Colorado FBLA DLC Registration Instructions
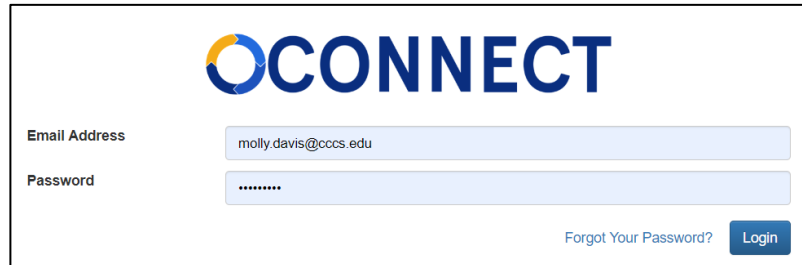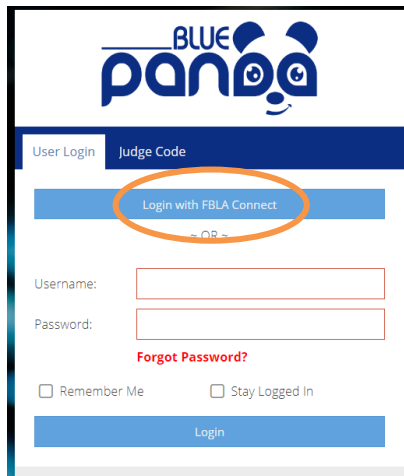

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STEP 1 – Logging In

Login to the DLC Registration System & select Login with FBLA Connect. Login using your FBLA Connect credentials. Click Forgot Password if you have any issues.
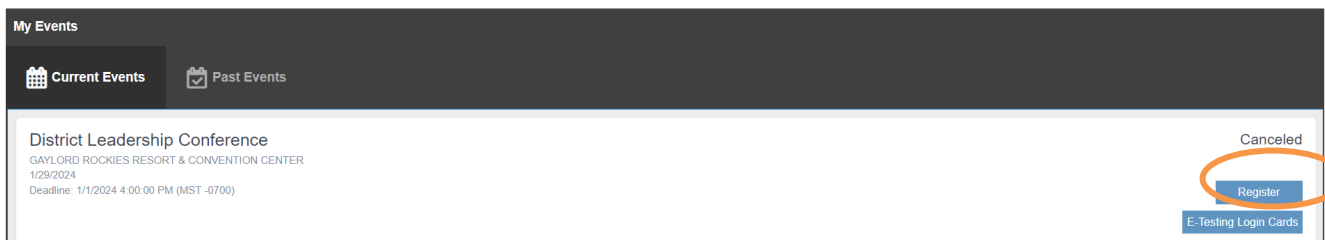
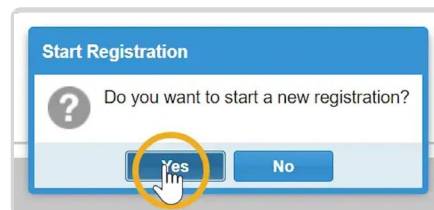DLC Registration: https://app.gobluepanda.com/Login

STEP 2 – Start Your Registration

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

TIP: make sure the dropdown menu at the top of the page, titled Group, has Colorado FBLA showing and not National FBLA.
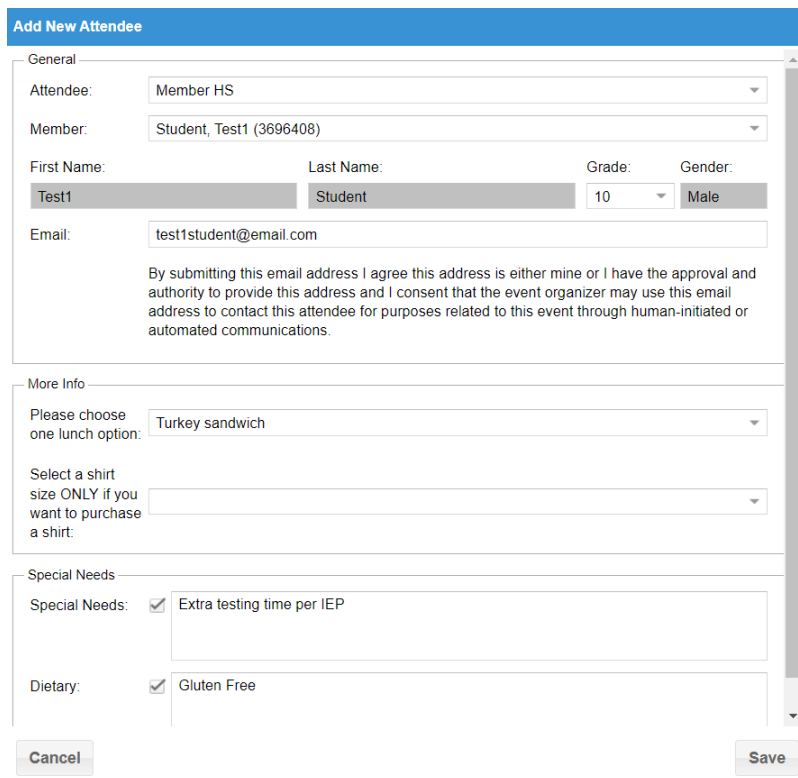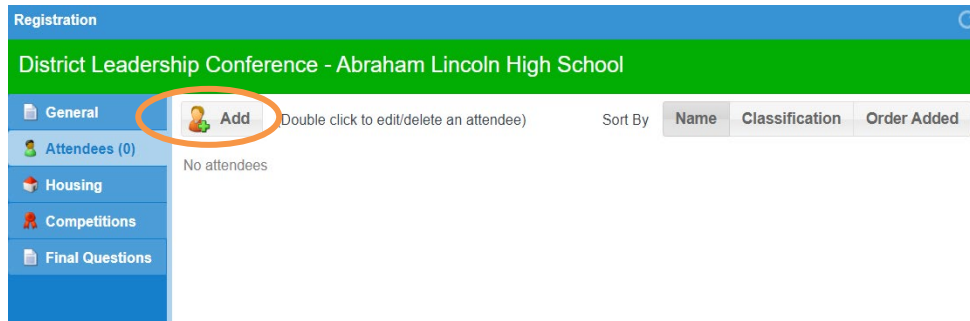

Click 'Yes' to start a new registration.

STEP 3 - Add Student Attendees
Click on Attendees, and then Click Add

- Make sure the attendee type is set to Student.
- Use the Member Drop Down Menu 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 is accurate. Add in any information on the "special needs" questions, if applicable.
- Save when complete.

Note: the specific questions asked under More Info may be different than what is shown.

Repeat the 'add' process for each student attending the State Conference.

STEP 4 – Add Adult Attendees

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.

Input adviser/chaperone information into each respective field and save when complete.

STEP 5 – Register Students for Competitive Events
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' from the menu on the left, then click on Add.
Note: You can register for competitions by event or attendee. Registering by attendee may be easier for smaller chapters. This tutorial will show how to register by event.

Use the dropdown menu at the top of the screen and select an event in which your student(s) are competing. Click on the student(s) name(s) that is/are competing in the event and then use the > symbol to move them into the "Assigned" box.

Note: the competitive events offered may differ from what is shown in the screenshots below

The entry type is very important for team events. 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.

Repeat for each student competing in that event (as needed) and save. Check the Call to Conference for the number of entries allowed in each event per student and per chapter. Objective Tests can have unlimited entries, but Presentation events are limited based on chapter membership.

Repeat the process as many times as needed to get all of your students registered for all of their competitive events.

STEP 6 – Check for Issues

When you have finished registering competitors, check the bottom left of your screen for any issues to resolve. Click on the button to fix any issues that are listed in the screen that pops up. If you need to update any registration data, double click on the attendee name.

Verify everything looks accurate on your attendee screen and competitions screen, then hit Submit.

If you are not ready to submit, you can click Close/Finish Later to save your progress.

STEP 7 - Select Payment Method

You will need to select your payment method. Credit card invoices will incur a 4% convenience fee, which will be automatically added to your invoice.

STEP 8 – Final Questions

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.
Note: the questions asked may differ from what is shown in the screenshot below

STEP 9 – Download Your Invoice

Download your invoice from the "Invoice" button on the right and send to your bookkeeper ASAP. Late payments will incur late fees.

There are a few items to look over on the registration submitted screen:

1. Check that you do not owe any "assets" (prejudge items) for any student competition that has a prejudge or production testing component. Go to Step 11 for help with this step.
2. If you have students in testing events, you will download the E-Testing login cards when the testing window opens. Advisers are NOT PERMITTED to provide the test login information to students outside of their proctored testing time at school.
3. Make sure you have "No Issues" at the bottom of the screen. Click on the button if you have anything that needs to be corrected.

Step 10 – Post-Registration Tasks

You can login at any time to review your submission. If the registration deadline has not passed, click on the Review button to open/edit your registration, but be sure to resubmit.

Online Testing

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. Click the Blue E-Testing Login Cards button, then Print Cards. This will create a PDF document you can cut out to give your students during testing. Advisers are NOT PERMITTED to give students their login information outside of an adult-proctored testing environment at school.

You can also track which students have completed their tests by clicking Export in the E-testing window. This will create a spreadsheet that shows if tests have been completed or not.

Prejudge & Production Assets

If your members are competing in events that require materials to be submitted for review during the prejudge time, click the orange 'Additional Items Due' button when you login to Blue Panda. For assets, click the upload button next to each event to upload your file. Once you are done, click Close.

Credit Card Payments

To pay by credit card, click Review from the home screen, and then choose 'Pay Online.' To pay by check, or view your registration details, click 'Invoice.' Checks will be mailed to the address listed in your District Call to Conference.

If you have any questions, please contact your District Board Representative.