs.edu, or Ashley Manning, ashley.manning@cccs.edu.