

# Colorado FBLA DLC Registration Instructions

## STEP 1

Login to the DLC Registration System & select Login with FBLA Connect

DLC Registration: <https://app.gobluepanda.com/Login>



## STEP 2

Login using your FBLA Connect credentials.  
Click **Forgot Password** if you have any issues.

Email Address

molly.davis@cccs.edu

Password

.....

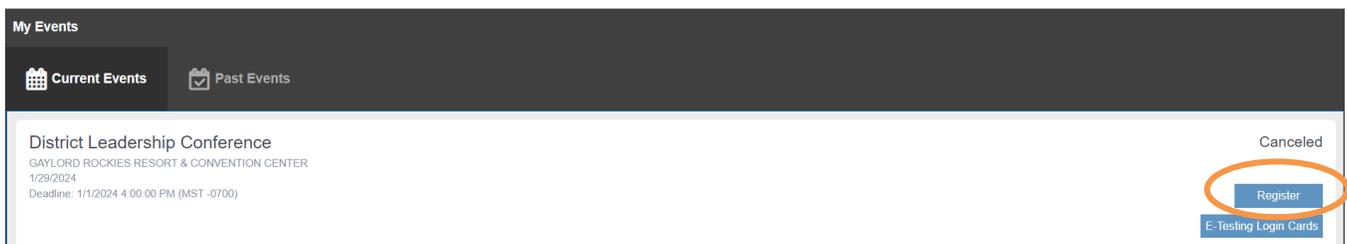
[Forgot Your Password?](#)

Login



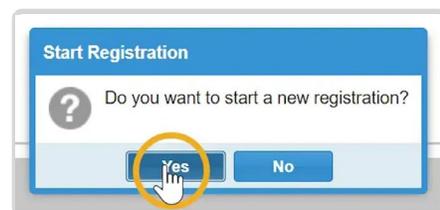
## STEP 3

Click 'Register' next to your DLC event to begin the registration process.



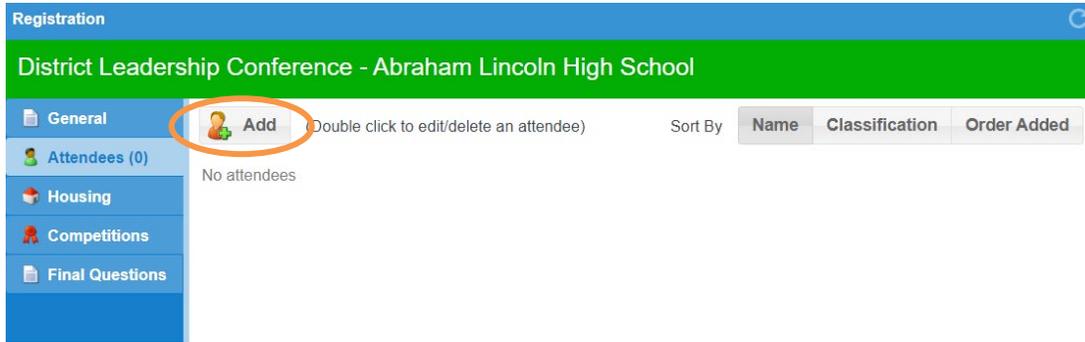
## STEP 4

Click 'Yes' to start a new registration.



## STEP 5

Click on Attendees, and then Click Add



Registration

District Leadership Conference - Abraham Lincoln High School

General Attendees (0) Housing Competitions Final Questions

**Add** Double click to edit/delete an attendee

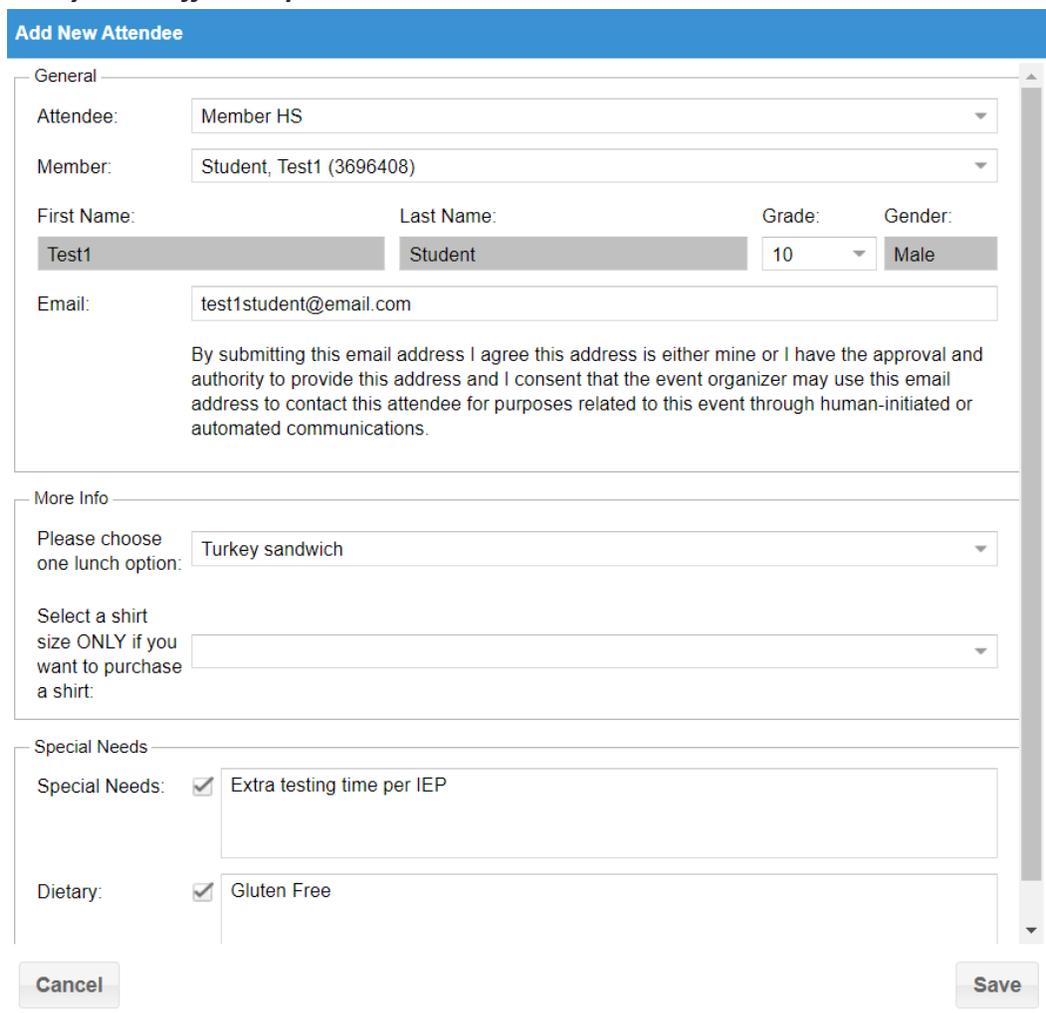
Sort By Name Classification Order Added

No attendees

## STEP 6

Click on the drop-down to select the member that you would like to add to your registration. All paid students in FBLA Connect should auto-populate in the dropdown menu. Please verify that the grade and e-mail address are accurate. Add in any information on the “more info” questions or on the “special needs” questions.

**NOTE: Your District may have different questions that what is shown below**



Add New Attendee

General

Attendee: Member HS

Member: Student, Test1 (3696408)

First Name: Test1 Last Name: Student Grade: 10 Gender: Male

Email: test1student@email.com

By submitting this email address I agree this address is either mine or I have the approval and authority to provide this address and I consent that the event organizer may use this email address to contact this attendee for purposes related to this event through human-initiated or automated communications.

More Info

Please choose one lunch option: Turkey sandwich

Select a shirt size ONLY if you want to purchase a shirt:

Special Needs

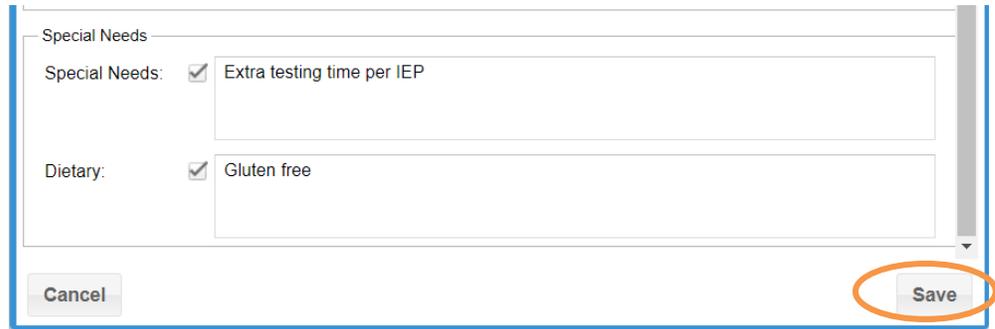
Special Needs:  Extra testing time per IEP

Dietary:  Gluten Free

Cancel Save

**STEP 7**

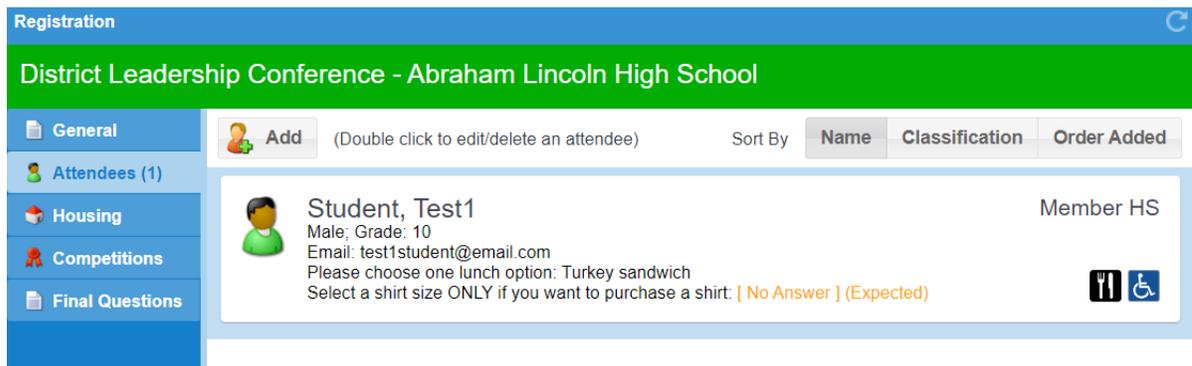
**Click on Save**



A screenshot of a form titled "Special Needs". It contains two sections: "Special Needs:" with a checked checkbox and the text "Extra testing time per IEP", and "Dietary:" with a checked checkbox and the text "Gluten free". At the bottom left is a "Cancel" button, and at the bottom right is a "Save" button, which is circled in orange.

**STEP 8**

**Repeat the 'add' process for each student attending the District Conference.**

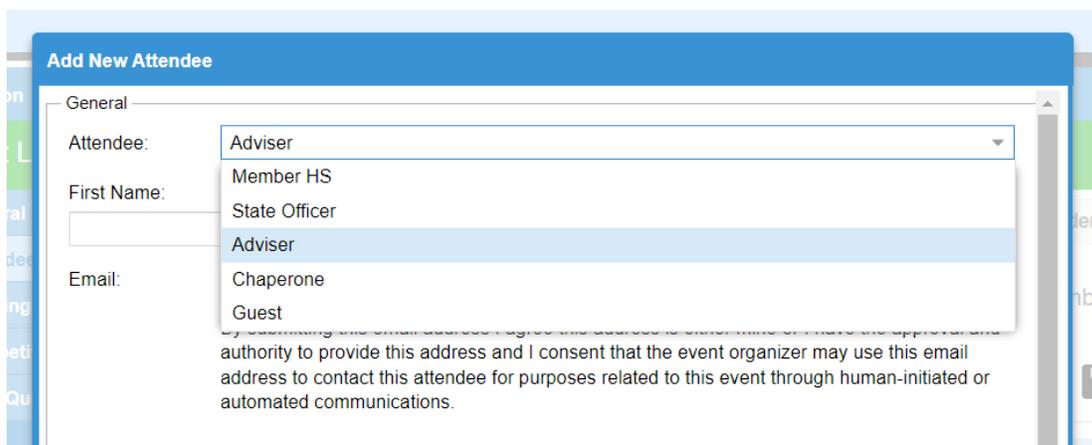


A screenshot of a registration page for a "District Leadership Conference - Abraham Lincoln High School". The page has a blue header and a green title bar. On the left is a navigation menu with options: "General", "Attendees (1)", "Housing", "Competitions", and "Final Questions". The main content area shows an "Add" button with a plus icon and the text "(Double click to edit/delete an attendee)". Below this is a table with columns "Name", "Classification", and "Order Added". One row is visible with the name "Student, Test1", classification "Member HS", and a status of "Expected". Below the name, there is a profile picture icon, gender "Male", grade "10", email "test1student@email.com", and a lunch option "Turkey sandwich". There is also a note about shirt size selection and icons for accessibility.

**STEP 9**

**To register advisers and/or other chaperones, click 'Add', and then indicate whether you are registering an official FBLA Adviser or a Chaperone under 'Attendee'**

*Note: Chaperones could be any adult that is not an official FBLA Adviser, including other staff members from the local chapter's school.*



A screenshot of the "Add New Attendee" form. The "Attendee:" dropdown menu is open, showing options: "Adviser", "Member HS", "State Officer", "Adviser", "Chaperone", and "Guest". The "Adviser" option is highlighted. Below the form, there is a consent statement: "By submitting the email address, I agree that the organizer or staff may use this email address to provide this address and I consent that the event organizer may use this email address to contact this attendee for purposes related to this event through human-initiated or automated communications."

## STEP 10

Input adviser/chaperone information into each respective field.

Registration

2023 NL

General

Attendee

Competitions

Final Questions

Add New Attendee

General

Attendee: Adviser

First Name: Gayle

Last Name: |

Gender: Male

Email: [Red Error Icon]

By submitting this email address I agree this address is either mine or I have the approval and authority to provide this address and I consent that the event organizer may use this email address to contact this attendee for purposes related to this event through human-initiated or automated communications.

Cell Phone Number: [Red Error Icon]

By submitting this cell phone number I agree this number is either mine or I have the approval and authority to provide this number and I consent that the event organizer may use this number to contact this attendee for purposes related to this event through human-initiated or automated communications.

More Info

Cancel Save

7 Issues 0 Adjustments Close / Finish Later Submit

## STEP 11

Once you have added all attendees to the conference registration, you will need to register your students for competitive events. Click on the tab labeled 'Competitions', then click on Add

Registration

District Leadership Conference - Abraham Lincoln High School

General Add

Attendees (3)

Housing

Competitions

Final Questions

View By Event Attendee

Name	Group	Registered
Insurance & Risk Management	National	
International Business	National	
Introduction to Business Communicat...	National	
Introduction to Business Concepts	National	
Introduction to Business Presentation	National	
Introduction to Business Procedures	National	
Introduction to Event Planning	National	
Introduction to FBLA	National	
Introduction to Financial Math	National	
Introduction to Information Technology	National	
Introduction to Parliamentary Proced...	National	
Introduction to Public Speaking	National	
Introduction to Social Media Strategy	National	
Job Interview	National	
Journalism	National	
Local Chapter Annual Business Report	National	

11 Issues 0 Adjustments Close / Finish Later Submit

## STEP 12

Click on the drop-down next to 'Event' and select the event that you need to register a student for. Click on the student name that is competing in the event

The screenshot shows the 'Add Competition Registration' form. The 'Event' dropdown is set to 'Local Chapter Annual Business Report'. The 'Type' is 'Individual / Team (1 - 3)' and the 'Grade Restriction' is '9-12'. Under the 'Entry' section, the 'Team' tab is selected. The 'Available' list contains four entries: 'Jones, Steven (12)', 'Robinson, Gayle (N/A)', 'Smith, Helena (9)', and 'Smith, Renee (N/A)'. An arrow points to the first entry, 'Jones, Steven (12)'. The 'Assigned' list is currently empty.

## STEP 13

Click on '>' to add them to event.

**NOTE: The entry type is very important. If you want students competing together on the same team, make sure "team" is selected and add all students on that team, then save, then you can add in the next team. If you want students to compete as individuals, select "individual" and then add each entry.**

The screenshot shows the 'Add Competition Registration' form. The 'Event' dropdown is set to 'Local Chapter Annual Business Report'. The 'Type' is 'Individual / Team (1 - 3)' and the 'Grade Restriction' is '9-12'. Under the 'Entry' section, the 'Team' tab is selected. The 'Available' list contains four entries: 'Jones, Steven (12)', 'Robinson, Gayle (N/A)', 'Smith, Helena (9)', and 'Smith, Renee (N/A)'. The '>' button is highlighted with an orange box and an arrow, indicating that the student is being added to the event. The 'Assigned' list is currently empty.

## STEP 14

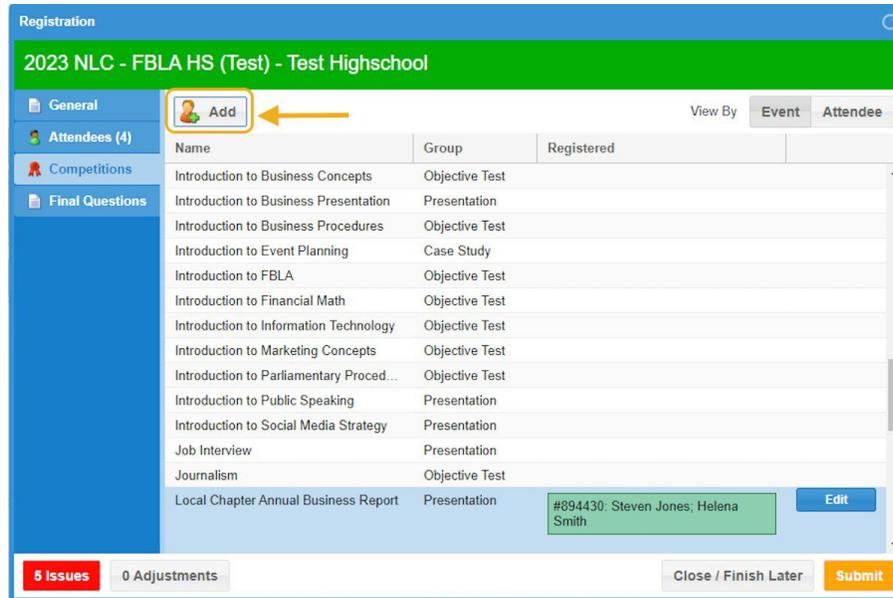
Repeat for each student competing in that particular event (as needed) and save.

Check the District Call to Conference for the number of entries allowed in each particular event. Objective Tests can have unlimited entries, but Presentation events are limited based on chapter membership.

The screenshot shows the 'Add Competition Registration' form. The 'Event' dropdown is set to 'Local Chapter Annual Business Report'. The 'Type' is 'Individual / Team (1 - 3)' and the 'Grade Restriction' is '9-12'. Under the 'Entry' section, the 'Team' tab is selected. The 'Available' list contains three entries: 'Robinson, Gayle (N/A)', 'Smith, Renee (N/A)', and 'Jones, Steven (12)'. The 'Assigned' list contains two entries: 'Jones, Steven (12)' and 'Smith, Helena (9)'. The 'Save' button is highlighted with an orange box and an arrow, indicating that the registration is being saved.

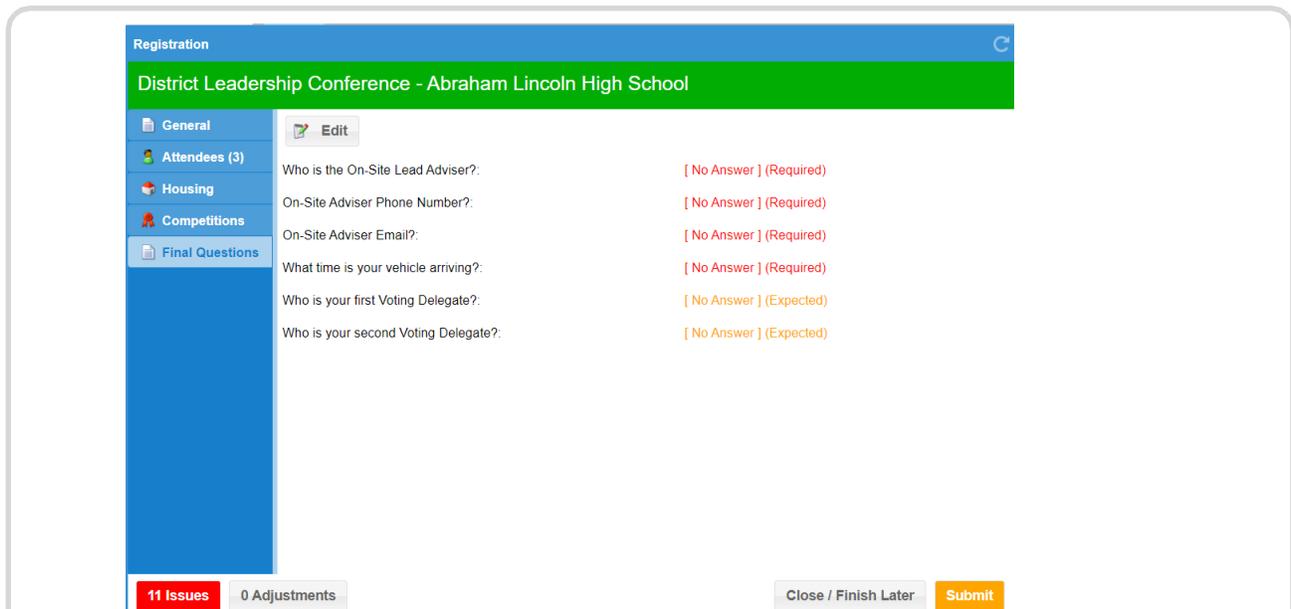
## STEP 15

Click 'Add' to register another individual or team to compete. Repeat the process as many as needed.



## STEP 16

When you have finished registering competitors, click on the 'Final Questions' tab, if applicable. Not every district will have questions added to Blue Panda. Click 'Edit' to answer any questions.



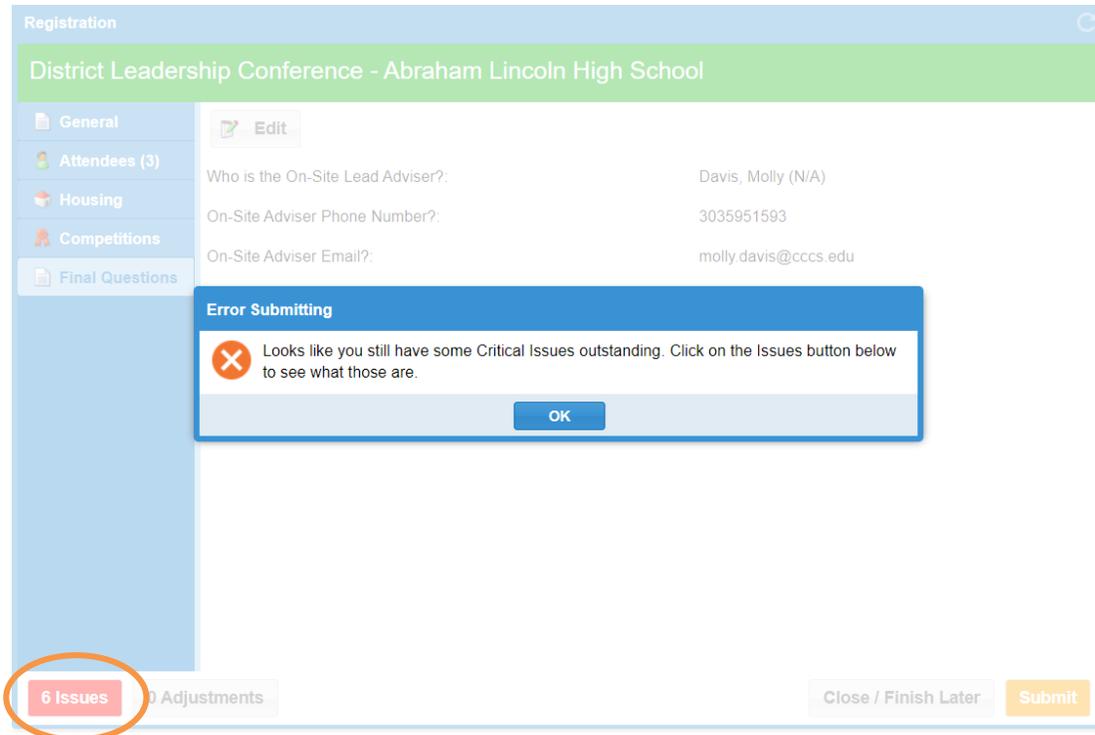
## STEP 17

If you are not ready to submit your chapter information, click 'Close/Finish Later'. If you are ready to submit your registration, click 'Submit'.



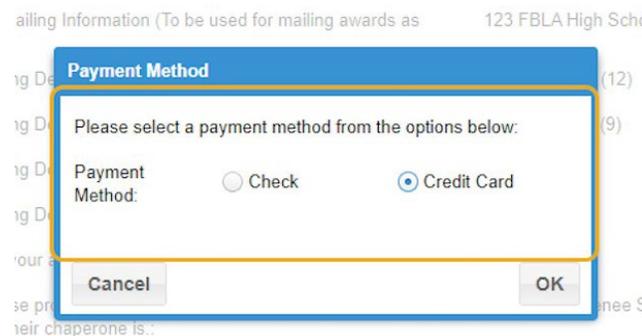
## STEP 18

If you have any outstanding issues, you will get an error message. Click on the red Issues button to fix any issues and then resubmit.



## STEP 19

Once you submit, you'll be asked to indicate your preferred payment method. Select an option and click **OK**. **NOTE: credit card payments will incur a 4% convenience fee charge. Credit card payments will be made in the Blue Panda system.**



## STEP 20

Before completing your submission, you will be asked to read and initial next to adviser acknowledgement statements. Initial next to each statement and click continue.

### Questions

**Required Forms & Code of Conduct**  
With my initials, I guarantee that all attendees from my school will comply by the FBLA Dress Code and Code of Conduct. I will have all required release forms for my students and submit a Certification Form during registration.  
Initial Here:

**Chapter Agreement**  
With my initials, I acknowledge that I have read and understood the Call to Conference in full and I have triple-checked my registration for accuracy, including adding any special accommodation requests.  
Initial Here:

**Financial Agreement**  
With my initials, I acknowledge that my chapter is financially responsible for everyone on the invoice, regardless of attendance at the conference. Registration refunds are not available after the registration deadline.  
Initial Here:

**Testing Agreement**  
With my initials, I confirm that all online exams will be administered in a proctored environment on school grounds, where the highest level of testing integrity will be upheld.  
Initials:

**Deadlines**  
With my initials, I guarantee that my chapter will comply with all conference deadlines for competitive events.  
Initials:

## STEP 21

If your members are competing in events that require materials to be submitted for review, click 'Additional Items Due' next to 'Asset Collection'. If your students are in a testing event, the E-Testing Login Cards button will be activated on your District's testing window open date.

### Registration

#### District Leadership Conference - Abraham Lincoln High School

Status	Options
Submitted: 11/8/2023 12:39:12 PM (MST -0700), By: Molly Davis	<input type="button" value="Open/Edit"/>
Attendees: 3	<input type="button" value="Cancel"/>
Grand Total: \$330.00	<input type="button" value="Invoice"/>
Balance: Invoice: \$330.00	<input type="button" value="Pay Online!"/>
Payments: \$0.00	
Balance: \$330.00	
Asset Collection: <b>Additional Items Due: 8/8</b>	
E-Testing: <input type="button" value="E-Testing Login Cards"/>	

**Instructions** **Charges/Payments**

Please make checks payable to Colorado FBLA and send to:

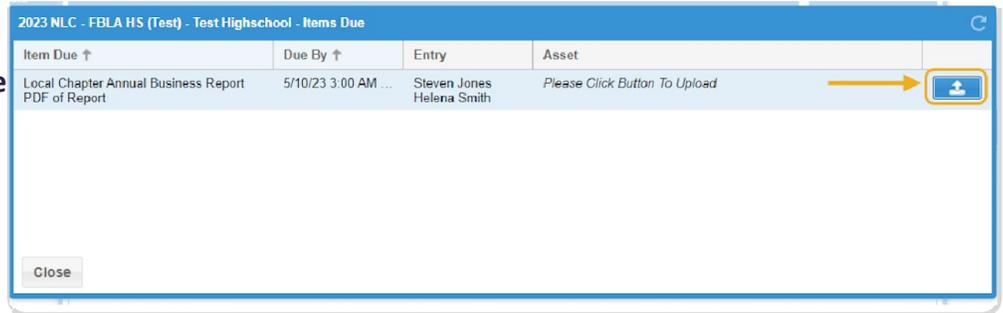
Colorado FBLA  
9101 E. Lowry Blvd.  
Denver, CO 80230

Checks not postmarked by March 22nd will be charged a 10% late fee, up to \$300.

## STEP 22

For assets, click the upload button next to each event to upload your file. Once you are done, click Close.

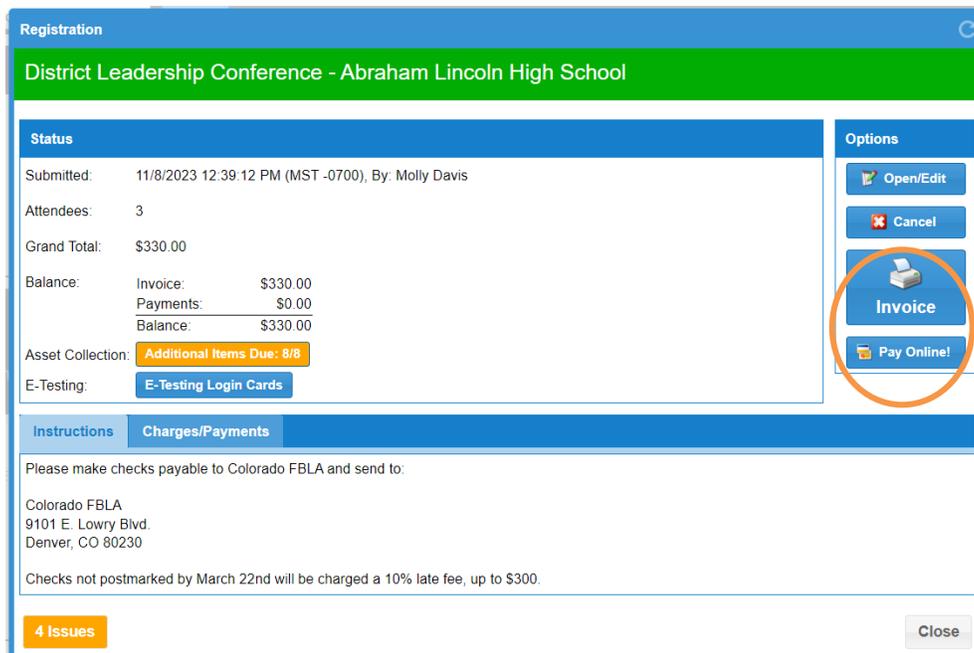
*NOTE: Chapter advisers must upload all assets (prejudge items). Students will not be able to complete this step.*



## STEP 23

To pay by credit card, click on 'Pay Online.' To pay by check, or change your registration details, click 'Invoice'

Please mail your invoice and check using the instructions provided on invoice



If you have any questions, please contact your District Board Representative or Molly Davis. Contact information can be found at <https://www.coloradofbla.org/fbla-board-of-directors>