

2023 Colorado FBLA State Leadership Conference Registration Tutorial

EARLY BIRD REGISTRATION DEADLINE: March 3

REGULAR REGISTRATION DEADLINE: March 10

1. Have the following information available prior to registering:
 - Member names (and competitions)
 - Chaperone names
 - Voting Delegate/Workshop Ambassador names
 - T-shirt sizes (for optional conference T-shirts)
 - Lunch Selection (Wednesday and Thursday lunch options)
 - Entertainment Options (Hypnotist)
 - Hotel rooming list
 - Special accommodations (dietary needs, IEP, **FCCLA SLC participant**, or other event accommodations)
 - Adviser years of service
 - Adviser assignment request
2. Enter the registration site: <https://www.registermychapter.com/fbla/co/Main.asp>
3. Click **REGISTRATION**, then enter your chapter number and password (service).
4. Once you click enter, you'll see a registration page for you, the chapter adviser:

Leadership Conference Registration District 1
Colorado
[Home]

Registration

Please Verify and update the following information

Adviser *
First Name Jennifer
Last Name Flummerfelt
Cell Phone * 970-381-2009
School Name * Platte Valley High School
Address 1 901 Campbell St
Address 2 PO Box 487
City Kersey State CO Zip 80644
Email * jflummerfelt@staff.pvs.k12.co.us
Phone 970-336-8721 Ext
Fax 970-336-8794
Password *
Chapter ID 5878
Area (region or district) District 1
Special Needs

Please double check all other information to make sure it is correct. Add your cell phone number, **arrival and departure dates and approximate times (this is the information that will be communicated to the hotel – this is VITALLY IMPORTANT!)**, how many years you've been an adviser, and volunteer assignment information. Payment Type, Check # and Special Needs can be left blank.

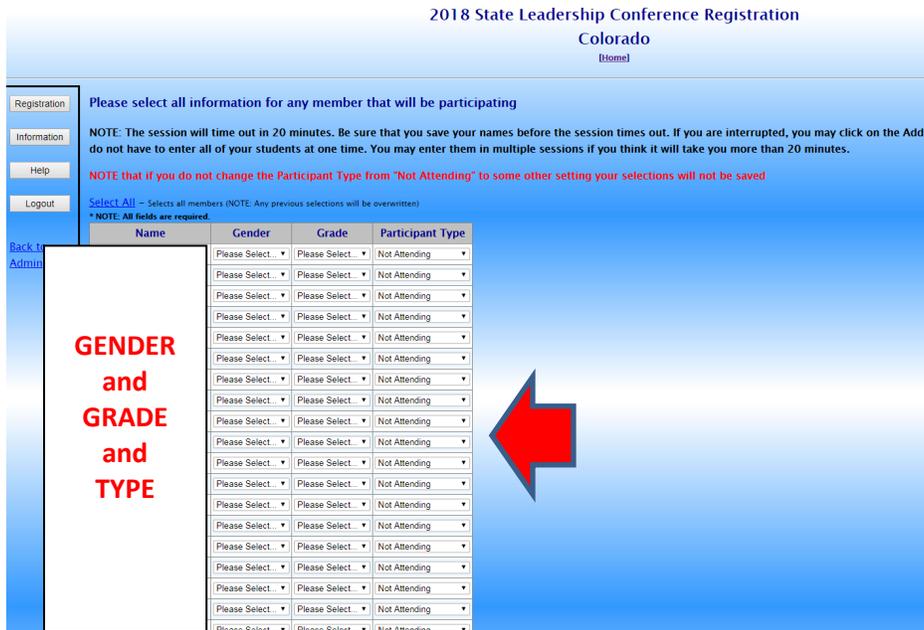
Click **SAVE**.

5. Add members, by clicking the **“Add Student Member”** button.



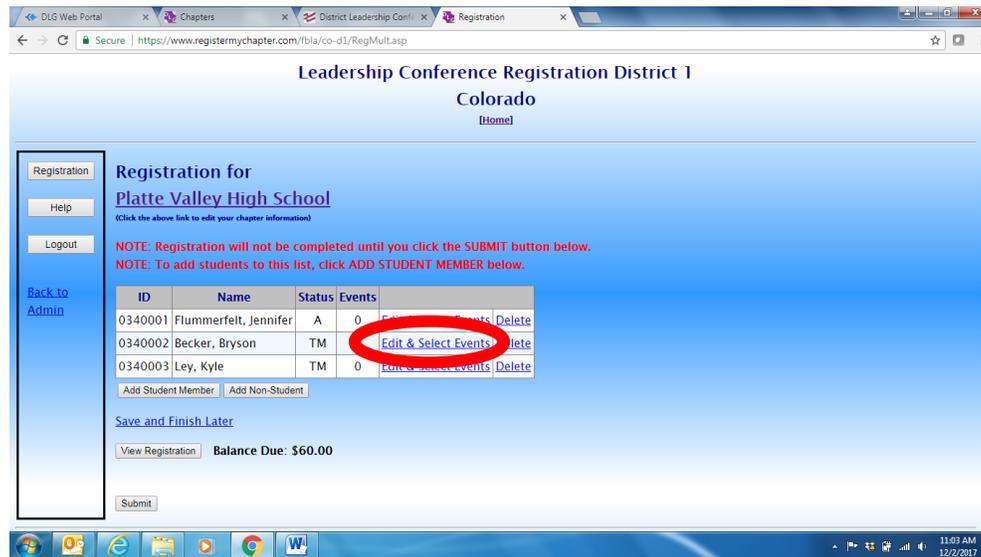
ONLY those names of registered (*registered through the National FBLA online registration system AND paid*) members will appear.

6. Add the gender, grade and select **“Student”** under Participant Type of those attending and competing at SLC.



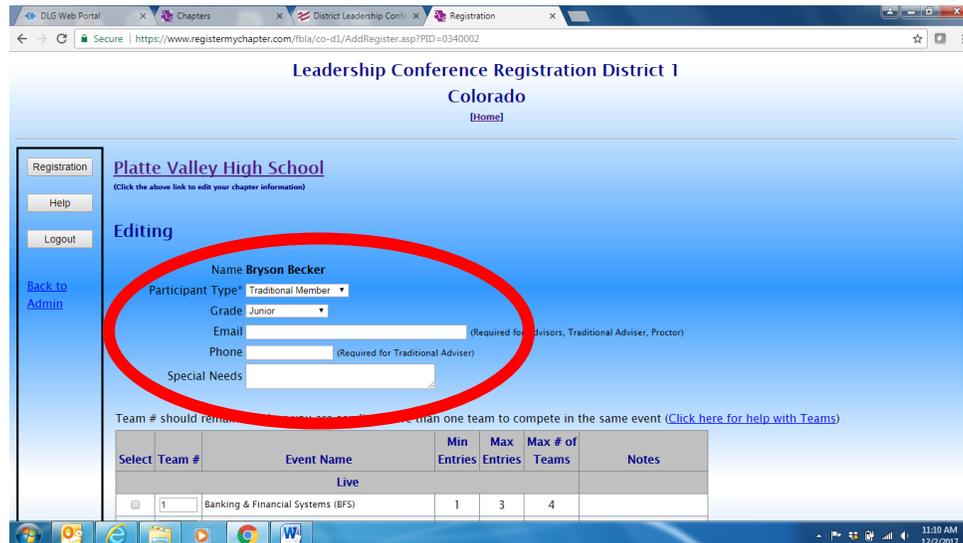
7. Click **SAVE**.

8. You'll be taken to a screen that looks like this:



Click the "EDIT & SELECT EVENTS" link next to the student name.

9. Double check that the information is correct:



- **Participant Type:** Student
- **Gender:** Required
- **Grade:** Required
- **Email:** Not required
- **Phone:** Not required
- **Special Needs:** This is where special accommodations for events should be listed. And any dietary needs/allergies/restrictions.

10. The next area for registration will be **competitive events**. Click the select box next to the 1 event for each student. Exception: members can participate in one event and one chapter event (American Enterprise Project, Community Service Project, Local Chapter Annual Business Report, Partnership with Business)

SPECIAL NOTE ABOUT TEAM NUMBERS: Each team member should have the same team number.

Example:

- Lauren Garcia and Alex Gambill are teammates in Banking & Financial Systems – they would both have team #1 next to their name
- Memphis Aldean will be participating as an individual in Banking & Financial Systems – he would be team #2

Reminders:

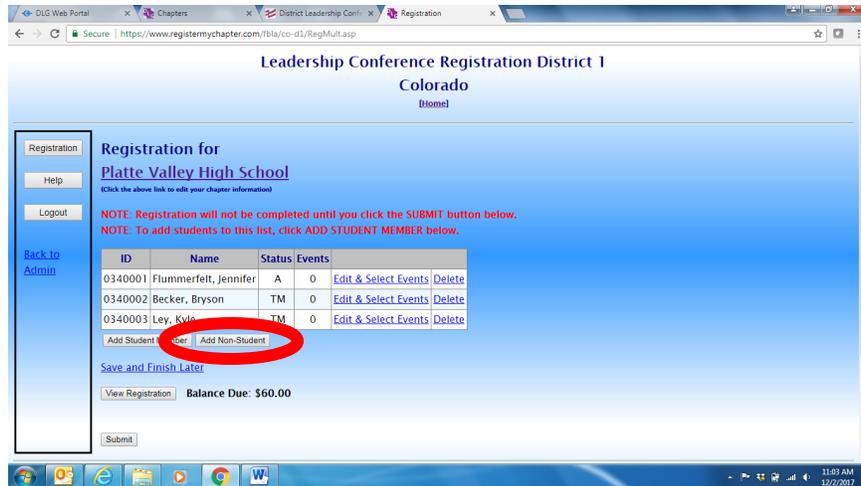
- Teams can be made up of 1, 2 or 3 participants. (Exception: Parliamentary Procedure will have 4-5 on a team.)

Special Events:

- Other options are available for the conference:
 - **BAA:** Chapter can bring all completers
 - **Micro-credentials/Digital Badges:** Each member can sign up for one digital badge at no cost. Additional will be \$5 per test per member. The chapter will be invoiced for the additional fees. Find out more by reading the Call to Conference.
 - **Certifications:** Register students for these industry certification tests for \$30 each
 - **Peak Awards:** Register for the level you have, according to your scoresheet
 - **Selection Committee:** Register your student for this event only if they have been notified they are selected
 - **State Officer Candidate:** Register your student running to be a 2023-2024 Colorado FBLA State Officer Candidate
 - **Voting Delegate:** There is a mandatory business meeting for these voting delegates on Tuesday morning. See the Call to Conference for events in which these voting delegates should NOT participate. The number of Voting Delegates per chapter is dependent on membership as of December 1st. Visit the [worksheet here](#) to double check your numbers.
 - **Who's Who:** There is a separate submission form to complete
 - **Workshop Ambassador:** This is for students interested in serving as a greeter and technology assistance during the Leadership Seminars/Workshops
- Any number of these Special Events can be selected in addition to the competition.

11. Click **SAVE**. The system will take you back to the registration list of students. Complete the same process for each student attending.

12. To add a guest or chaperone, click the "**ADD NON-STUDENT**" button:



Complete their information, then click **SAVE**.

13. Click on **ITEMS** to add food selections for Wednesday and Thursday lunch (mandatory) and any T-shirts (optional) and Entertainment (hypnotist - optional) to each student:

- Wednesday Lunch Options
- Thursday Lunch Options

Note: The registration rate includes two lunches – this is selecting the lunch options for your students.



14. **Now you're ready for HOUSING!** Click on the **HOUSING** button to continue:

Colorado
[Home]

Registration for
Platte Valley High School
(Click the above link to edit your chapter information)

NOTE: Registration will not be completed until you click the SUBMIT button below.
NOTE: To add students to this list, click ADD STUDENT MEMBER below.

ID	Name	Status	Events	Item Selection			
1250000	Flu...	nifer	A	0	Items	\$0.00	Delete
1250001	Aa...		S	3	Items	\$0.00	Edit & Select Events Delete
1250002	Alb...	n	S	1	Items	\$0.00	Edit & Select Events Delete
1250003	Ba...		S	2	Items	\$0.00	Edit & Select Events Delete
1250004	Be...		S	1	Items	\$0.00	Edit & Select Events Delete
1250005	Bu...	n	S	2	Items	\$0.00	Edit & Select Events Delete
1250006			C	0	Items	\$0.00	Edit & Select Events Delete

[Add Student Member](#) [Add Student](#)

[Save and Finish](#)

Housing - You MUST complete housing before you can submit

[View Registration](#) **Balance Due: \$910.00**

15. Select Room Type, then Select Room Number. This room number is for your school purposes. Each room will have a separate number. Select the people in the room, and then click **ADD TO ROOM**.

Registration for
Platte Valley High School

Housing for
Platte Valley High School

INSTRUCTIONS:

- Below are two (2) lists. The first list displays individuals that have been assigned to a room and the second list displays individuals that have not been assigned to a room yet.
- Select a Room Type, Room Number and Select the checkbox located beside each individual that you want to add to the room.
- Click on the **Add To Room** button and the selected individuals will be added to the room.
- As you continue to assign individuals to rooms, the Housing total will automatically update.
- You MUST click on the **Submit Hotel Reservation** button to complete your reservation.

Listed below are the individuals that have NOT been assigned to a room yet:

Select Room Type:

Select Room #:

Select	Name
<input type="checkbox"/>	Jennifer Flummerfelt
<input type="checkbox"/>	Jen Girvin

[Add To Room](#)

[Add from another chapter](#) (allows you to add someone from another chapter to this reservation)

Housing Reservation Detail

CHAPTER INFORMATION	REMIT TO
Platte Valley High School Jennifer Flummerfelt 901 Campbell Street Kersey, CO 80644 970-336-8721	Gaylord Rockies Resort & Convention Center 6700 North Gaylord Rockies Boulevard Aurora, CO 80019

Within each room, you have the option to remove the student from the room or override the dates they will be staying.

IF YOU ARE SHARING HOTEL ROOMS WITH ANOTHER SCHOOL

The person you are adding MUST BE registered for the conference and MUST NOT be in a hotel room with another Chapter. Chapters rooming together will need to communicate about housing assignments.

1. Click on the "Housing" button
2. Click on the "Add from Another Chapter" Link
3. Click on the down arrow located on the right-hand side of the "Please Select Chapter" field
4. Select the appropriate Chapter from the drop-down list
5. Click on the "Select" button
6. Click on the down arrow located on the right-hand side of the "Please Select an Individual" field
7. Select the appropriate Individual from the drop-down list
8. Click on the "Select" button
9. Click on the down arrow located on the right-hand side of the Select Room Type field
10. Select the appropriate "Room Type" from the drop-down list
11. Click on the down arrow located on the right-hand side of the "Select Room #" field
12. Select the appropriate "Room #" from the drop-down list
13. Select the checkbox beside the Individual Name from another Chapter
14. Click on the "Add To Room" button.

How to Remove and Put an Individual from another Chapter back:

1. Click on the "Housing" button
2. Locate the appropriate Participant
3. Click on the "Remove" link.
4. Click on the "Put back in Original Chapter" Link
5. Click on the "OK" button if you want to place the registrant back in the original chapter; otherwise, click on the "Cancel" button

16. Click on **SUBMIT HOTEL RESERVATION** after entering all attendees into rooms:

The screenshot shows a web interface for housing reservations. On the left is a navigation menu with buttons for 'Registration', 'Information', 'Help', and 'Logout', and links for 'Back to Admin'. The main content area is titled 'Housing for Platte Valley High School' and includes a link to 'Add from another chapter'. Below this is the 'Housing Reservation Detail' section, which contains two tables. The first table, 'CHAPTER INFORMATION', lists the school's details. The second table, 'REMIT TO', lists the hotel information. Below these tables, it shows the chapter's arrival and departure times. A table lists the attendees with their names, room numbers, and dates. At the bottom, there is a 'Submit Hotel Reservation' button, a link to 'Back to Registration List (without submitting)', and contact information for Jen Girvin.

CHAPTER INFORMATION	REMIT TO
Platte Valley High School Jennifer Flummerfelt 901 Campbell Street Kersey, CO 80644 970-336-8721	Gaylord Rockies Resort & Convention Center 600 North Gaylord Rockies Boulevard Gaylord, MI 49735-80019

Chapter Arriving 4/22/2019 12:00 PM Departing 4/24/2019 12:00 PM [Edit]

Name
#1 (Hotel Room) Jennifer Flummerfelt (4/22 - 4/24 [2 Nights]) [Remove] [Override Dates]
#2 (Hotel Room) Jen Girvin (4/22 - 4/24 [2 Nights]) [Remove] [Override Dates]

[Submit Hotel Reservation]

[Back to Registration List \(without submitting\)](#)

If you have questions about registration, contact jen.girvin@cccs.edu

This submits the housing registration and generates an invoice for the hotel costs. After March 10th, the reservation lists will be forwarded to the hotel.

17. Click **BACK TO REGISTRATION** to View Registration to double check your entries.

18. Acknowledge the statements listed below and on the registration:

- I have read and understand the Colorado FBLA Call to Conference
- I have followed the Colorado FBLA SLC Registration Tutorial
- Our school's chaperones will follow school and Colorado FBLA policies
- My chapter is financially responsible for everyone on this invoice, regardless of actual attendance at the conference
- My chapter is financially responsible for a 4% convenience fee, if credit card is the method of payment. **If check is chosen as the method of payment and a credit card is used, the chapter will be invoiced the 4% convenience fee, plus a \$35 processing fee**
- My chapter is financially responsible for more than one digital badge per student, with an invoice sent after the registration deadline
- Registration refunds are not available after the registration deadline
- If my chapter does not pay by the payment deadline, **there will be a financial penalty assessed of 10% of the total cost**
- I and my students and chaperones will follow FBLA Dress Code and Code of Conduct
- I will have all required release forms for my students and will submit a completed Certification Form during registration
- I have submitted the names and correct number of Voting Delegates and will require their attendance at the Business Meeting
- I have checked, double checked and triple checked our registration for correct competitive events per student
- I have submitted all special accommodation requests through this system

- My students will comply with all pre-judge and production deadlines, that those submitted after the deadline or unable to be opened will not be eligible for judging
- Each member receives one digital badge at no cost. My chapter will be invoiced \$5 for each test thereafter.
- I will follow through on my adviser assignment at State Leadership Conference

Click on **SUBMIT**.



19. An invoice will appear that can be printed. An invoice will also be e-mailed to the e-mail listed in the registration system:

Invoice

CHAPTER INFORMATION		REMIT TO		
Platte Valley High School Jennifer Flummerfelt 901 Campbell Street Kenese, CO 80644 Phone: 970-336-8721 Cell: 000-000-0000 Email: jflummerfelt@staff.pvhs.k12.co.us		Please submit payment to the address: 9101 E. Lowry Blvd., Denver, CO 80230		
Number	School #	Date	Chapter ID	P.O./Check #
01125002	125	1/26/2018	5878	
Quantity	Description	Each	Total	
1	Adviser	\$130.00	\$130.00	
1	Chaperone	\$130.00	\$130.00	
5	Student	\$130.00	\$650.00	
1	Conference T-shirt (Large)	\$10.00	\$10.00	
1	Conference T-shirt (XLarge)	\$10.00	\$10.00	
7	Participants		TOTAL	\$930.00

[Pay Now](#)

[View By Event](#)

INDIVIDUALS	
Name	Event(s) / Items
1250000 Flummerfeh, Jennifer (Adviser)	Item: Conference T-shirt (XLarge) (1 at \$10.00 = \$10.00)
	AEP - American Enterprise Project (Team #1)

20. Submit the invoice to your bookkeeper for prompt payment.

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 click the **FINISHED REGISTERING** button again.

Questions?

- Contact Molly Davis: molly.davis@cccs.edu