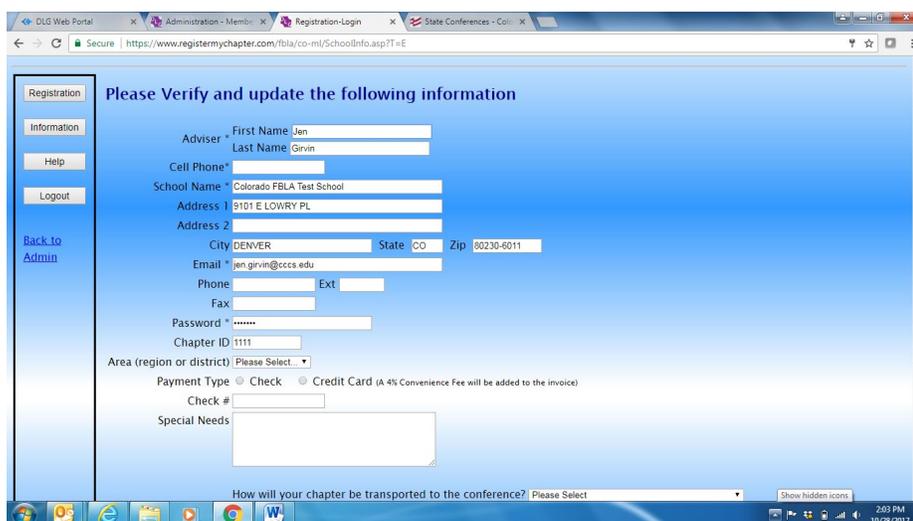


2022 Colorado FBLA Middle Level State Leadership Conference Registration Tutorial

1. [Go to the registration link](#)
2. Click **REGISTRATION**, then enter your chapter number and **service** as the password.

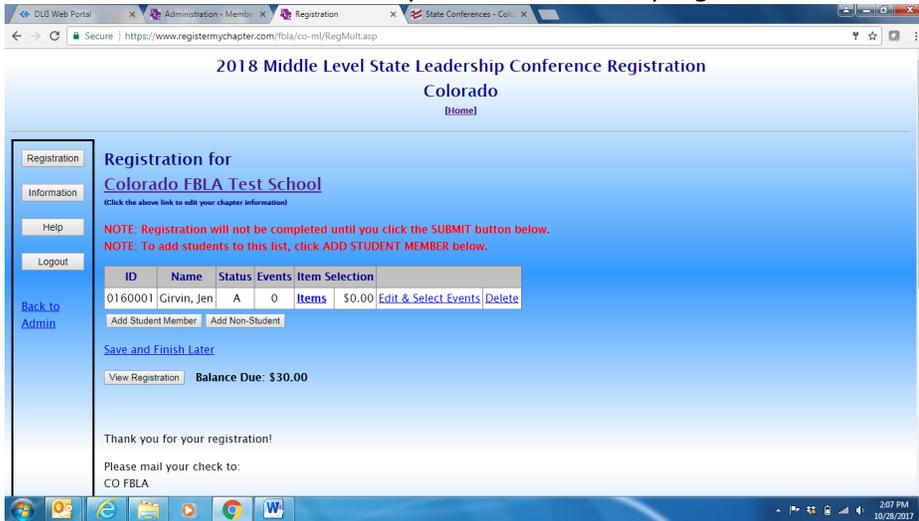


3. Once you click enter, you'll see a registration page for you, the chapter adviser:

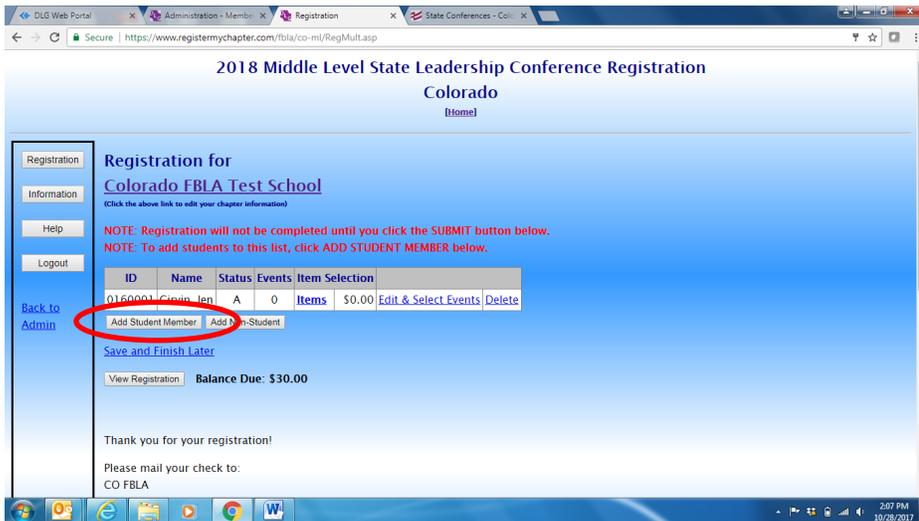


Make sure all information is updated: Cell phone number, payment option and chapter transportation. Please double check all other information to make sure it is correct. Click SAVE.

You'll be taken to a screen where you are automatically registered:



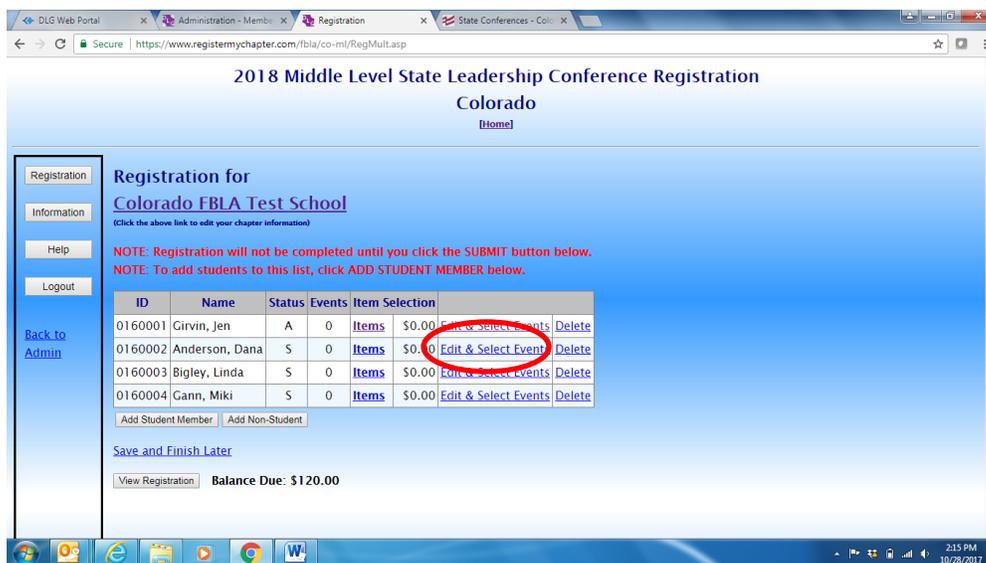
4. Click the “Add Student Member” button to add students.



- You'll see a list of all paid members:

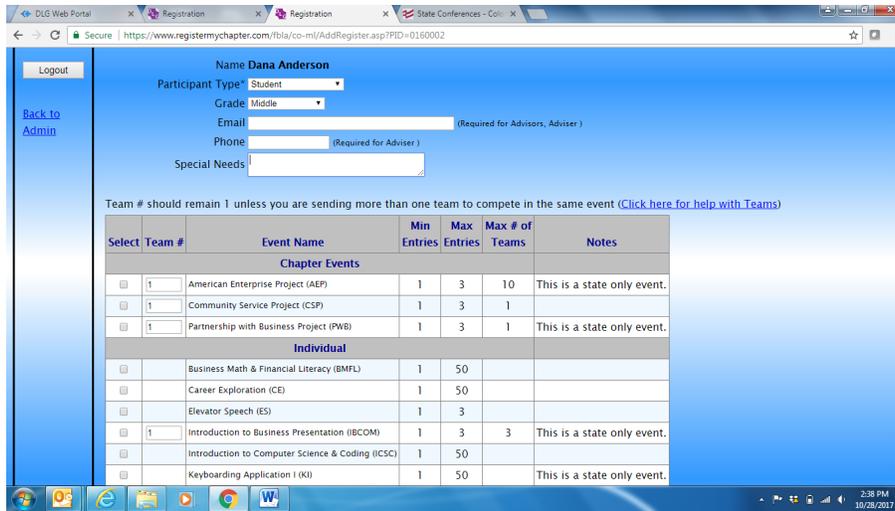


- Add the grade and selected attending from the participant type for those students attending. Click **Save**.
- You'll be taken to a screen that looks like this:



Click Edit & Select Events next to each student to add their competitive events.

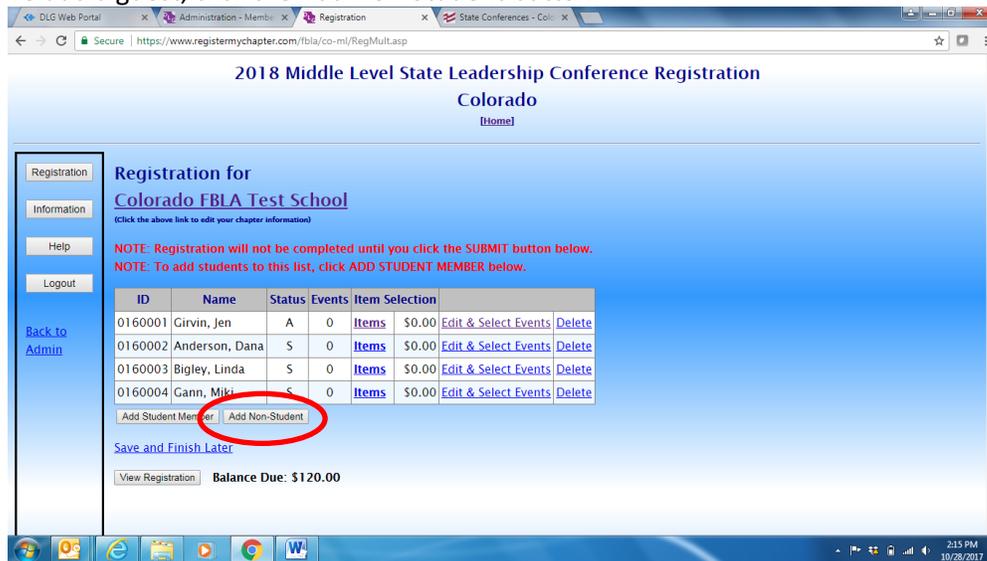
- The screen will look like this:



Notes:

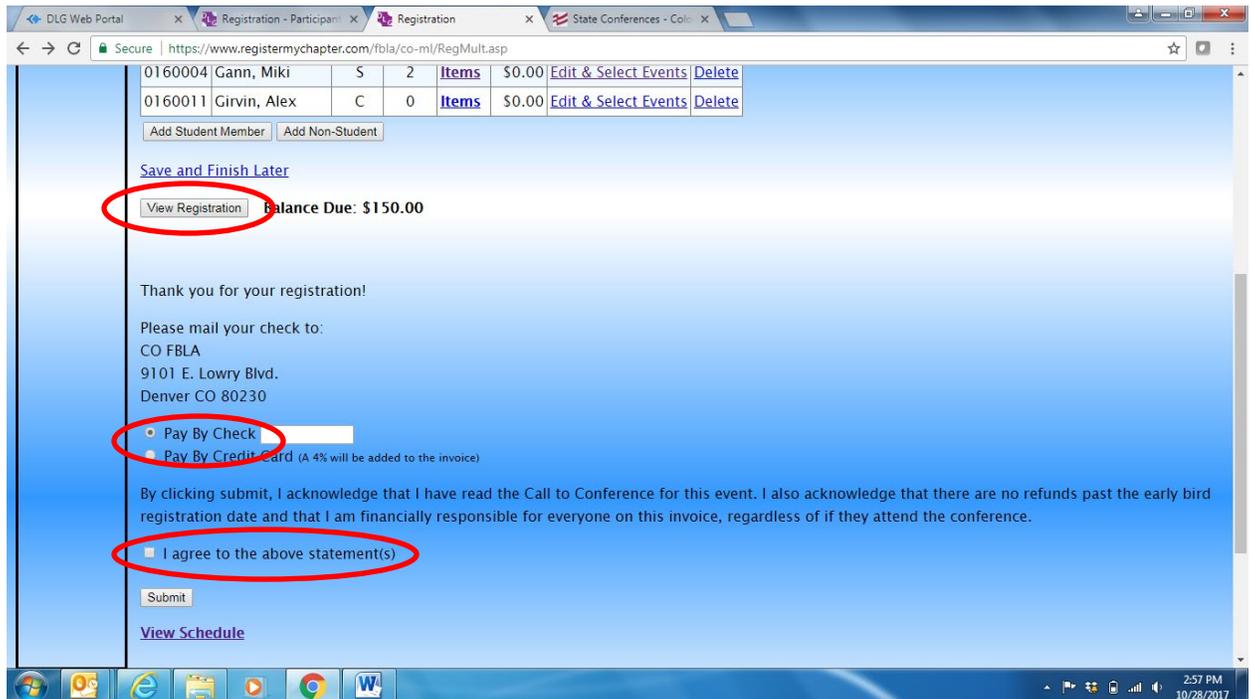
- Student email and cell phone numbers are not needed.
- This is where any student accommodations can be listed, such as special dietary needs, wheelchair access or translator services.
- Students can only compete in one testing event and one presentation event. See the Call to Conference for the Event Entry chart.
- Students on a team must all have the same team number. Teams can be 1, 2 or 3 participants.
- Click the Save button to return to the screen with the list of all students attending.

9. To add a guest, click the Add Non-Student button.



10. Add the chaperone's name, then click **Save**.

11. Scroll down, then take the following steps:



- Click the View Registration button to review your registration.
- Click payment method: check (no check number needed) or credit card (a convenience fee of 4% will be added)
- Click the box to agree to the acknowledgement statement.

12. Click the **Submit** button.

13. An invoice will be automatically e-mailed from co-fbla@registerychapter.com.

Reminders:

- You may log back into the system and make any corrections leading up to the registration deadline.
- If you do log into the system, you'll need to complete and click the **SUBMIT** button again.