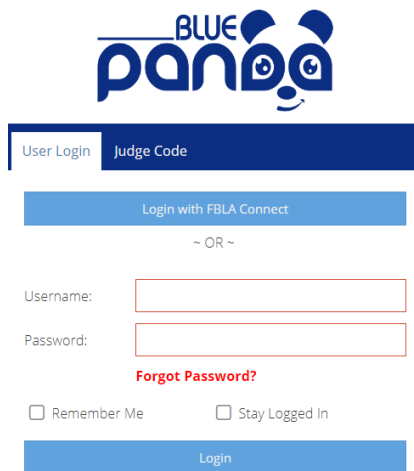


## 1 Introduction - You will need to already be set up with an account through FBLA Connect.

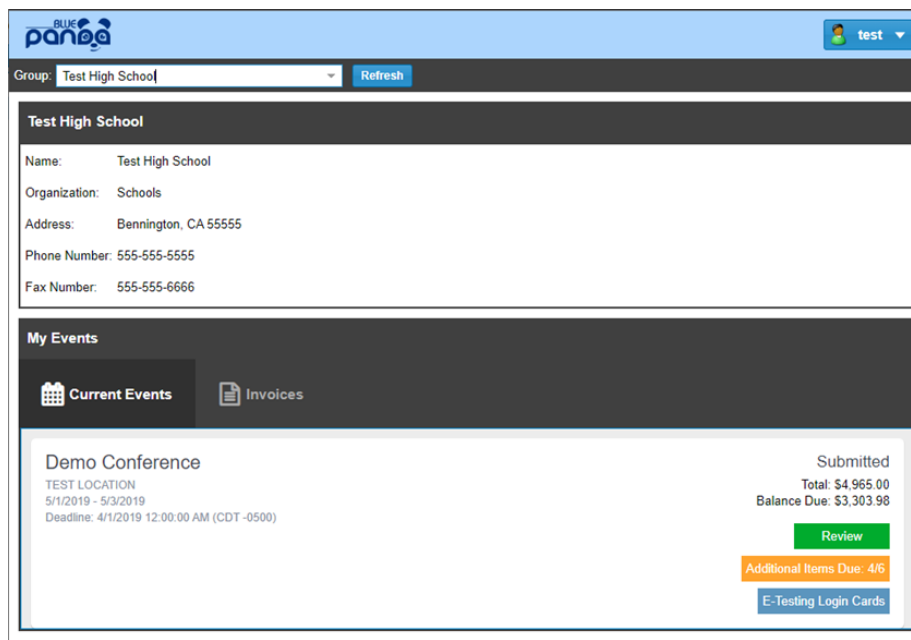
### 1.1 Logging In

Select “Login with FBLA Connect” and use the same credentials. If you are not sure of your login for FBLA Connect, please contact Molly Davis, [molly.davis@cccs.edu](mailto:molly.davis@cccs.edu).



### 1.2 Home

From your home screen you can access any current or upcoming registrations (Current Events) and any current or past invoices (Invoices). **IMPORTANT – make sure the Group dropdown at the top of the page is for Colorado FBLA, and not National FBLA.**



**Access Your Registrations**

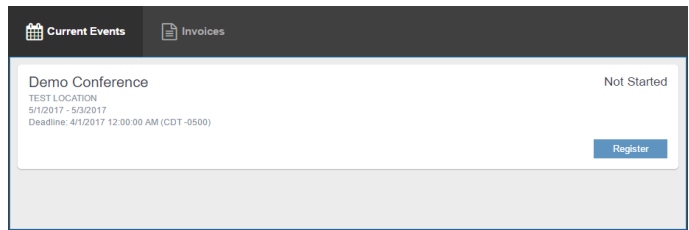
- Your registration button will show "Register", "Continue", or "Review" depending on how far you are through the registration process.
- To start your registration - click "Register".
- To continue your registration - click "Continue"
- To review your submitted registration, print your invoice, or reopen registration, click "Review".

**2 Registration**

Registration is broken down into steps. All of your changes are saved automatically. You can complete your registration all at once or enter some information and then return later to finish.

**2.1 Starting A Registration**

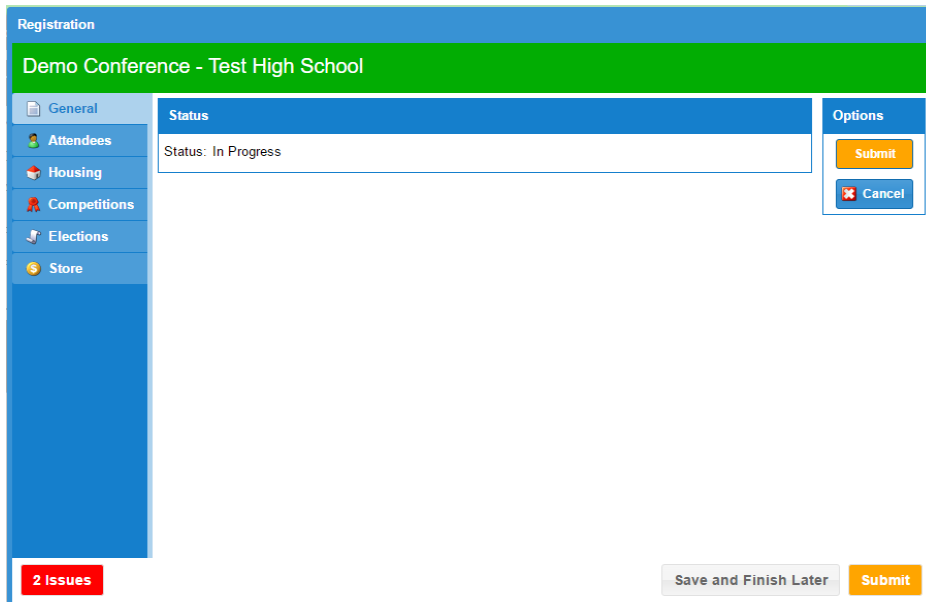
Click "Register" to start your registration.



**2.2 General**

**Registration Home:**

From here you can access each part of your registration, view issues, submit when finished, and if necessary cancel your registration.



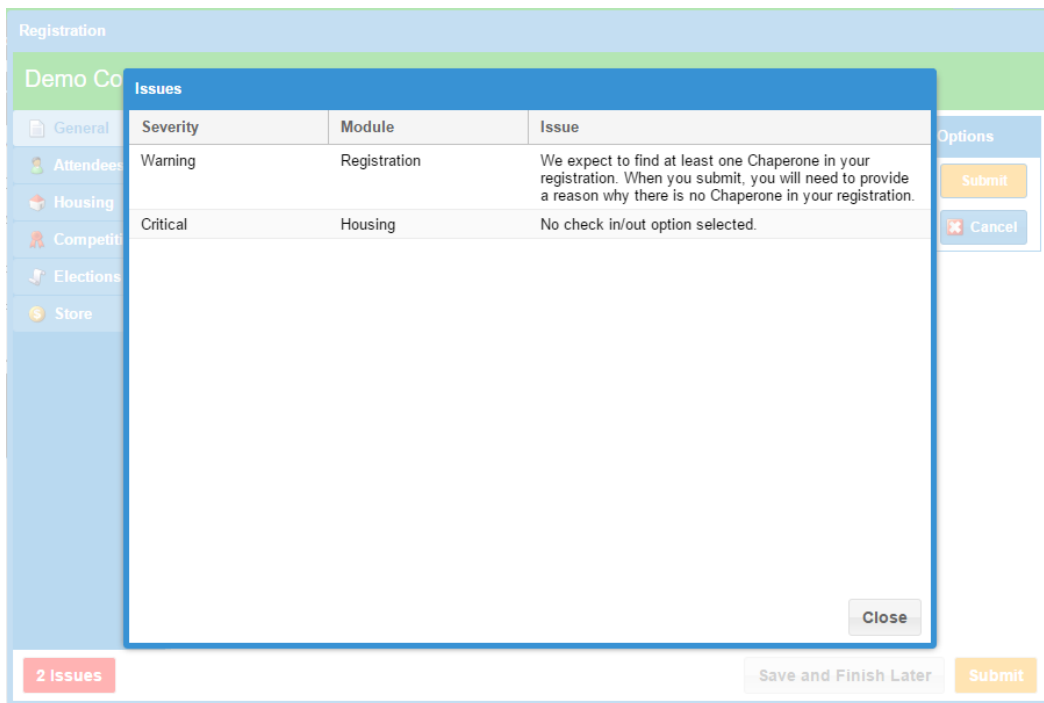
**Issues**

From any part of your registration, the colored "Issues" button will be visible to you. The button is color coded and tells you the number of issues on the button. Click for more information.

Colors:

- **Red:** At least one critical issue was detected that requires your attention before you can submit.
- **Orange:** At least one warning issue was detected that you should review before submitting, however, it will not keep you from submitting.
- **Green:** No Issues were found, you are good to go!

The issue window will give you more detailed information as well as which part of your registration the issue is in.

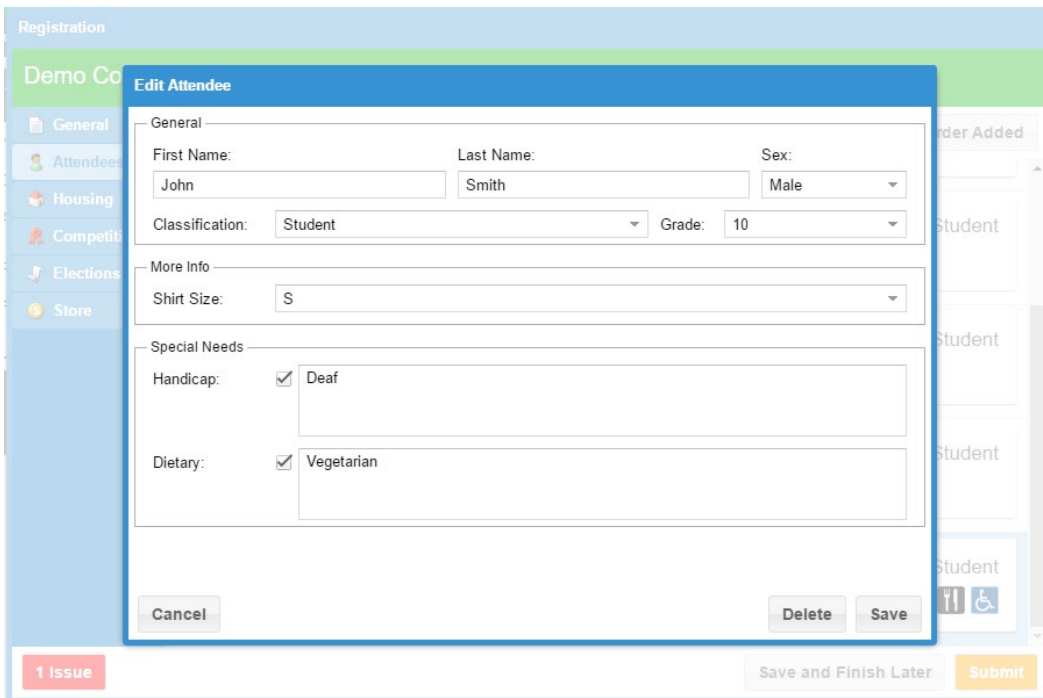
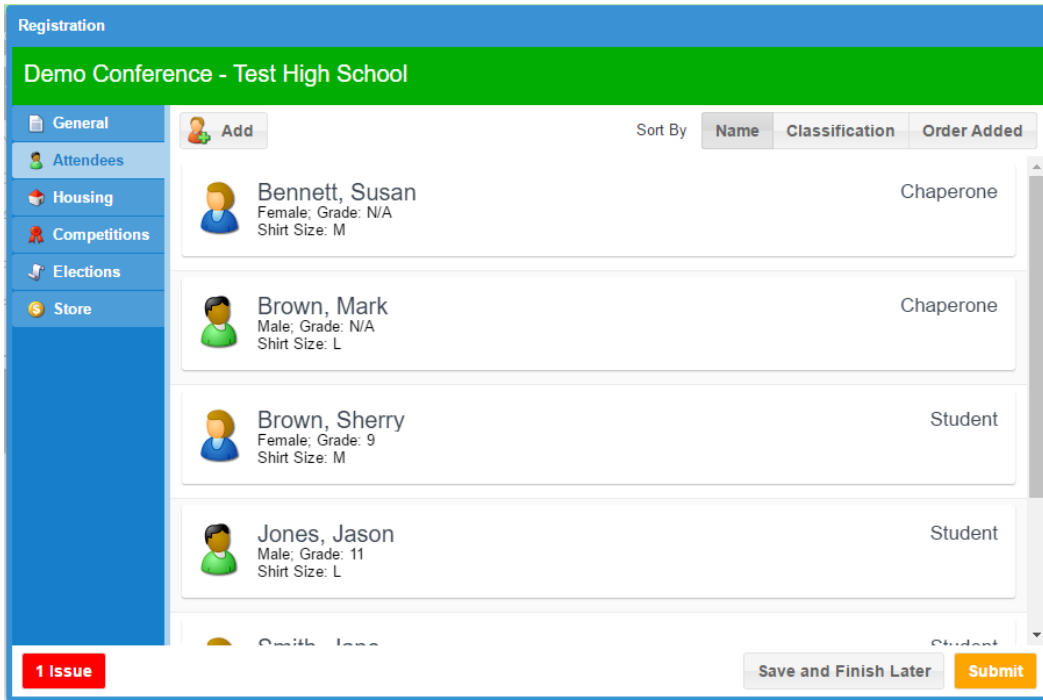


### 2.3 Attendees

Here you can add all of your attendees.

**To Add:** Click the Add Button

**To Edit:** Double click one of your attendees



## 2.4 Competitions

### Adding Entries

Add - Select the event and click "Add" (You don't have to click the event first, but it does make it easier)

**Tip:** Click "Add" to create a registration for each Individual or Team. Once you've added the one Individual or Team, click OK and then click Add to create another.

Edit - Click the "Edit" button next to the registration you wish to edit.

The screenshot shows a web application interface for registration. At the top, it says "Registration" and "Demo Conference - Test High School". On the left is a navigation menu with options: General, Attendees, Housing, Competitions (highlighted), Elections, and Store. The main area has an "Add" button and a "View By" dropdown set to "Event". Below this is a table with columns: Name, Group, and Registered. The table lists several events with their respective registered attendees and "Edit" buttons.

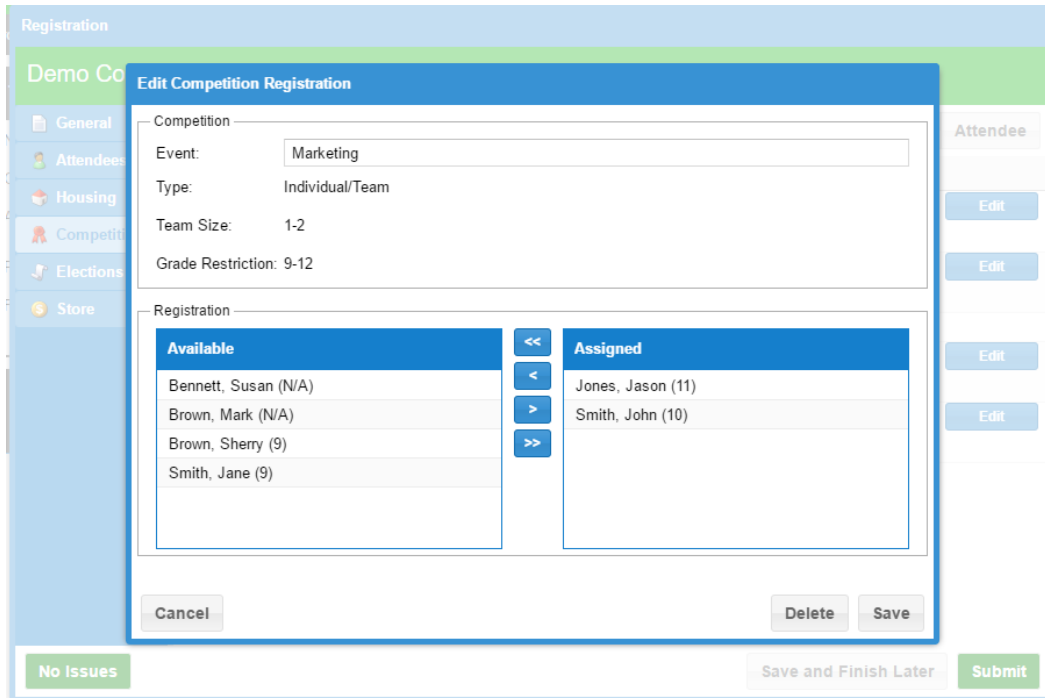
Name	Group	Registered	
Accounting	State	#11593: Sherry Brown	Edit
Community Service Project	State	#11594: Group Entry	Edit
Introduction to Business	State		
Marketing	State	#11595: Jason Jones, John Smith	Edit
Word Processing	State	#11596: Jane Smith	Edit

At the bottom of the interface, there are buttons for "No Issues", "Save and Finish Later", and "Submit".

### Add/Edit Screen

The top of the screen lists any rules and restrictions for the entry you are adding/editing. To select competitors, select the attendees on the left and click the bottom arrows to move them to the "Assigned" box.

**Tip:** Remember, if you are trying to add more than one individual entry or more than one team entry, set up your first entry, click Save, then click Add to start a new entry.



**Submitting Assets (Prejudge items)**

After you register your students for their events, you will see the "Additional Items" button appear for events that require a prejudge item. Click this button to review what assets (prejudge items) are due, their deadlines, and options to submit those Assets.

Events with prejudge requirements, and the associated assets, are:

<a href="#">Business Ethics</a>	Executive Summary
<a href="#">Business Plan</a>	Report (PDF)
<a href="#">Digital Animation</a>	URL
<a href="#">Digital Video Production</a>	URL
<a href="#">Future Business Educator</a>	Lesson Plan (PDF)
<a href="#">Future Business Leader</a>	Cover Letter, Resume (PDF)
<a href="#">Job Interview</a>	Cover Letter, Resume (PDF)

### E-Testing Logins

If your student is in an event with an objective test, the "E-Testing Login Cards" button will appear once logins are made available to you. Click this button to review your student test list and print your login cards. Advisers with students in testing events will also be notified via email with more information.

## 2.5 Final Questions

The last step includes any final questions for your entire delegation (sample questions below may not reflect those asked by your district). Click "Edit" at the top to fill out the answers or make changes later.

The screenshot shows the 'Registration' page for a 'Demo Conference - Test High School'. On the left, there is a navigation menu with 'General', 'Attendees', 'Housing', and 'Final Questions' (selected). An 'Edit' button is located at the top right of the main content area. Below the menu, three questions are listed, each with a red status indicator: '[ No Answer ] (Required)'. The questions are: 'Who is the On-Site Adviser?', 'What is the On-Site Adviser's Phone Number?', and 'What time is your bus arriving?'. At the bottom of the page, there is a status bar showing '5 Issues' and '1 Adjustment', along with 'Close / Finish Later' and 'Submit' buttons.

This screenshot is similar to the previous one, but with an 'Edit Registration' modal window open in the center. The modal contains the same three questions: 'Who is the On-Site Adviser?', 'What is the On-Site Adviser's Phone Number?', and 'What time is your bus arriving?'. Each question has a corresponding input field: a dropdown menu for the first, a text box for the second, and a time selector for the third. The modal has 'Cancel' and 'Save' buttons at the bottom. The background registration page is dimmed, showing the 'Final Questions' menu item and the 'Edit' button.

### 2.6 Submit/Invoice

Once you are finished and ready to submit, make sure you don't have any outstanding Issues (on the left) and then click Submit (on the right).

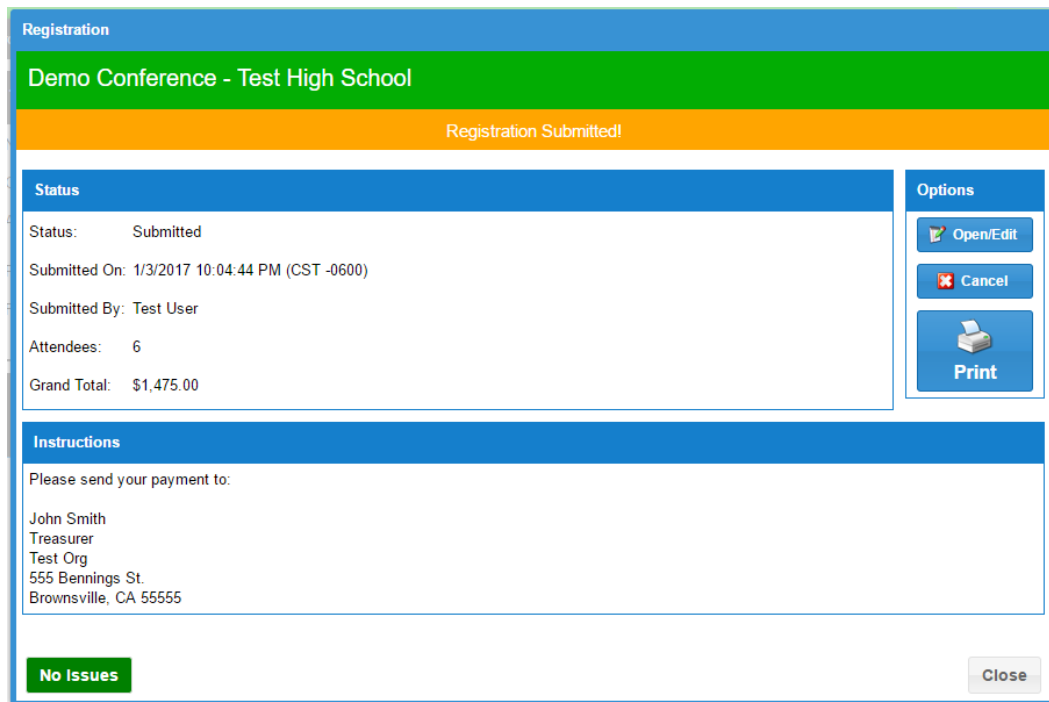


Once submitted, you will be on the invoice screen. You can return to print your invoice at any time.

## 3 After You Submit

### 3.1 Invoice

Click "Print" to download your invoice as a PDF.



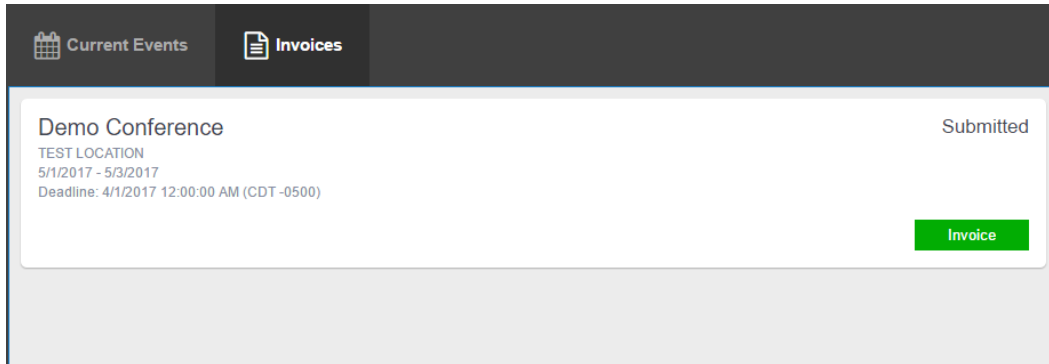


### 3.2 Returning Later for Invoice

At any time, you can return to print your past invoice and review your registration.

**Current Events** - Your invoice will appear here until the event ends.

**Invoices** - Your invoice will remain here even after your event ends.



### 3.3 Making Changes

#### Making Edits

The final deadline to make any edits to your registration at no cost is December 15<sup>th</sup>. If you need to make changes before that deadline, you can edit your registration. Click the "Open/Edit" button to reopen your registration. Be sure to resubmit when finished!

If you need to edit your registrations between December 16 – 20<sup>th</sup>, please email Molly Davis, [molly.davis@cccs.edu](mailto:molly.davis@cccs.edu). Changes will cost \$10/member, and any additions to your original registration will cost \$10/member plus the original registration fee.



#### Canceling Your Registration

The final deadline to cancel your registration with no financial penalties is December 15<sup>th</sup>.

## 4 Support

Support is available through our Help Desk during normal business hours:

[support@gobluepanda.com](mailto:support@gobluepanda.com)

256-808-2583