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: <u>https://www.registermychapter.com/fbla/co/Main.asp</u>
- 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:

Registration Please Verify and update the following information Heip Adviser first Name Jennife Loogut Cell Phone '97-381-2009 School Name 'State '00 '97-381-2009 School Name 'State '00 '97-381-2009 School Name 'State '00 '97-381-2009 School Name 'State '00 '97-381-2009 Admini Address 20 F0 56x 407 Cell Phone '97-381-2009 City Kersy State '00 '20 '8 '8' Admini State '97-381-2008 Phone '97-381-2008 Admini Address 20 F0 56x 407 Cell Phone '97-381-2008 Admini State '97-381-2008 State '00 '20 '98-391' Address 20 F0 56x 407 Cell F0 56 '97-361 Address 20 F0 56x 407 Cell F0 68' '97-361 Address 20 F0 56x 407 Cell F0 68' '97-361 City Kersy State '00 '20 '98-361 Address 20 F0 56x 407 Cell F0 68' '97-361 City Kersy State '00 '20 '98-361 Address 50 '10 '10 '10 '10 '10 '10 '10 '10 '10 '1	⇒ G 🛢	Secure https://www.registermyd	hapter.com/fbla/co-d1/Schooll	afo.asp?T=E			아 ☆ 🖸
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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.

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						[Home]
Registr	ration	Please select all in	formation for a	uny member t	hat will be partic	ipating
Inform	ation	NOTE: The session w do not have to enter	ill time out in 20 i all of your studen	minutes. Be sur ts at one time. '	e that you save you You may enter then	r names before the session times out. If you are interrupted, you may click on the Add S i in multiple sessions if you think it will take you more than 20 minutes.
Hel	lp 🛛	NOTE that if you do r	iot change the Pai	rticipant Type fi	rom "Not Attending	to some other setting your selections will not be saved
Logo	out	Select All - Selects all me * NOTE: All fields are requir	mbers (NOTE: Any previ ed.	ous selections will be	overwritten)	
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7. Click SAVE.

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

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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.

 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 <u>worksheet here</u> 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:

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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.

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

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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 Information	Housing for Platte Valley High School
Help	INSTRUCTIONS:
Logout Back to Admin	 Below are two (2) lists. The first list displays individuals that have been assigned to a room and th 2. Select a Room Type, Room Number and Select the checktox located beside each individual that y 3. Click on the Add To Room button and the selectien dividuals will be added to the room 4. As you continue to assign individuals to rooms, the Housing total will automatically update
Admin	5. 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
	Select Room # Select •
	Select Name
	Jennifer Flummerfelt
	Jen Girvin
	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 Gaylord Rockies Resort & Convention Center 001 Campbel Street 5700 North Cavlord Rockies Revieward
	kersey, CO 80644 Aurora, CO 80019 970-336-8721

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:

Registration	Housing for		
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	901 Campbell Street	6 North Gaylord Rockies Boulevard	
	Kersey, CO 80644	80019	
	970-336-8721		
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	Submit Hotel Reservation		
	Back to Registration List (without submitting)	
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	If you have questions about	it registration contact ion givin@cocc. edu	
	in you have questions about	tregistration, contact <u>jent.girvin@cccs.edu</u>	

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.**

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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:

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Jennifer Flummer	felt			Please subm	Please submit payment to the address:			
901 Campbell Stro Kersey, CO 8064 Phone: 970-336-8 Cell: 000-000-000 Email: jflummerfe	eet 4 721 10 <u>ht@staff.pvs.k12</u>	<u>co.us</u>		9101 E. Lo	vry Blvd., Denv	ver, CO 8023		
Number	School #	Dat	te	Chapter ID	P.O.	Check #		
01125002	125	1/26/2018		5878				
Quantity		Descript	tion		Each	Total		
1	Adviser				\$130.00	\$130.0		
1	Chaperone				\$130.00	\$130.0		
5	Student				\$130.00	\$650.0		
1	Conference T-shi	irt (Large)			\$10.00	\$10.0		
1	Conference T-shi	irt (XLarge)			\$10.00	\$10.0		
	7 Participants				TOTAL	\$930.0		
View By Event			Pay No					
		IN	DIVID	UALS				
	Name			Event	(s) / Items			
1250000 Flumme	erfelt, Jennifer (A	dviser)	r) 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