

Colorado FBLA SLC Registration Instructions

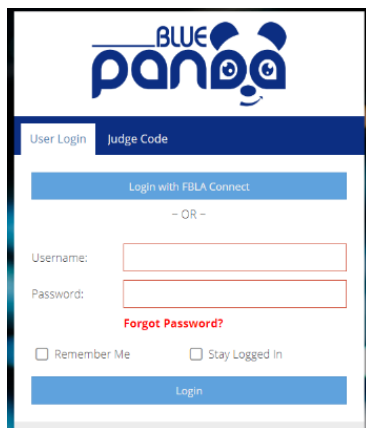


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STEP 1: Logging In

Advisers will register their chapters for the State Leadership Conference through the [Blue Panda Website](#). Click on the Login with FBLA Connect button. Type in the same credentials you use for Connect in the new screen, then click Logon.

The image shows the Blue Panda User Login interface. At the top is the Blue Panda logo. Below it are tabs for 'User Login' and 'Judge Code'. A blue button labeled 'Login with FBLA Connect' is prominent. Below this is a separator '- OR -'. There are input fields for 'Username:' and 'Password:'. A red link 'Forgot Password?' is below the password field. At the bottom are checkboxes for 'Remember Me' and 'Stay Logged In', followed by a blue 'Login' button.The image shows the OCONNECT login screen. At the top is the OCONNECT logo. Below it are input fields for 'Email Address' (containing 'molly.devis@cccs.edu') and 'Password' (masked with dots). To the right of the password field is a 'Forgot Your Password?' link and a blue 'Login' button.

STEP 2: Start Your Registration

1. After logging in, change the dropdown menu in the upper left corner to Colorado FBLA.
2. Under Current Events, you will see the State Leadership Conference. Click “Register” to start your registration.

Note: You can save your registration and finish it in multiple sessions, but you must hit “Submit” by the registration deadline.

STEP 3 – Adding Attendees

Click on Attendees from the left-hand menu on your screen, then click Add.

Add Student Attendees

1. There are two “student” attendee types – both use membership lists from FBLA Connect. Update the attendee type to the correct label:
 - **“Student”** = members staying at the hotel
 - **“Non-hotel student”** = members not staying at the hotel
2. “Member” has a drop-down menu with all of your paid students. Select the student you want to register.
3. Verify the grade and gender are correct. *If either is incorrect, YOU, the adviser, will need to open the member’s profile in FBLA Connect to make the updates. Blue Panda will receive updated information within 2-3 hours.*
4. Type in any specific accommodations in the “Special Needs” box. This could include extra testing time, a student who must wear sneakers for a medical reason, etc.
5. Type in any dietary restrictions in the “Dietary” box.
6. Click the save button when complete. *Hint: Save and New will reopen the New Attendee window.*
7. Repeat this process for all students attending the conference. If you do not see a student in the dropdown menu, open FBLA Connect to verify their membership is paid.

Add Adult Attendees

1. Change the Attendee type at the top of the screen to the correct adult attendee type from the following list:
 - **“Adviser”** = chapter adviser staying at the hotel
 - **“Chaperone”** = chaperone for the chapter staying at the hotel
 - **“Adviser from Another Chapter”** = adviser from another school that is helping to chaperone your students
 - **“Non-Hotel Adviser”** = any adult not staying at the hotel. *Note: if any member from your chapter is staying at the hotel, you will need at least one Adviser marked as staying at the hotel as well*
2. Type in the full name of the adult attendee, their email, and their cell phone number in the appropriate boxes.
3. Under More Info, answer the questions listed, if applicable.
4. Type in any specific accommodations needed in the “Special Needs” box.
5. Type in any dietary restrictions in the “Dietary” box.
6. Click the save button when complete.
7. Repeat this process for all adult attendees.

STEP 4 – Setting Up Housing

Once you have added all attendees, click on Housing from the menu on the left-hand side to put attendees into rooms together. You will select attendees from the Waiting for Rooms box, then use the drag and drop method to put them into the New Room box.

- It is highly encouraged to use CTRL + Select to select all attendees sharing a room, then drag the group into the New Room box. Each room can have up to 4 roommates.
- If you need to make changes to a room that’s already made, it is recommended to delete the existing room and then use the CTRL + Select method to drag all correct roommates at once.

Registration

2025 HS State Leadership Conference - Test Chapter

General

Attendees (5)

Housing

Competitions

Store

Final Questions

Room Sharing

Waiting For Rooms (0 Attendees)

New Room

Room 67826 (2 Attendees)

Chandler Bing

Michael Scott

Room 67827 (2 Attendees)

Arya Stark

Leslie Knope

Room 67828 (1 Attendee)

Molly Davis

No Issues 0 Adjustments

Close / Finish Later Submit

(Optional) Sharing Rooms with other Schools

You can request to share rooms with other schools. You will need to have dragged your attendees into a room already, and you will want to communicate with the adviser at the other school in advance.

1. Click on the “Room Sharing” button at the top of the main Housing window, then click the plus button.
2. Use the dropdown menu and select the room from your students that you want to share. Add any relevant notes, then “share with” another school.
3. Use the Share With box, click the plus button, and select the other school sharing rooms with you.
4. Molly Davis will approve share requests through the administrative portal. Advisers may need to reopen registration and resubmit to see cost deductions applied to your final invoice.

STEP 5 – Adding Students to Competitive Events

Once you have added all attendees to the conference registration, you will need to register your students for competitive events. Students must be qualified to compete in events from their District Conference, except for chapter events. Please review the Substitution Policy in the Call to Conference for subbing students between DLC and SLC. **All students must have a competitive event assigned in this portal.**

You can choose to add competitive events by event or attendee. Instructions below show how to add by event.

Name	Group ↑	Registered
Accounting I	National	
Accounting II	National	
Advertising	National	

Competitive Event Registration Steps

1. Click Add at the top of the Competitions screen.
2. In the pop-up menu for competitions, use the drop-down menu to select the Event your student is going to compete in at the conference.
3. If this is a team event with more than one student, click on the “Team” button under the Entry heading. This is very important to ensure students on a team are assigned to compete together.
4. Select students from the “Available” menu and use the > button to move them into the Assigned box.
5. Ensure all team members are Assigned to a Team, then Save. For individual student competitors, click Save after adding the student.
6. Repeat these steps until students are assigned to all competitive events. Review the Call to Conference for student entry limits and chapter entry limits.

All students must be registered in a competitive event. If your student did not qualify in an event at DLC, they must be eligible to attend under one of categories listed below – select the appropriate option as a competitive event for your student(s):

- Voting Delegate
- Peak Awards Attendee
- BAA Capstone Completer
- Selection Committee Member OR State Officer Candidate

Workshop Ambassadors

Workshop ambassador is an additional opportunity for members to be involved at the conference. If you would like your student to be considered for this optional role, add Workshop Ambassador to the student's competitive events entries. It does not count towards their total events – students can be a workshop ambassador and compete. Students are **not permitted** to attend SLC solely as a Workshop Ambassador.

Digital Badge & Certification Registration

If your student would like to take a Digital Badge test or iCEV Certification Test while at SLC, you will register them within the competition portal.

The cost of the add-on will be automatically added to your final invoice. You can find all badges and certifications at the bottom of the competitive events list. See the Call to Conference for more details.

Marketing (\$5 Digital Badge)	Digital Badge	#1284847: Michael Scott	Edit
		#1284850: Leslie Knope	
Operations (\$5 Digital Badge)	Digital Badge		
Professional Development (\$5 Digital Badge)	Digital Badge		
Project Management (\$5 Digital Badge)	Digital Badge		
Promotion (\$5 Digital Badge)	Digital Badge		
Selling (\$5 Digital Badge)	Digital Badge		
Business Office Technology (\$40 Certification)	Certification	#1333742: Chandler Bing	Edit
Career Preparedness (\$40 Certification)	Certification		
Personal Financial Literacy (\$40 Certification)	Certification		
Professional Communications (\$40 Certification)	Certification		

STEP 6 – Verify All Events Are Correct

In the Competitions portal, click the 'View by Attendee' near the top. Take time to review each student's competitive events to ensure accuracy. You can verify students are on the same team by checking the team number. by ensuring team numbers are identical.

STEP 7 – Optional Add-Ons in the Conference Store

There are several optional add-ons that chapters can include in their conference registration. Read the Call to Conference for full details on the options. Here is an abbreviated list:

- **Conference t-shirt:** advisers will select how many of each size. Cost ranges from \$10-15.
- **Bus Parking:** chapters can prepurchase bus parking for a lower cost. Once the maximum is reached, the cost will increase.
- **Breakfast or Dinner:** advisers will select how many of each meal you want to preorder. Chapters will receive tickets for all preordered meals during registration.
- **Entertainment:** Colorado FBLA invites various entertainment options for night 2 of the conference. Advisers must prepurchase tickets for students; advisers get free admission and are expected to chaperone their students.

Registration					
HS State Leadership Conference - Test Chapter					
General	Item	Unit Price	Qty	Total	
Attendees (4)	Small - conference shirt Enter total number for chapter	\$10.00	0	\$0.00	Edit
Housing	Medium - conference shirt Enter total number for chapter	\$10.00	0	\$0.00	Edit
Competitions	Large - conference shirt Enter total number for chapter	\$10.00	2	\$20.00	Edit
Store	X-Large - conference shirt Enter total number for chapter	\$10.00	0	\$0.00	Edit
Final Questions	XX-Large - conference shirt Enter total number for chapter	\$15.00	0	\$0.00	Edit
	XXX-Large - conference shirt Enter total number for chapter	\$15.00	0	\$0.00	Edit

STEP 8 – Final Questions

Before submitting, click on Final Questions, click Edit, and complete all of the required questions, then Save.

STEP 9 – Fix Any Issues

When you have finished everything in Steps 1-8, look at the bottom left corner of your screen to see if you have any Issues. Click on the button to open a list of issues you may need to correct before you can submit.

- If you need to change an attendee's registration data, click on Attendees, and double click on the person you need to edit.
- In the Issues pop-up window, you will see Severity levels listed. A "Warning" would still allow you to submit. Please still carefully review each issue you receive a warning about.
- A "Critical" issue would prevent you from submitting until it is corrected.

STEP 10 – Final Steps to Submit

1. After you have added all attendees and verified your housing and competitive events sign ups, click the green Submit button on the bottom right of your screen.
2. Select either check or credit card for payment method in the pop-up window. *Note: credit card payments incur a 4% convenience fee.*
3. A new screen will pop up with adviser acknowledgement statements. Carefully read each statement and type in your initials. Then click Continue.

STEP 11: Post-Registration Steps

A new screen will pop up after your registration is submitted. Click the "Invoice" button to download your complete invoice. Send this to your school's bookkeeping office soon so that your payment is not late. If you selected to pay with a credit card, you can click the Pay Online button to enter in your credit card details.

Reviewing and Editing Your Registration

1. If you need to update your registration, open Blue Panda and login with the steps in [Step 1](#).
2. Under "Current Events", click the green Review button on the right-hand side of the panel for the State Leadership Conference.
3. Answer Yes when prompted and make your edits. Your registration will not be deleted when you unsubmit; you will be able to edit the existing registration. *Note: you must resubmit your registration before the deadline.*

Prejudge Submissions

Underneath the green Review button described above, is a button that will either say No Items Due or x/x Items Due. This is where any pre-judge items should be submitted. **It is the adviser's responsibility to submit assets for students by the deadline listed in the Call to Conference.**

1. Click on the Items Due Button.
2. You will see a line item for each asset due for each student. Click on the blue button for each asset, and upload either the PDF or URL.
3. Click Close when finished uploading assets.

Item Due ↑	Due By ↑	Entry	Asset
American Enterprise Project Report	4/16/25 11:45 PM MDT	Anya Stark	Please Click Button To Upload

If you have any questions, please contact Molly Davis, molly.davis@cccs.edu, or John Tower, john.tower@cccs.edu.