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.

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you nave questions about registration, contact jen unvin at <u>rentigivine costeur</u> .	~		
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3. Once you click enter, you'll see a registration page for you, the chapter adviser:

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Registration	Please Verify an	d update the following information		•
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Help	Cell Phone*			
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Logout	Address 1	9101 E LOWRY PL		
	Address 2			
Back to	City	DENVER State CO Zip 80230-6011		
Admin	Email *	jen.girvin@cccs.edu		
	Phone	Ext		
	Fax			
	Password *			
	Chapter ID	1111		
	Area (region or district)	Please Select V		
	Payment Type	Check Credit Card (A 4% Convenience Fee will be added to the invoice)		
	Check #			
	Special Needs			
		How will your chapter be transported to the conference? Please Select Show hidd	an icons 2:03 P	м F
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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.

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	[Home]	
Registration	Registration for	
	Colorado ERLA Test School	
Information	(Click the above link to edit your chapter information)	
Help	NOTE: Renistration will not be completed until you click the SURMIT button below	
	NOTE: To add students to this list, click ADD STUDENT MEMBER below.	
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Back to	Add Student Member Add Non-Student	
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	Save and Finish Later	
	View Registration Balance Due: \$30.00	
	Thank you for your registration!	
	Please mail your check to:	
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You'll be taken to a screen where you are automatically registered:

4. Click the "Add Student Member" button to add students.

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Registration Information Help Logout Back to Admin	Registration for Colorado FBLA Test School Click the source of the set of th	atton below. ; Delete	
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5. You'll see a list of all paid members:

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Registration	Please select	all informati	ion for any memb	er that will be participating								
Information	NUTE: The session will time out in 20 minutes, be sure that you save your names before the session times out. If you are interrupted, you may click on the Add Student Hember button again and continue later. You do not have to enter all of your students at one time. You may enter them in multiple sessions if you think it will take you more than 20 minutes.											
Logout	NOTE that if you do not change the Participant Type from "Not Attending" to some other setting your selections will not be saved											
	Select All – Selects all members (NOTE: Any previous selections will be overwritten) *NOTE: All fields are required.											
Back to	Name	Grade	Participant Type									
Admin	Dana Anderson	Pierce a	Net from the									
	Linda Bigley	Please Select	Not Attending									
	Miki Gann	The second second	Normaling									
	Hannah Wells	Please Select	Not Attending									
	Save											
IT you nave ques	tions about regist	tration, contact	jen Girvin at <u>Jen.girv</u>	in@cccs.edu.								
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- 6. Add the grade and selected attending from the participant type for those students attending. Click **Save**.
- 7. You'll be taken to a screen that looks like this:

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Add Student Member Add Non-Student Save and Finish Later View Registration Balance Due: \$120.00											

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

8. The screen will look like this:

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<u>Back to</u> <u>Admin</u>				Grade Middle • Email	vicer)	(Requ	ired for Advis	ors, Adviser)			
			Sp	pecial Needs							
		Team #	should	remain 1 unless you are sending more the	An one to Min Entries	eam to c Max	ompete in Max # of Teams	the same event (<u>Click here</u>	for help with Teams)		
		Jerece	ream #	Chapter Events	Linuics	Linuics	reams	Hotes			
			1	American Enterprise Project (AEP)	1	3	10	This is a state only event.			_
			1	Community Service Project (CSP)	1	3	1				
			1	Partnership with Business Project (PWB)	1	3	1	This is a state only event.			
				Individual							
				Business Math & Financial Literacy (BMFL)	1	50					
				Career Exploration (CE)	1	50					
				Elevator Speech (ES)	1	3					
			1	Introduction to Business Presentation (IBCOM)	1	3	3	This is a state only event.			
				Introduction to Computer Science & Coding (ICSC)	1	50					
				Keyboarding Application I (KI)	1	50		This is a state only event.			-
<u>@</u>	<u> </u>	6	<u> </u>	2 🔘 🔣					× № 90 0	all 🗣 25	18 PM 28/2017

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 <u>co-fbla@registermychapter.com</u>.

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.