

Colorado FBLA Middle School SLC Registration Instructions

STEP 1

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

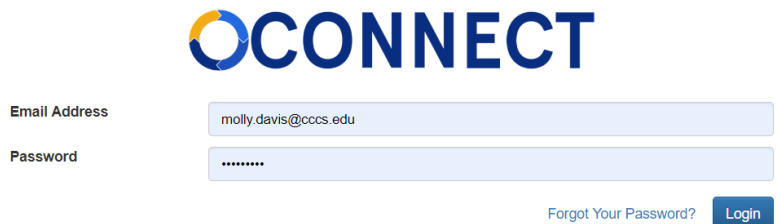
SLC Registration: <https://app.gobluepanda.com/Login>



The screenshot shows the Blue Panda app interface. At the top is the 'BLUE panda' logo. Below it are two tabs: 'User Login' and 'Judge Code'. Under 'User Login', there is a blue button labeled 'Login with FBLA Connect' which is circled in orange. Below this button are input fields for 'Username:' and 'Password:'. A red link 'Forgot Password?' is positioned below the password field. At the bottom, there are two checkboxes: 'Remember Me' and 'Stay Logged In', followed by a blue 'Login' button.

STEP 2

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

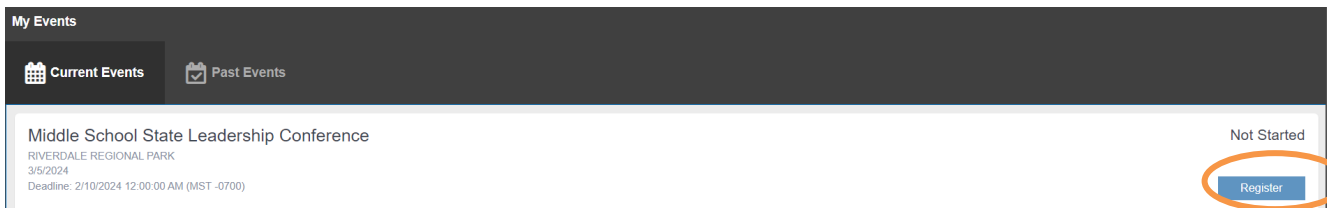


The screenshot shows the OCONNECT login page. It features the 'OCONNECT' logo at the top. Below the logo are two input fields: 'Email Address' with the text 'molly.davis@cccs.edu' and 'Password' with masked characters. To the right of the password field is a blue 'Login' button. Below the email field is a link that says 'Forgot Your Password?'.

STEP 3

Click 'Register' next to the SLC event to begin the registration process.

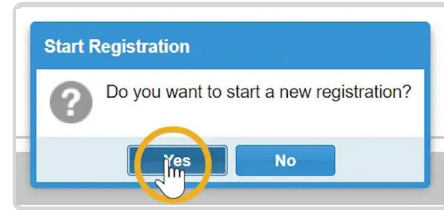
TIP: make sure the dropdown menu at the top of the page, titled Group, has Colorado FBLA showing and not National FBLA.



The screenshot shows the 'My Events' section of the app. It has a dark header with 'My Events' text. Below the header are two tabs: 'Current Events' and 'Past Events'. Under 'Current Events', there is a card for the 'Middle School State Leadership Conference' at 'RIVERDALE REGIONAL PARK' on '3/5/2024' with a 'Deadline: 2/10/2024 12:00:00 AM (MST -0700)'. To the right of the card, it says 'Not Started' and a blue 'Register' button, which is circled in orange.

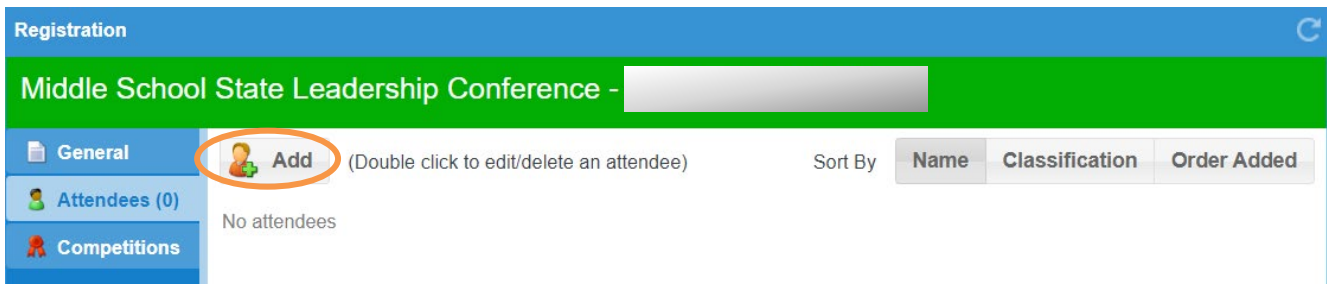
STEP 4

Click 'Yes' to start a new registration.



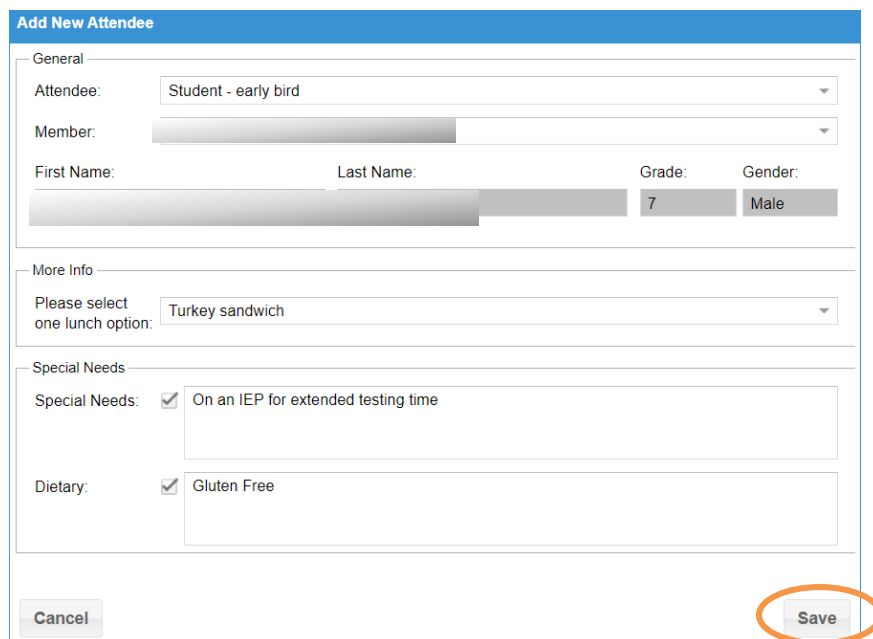
STEP 5

Click on Attendees, and then Click Add

The "Registration" interface for the "Middle School State Leadership Conference". It has a sidebar with "General", "Attendees (0)", and "Competitions". The "Attendees (0)" tab is selected. In the main area, there is an "Add" button (with a person icon) circled in orange, followed by the text "(Double click to edit/delete an attendee)". To the right are "Sort By" buttons: "Name", "Classification", and "Order Added". Below the "Add" button, it says "No attendees".

STEP 6

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.

The "Add New Attendee" form. It has sections for "General", "More Info", and "Special Needs". In the "General" section, "Attendee:" is set to "Student - early bird", "Member:" is a dropdown, "First Name:" and "Last Name:" are text fields, "Grade:" is set to "7", and "Gender:" is set to "Male". In the "More Info" section, "Please select one lunch option:" is set to "Turkey sandwich". In the "Special Needs" section, "Special Needs:" has a checkbox for "On an IEP for extended testing time" which is checked, and "Dietary:" has a checkbox for "Gluten Free" which is checked. At the bottom, there are "Cancel" and "Save" buttons. The "Save" button is circled in orange.

STEP 7

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

STEP 8

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'

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

Input adviser/chaperone information into each respective field, and save when complete.

The form is titled 'General' and contains the following fields:

- Attendee:** A dropdown menu with 'Adviser - early bird' selected.
- First Name:** A text input field.
- Last Name:** A text input field.
- Gender:** A dropdown menu with 'Female' selected.
- Email:** A text input field.
- Cell Phone Number:** A text input field.

Below the email field, there is a consent statement: "By submitting this email address I agree this address is either mine or I have the approval and authority to provide this address and I consent that the event organizer may use this email address to contact this attendee for purposes related to this event through human-initiated or automated communications."

Below the cell phone number field, there is another consent statement: "By submitting this cell phone number I agree this number is either mine or I have the approval and authority to provide this number and I consent that the event organizer may use this number to contact this attendee for purposes related to this event through human-initiated or automated communications."

Below the main form, there is a 'More Info' section with the following fields:

- Please select one lunch option:** A dropdown menu with 'Ham sandwich' selected.
- Special Needs:** A checkbox.
- Dietary:** A checkbox.

At the bottom of the form, there are 'Cancel' and 'Save' buttons.

STEP 9

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.

The interface shows the 'Registration' section for the 'Middle School State Leadership Conference'. The left sidebar has three tabs: 'General', 'Attendees (2)', and 'Competitions'. The 'Competitions' tab is selected. The main area shows a table with the following data:

Name	Group ↑	Registered
Annual Chapter Activities Presentation	National MS	
Business Ethics	National MS	

At the top of the main area, there is a green bar with the text 'Middle School State Leadership Conference -'. To the right of this bar is a dropdown menu. Below the bar, there is a button labeled 'Add' with a person icon, which is circled in orange. To the right of the 'Add' button, there is a 'View By' dropdown menu with 'Event' and 'Attendee' options.

STEP 10

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.

The screenshot shows the 'Add Competition Registration' form. At the top, the 'Event' dropdown is set to 'Elevator Speech'. Below it, the 'Type' is 'Individual' and the 'Grade Restriction' is '6-8'. The 'Entry' section has three tabs: 'Individual', 'Team', and 'Group/Chapter'. The 'Individual' tab is selected, and the text 'Adding one or more Individual entries.' is displayed. Below the tabs are two columns: 'Available' and 'Assigned'. A right arrow button is located between the two columns, and it is circled in orange.

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.

The screenshot shows the 'Add Competition Registration' form. At the top, the 'Event' dropdown is set to 'Marketing Mix Challenge'. Below it, the 'Type' is 'Individual / Team (1 - 3)' and the 'Grade Restriction' is '6-8'. The 'Entry' section has three tabs: 'Individual', 'Team', and 'Group/Chapter'. The 'Team' tab is selected, and the text 'Adding a single Team entry.' is displayed. The 'Individual', 'Team', and 'Group/Chapter' tabs are highlighted in orange.

STEP 11

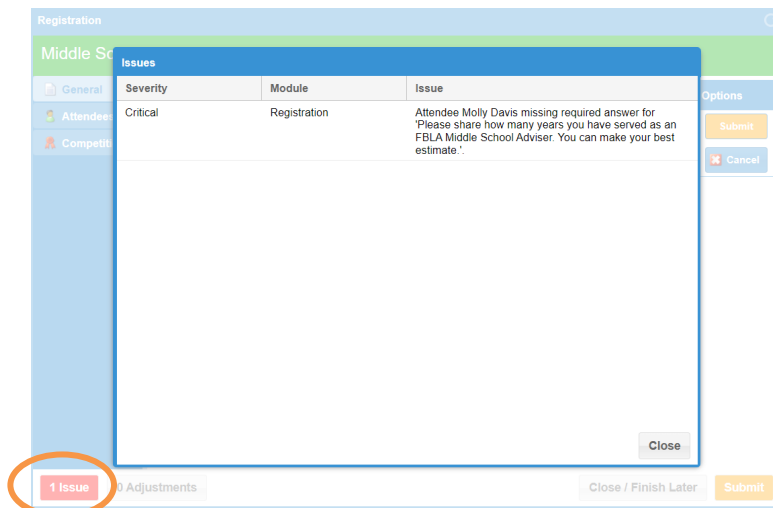
Repeat for each student competing in that event (as needed) and save.

Check the Call to Conference (page 7) for the number of entries allowed in each event per student and per chapter.

STEP 12

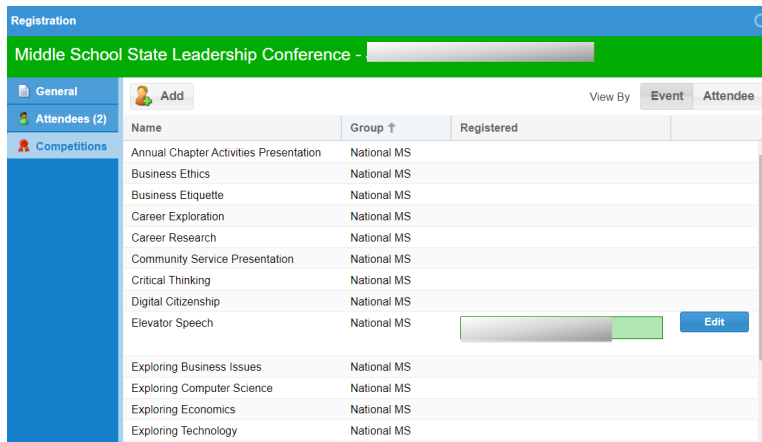
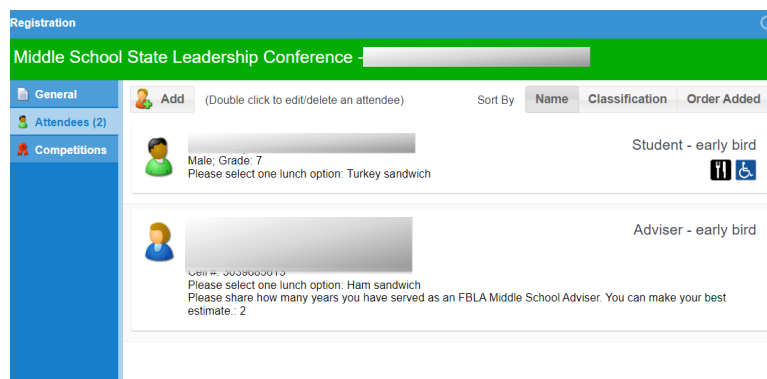
When you have finished registering competitors, check the bottom left of your screen for any issues to resolve. Click on the button to fix any issues that are listed in the screen that pops up.

If you need to update any registration data, double click on the attendee name.



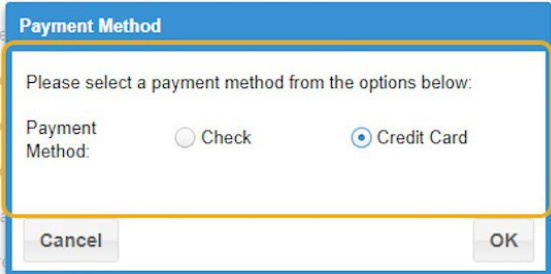
STEP 13

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



STEP 14

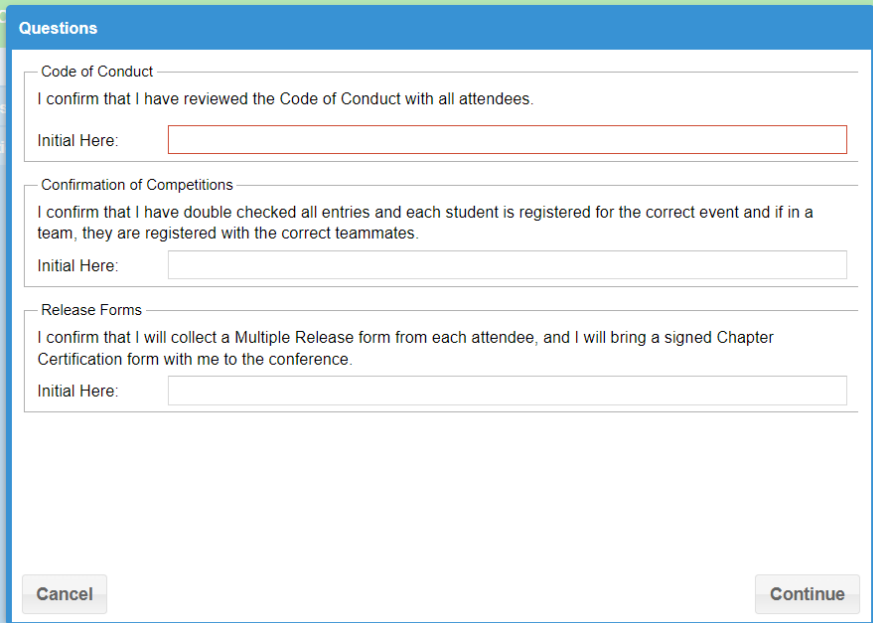
You will need to select your payment method. Credit card invoices will incur a 4% convenience fee, which will be automatically added to your invoice.



The image shows a 'Payment Method' dialog box with a blue header. The text inside says 'Please select a payment method from the options below:'. Below this, there is a label 'Payment Method:' followed by two radio button options: 'Check' and 'Credit Card'. The 'Credit Card' option is selected, indicated by a blue dot. At the bottom of the dialog box, there are two buttons: 'Cancel' on the left and 'OK' on the right.

STEP 15

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.



The image shows a 'Questions' dialog box with a blue header. It contains three sections, each with a statement and an 'Initial Here:' text box. The first section is 'Code of Conduct' with the statement 'I confirm that I have reviewed the Code of Conduct with all attendees.' The second section is 'Confirmation of Competitions' with the statement 'I confirm that I have double checked all entries and each student is registered for the correct event and if in a team, they are registered with the correct teammates.' The third section is 'Release Forms' with the statement 'I confirm that I will collect a Multiple Release form from each attendee, and I will bring a signed Chapter Certification form with me to the conference.' At the bottom of the dialog box, there are two buttons: 'Cancel' on the left and 'Continue' on the right.

STEP 16

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

1. Check that you do not owe any "assets" (prejudge items) for any student competition that has a prejudge component.
2. If you have students in testing events, you will download the E-Testing login cards when the testing window opens. Proctor instructions will be sent out separately.

3. 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.
4. Download your invoice from the “Invoice” button on the right, and send to your bookkeeper ASAP. Late payments will incur late fees.

Registration

Middle School State Leadership Conference

Registration Submitted!

Status

Submitted: 12/13/2023 1:21:55 PM (MST -0700), By: Molly Davis

Attendees: 2

Grand Total: \$80.00

Balance: Invoice: \$80.00
Payments: \$0.00
Balance: \$80.00

Asset Collection: No Items Due

E-Testing: E-Testing Login Cards

Options

Open/Edit

Cancel

Invoice

Pay Online!

InstructionsCharges/Payments

Please make checks payable to Colorado FBLA. Checks must be received by March 1st. Late payments will incur a 10% late fee, up to \$300.
Questions can be directed to Ashley Manning, ashley.manning@cccs.edu.

No IssuesClose

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