

Colorado FBLA DLC Registration Instructions



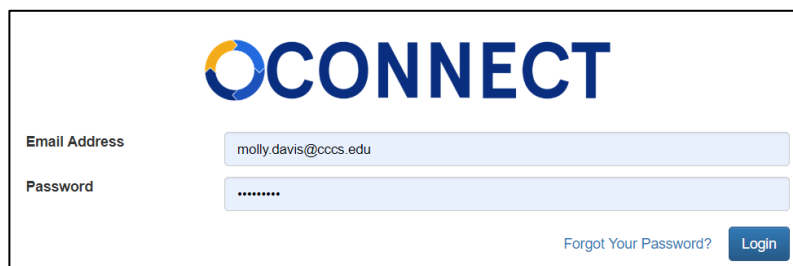
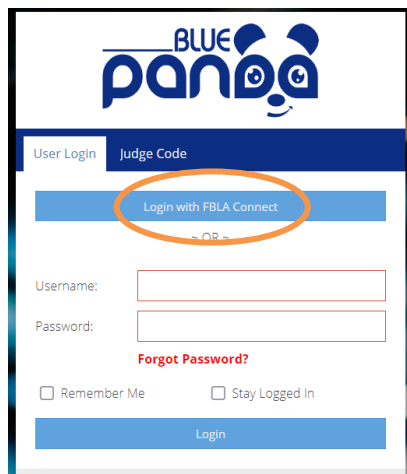
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STEP 1 – Logging In

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.

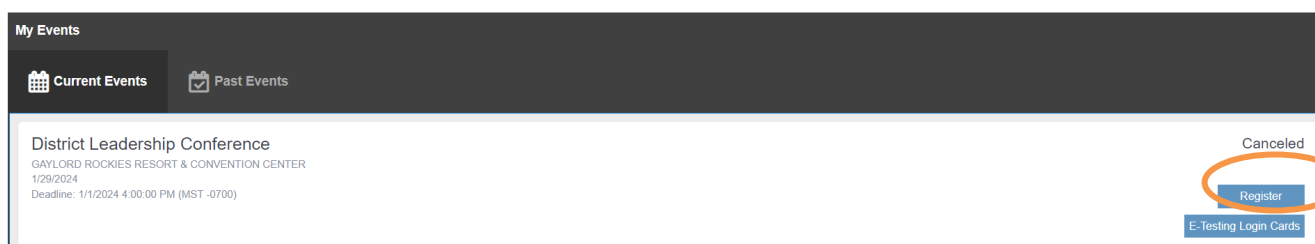
DLC Registration: <https://app.gobluepanda.com/Login>



STEP 2 – Start Your Registration

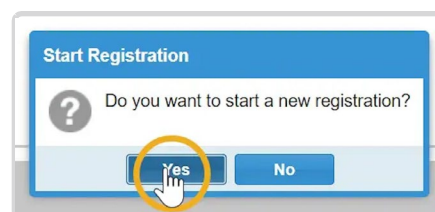
Click 'Register' next to the DLC event to begin the registration process.

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



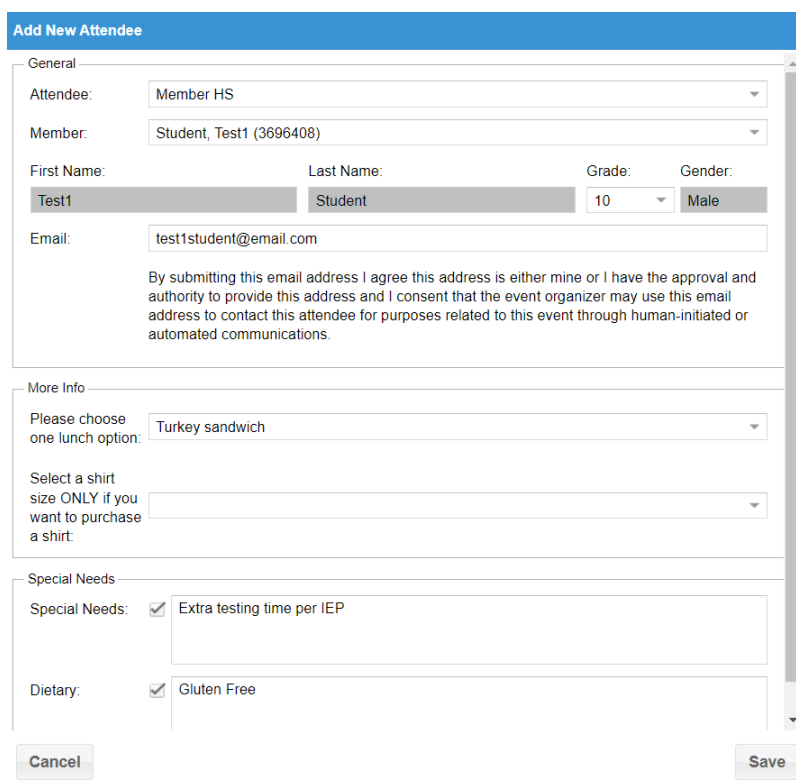
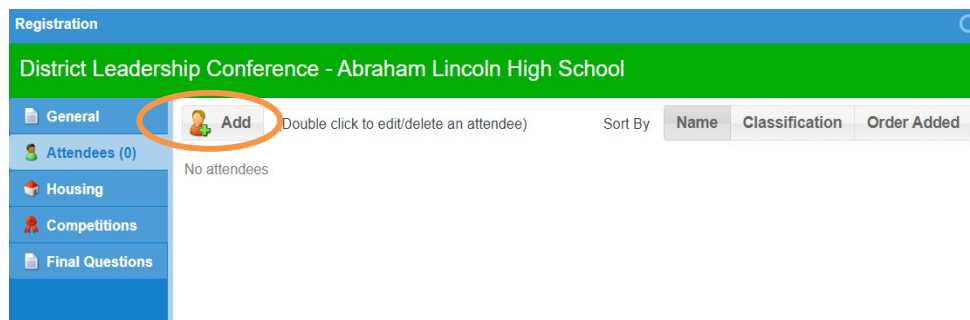
Click 'Yes' to start a new registration.

You will be able to save your registration to continue in multiple settings, if you cannot complete it all at once.



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.
 - **NEW! If you added a member in FBLA Connect after the December 1st deadline, they will ONLY show up in the "Late Student" attendee type dropdown menu.**
- Please verify that the grade is accurate. If it is not accurate, you must make the changes in FBLA Connect to the student's member profile.
- 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.

Add New Attendee

General

Attendee: Adviser

First Name:

Email:

By registering this attendee, you agree 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 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 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.*

Registration

District Leadership Conference - Abraham Lincoln High School

General **Add** 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	

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 “Issues” 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**

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:

Cancel

Continue

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.

Registration

Middle School State Leadership Conference - Conkling Middle School

Registration Submitted!

Status

Submitted: 12/13/2023 1:21:55 PM (MST -0700), By: Molly Davis

Attendees: 2

Grand Total: \$80.00

Balance: Invoice: \$80.00
Payments: \$0.00
Balance: \$80.00

Asset Collection: **No Items Due**

E-Testing: **E-Testing Login Cards**

Options

Open/Edit

Cancel

Invoice

Pay Online!

Instructions

Charges/Payments

Please make checks payable to Colorado FBLA. Checks must be received by March 1st. Late payments will incur a 10% late fee, up to \$300.

Questions can be directed to Ashley Manning, ashley.manning@cccs.edu.

No Issues

Close

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 prejudice 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 to Blue Panda 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.

District 6 Leadership Conference
MOUNTAIN SPRINGS CHURCH
2/4/2025
Registration Window: 12/3/2024 - 12/21/2024
Deadline: 12/21/2024 7:00 AM

Please use the registration tutorial posted at <https://www.coloradofbla.org/dlc> to help guide you through the registration process.

Submitted

Review
Additional Items Due: 5/5
E-Testing Login Cards

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.

1. Click the Blue E-Testing Login Cards button, then Print Cards.
2. Download and print the PDF document, and cut out by student test.
3. DO NOT provide your students with their login information until they are ready to take their test, which must happen at school under an adult-proctored testing environment.

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.

2023 NLC - FBLA HS (Test) - Test Highschool - Items Due				
Item Due ↑	Due By ↑	Entry	Asset	
Local Chapter Annual Business Report PDF of Report	5/10/23 3:00 AM ...	Steven Jones Helena Smith	Please Click Button To Upload	
Close				

Prejudge & Production Assets

If your members are competing in events that include pre-judge items, be sure **you** (the adviser) upload their documents/links by the deadline:

1. Click the orange 'Additional Items Due' button when you login to Blue Panda.
2. Click the blue arrow next to each event to upload the item. NOTE: files will save as a “fake path” when uploaded.
3. When you verify the correct file/link is uploaded, click Close.

You will also see an optional upload for your Chapter Certification Form. You can upload this as a PDF prior to the conference, if you choose to do so.

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.

Registration

District Leadership Conference - Abraham Lincoln High School

Status		Options						
Submitted:	11/8/2023 12:39:12 PM (MST -0700), By: Molly Davis	Open/Edit						
Attendees:	3	Cancel						
Grand Total:	\$330.00	Invoice						
Balance:	<table border="0"> <tr> <td>Invoice:</td> <td>\$330.00</td> </tr> <tr> <td>Payments:</td> <td>\$0.00</td> </tr> <tr> <td>Balance:</td> <td>\$330.00</td> </tr> </table>	Invoice:	\$330.00	Payments:	\$0.00	Balance:	\$330.00	Pay Online!
Invoice:	\$330.00							
Payments:	\$0.00							
Balance:	\$330.00							
Asset Collection:	Additional Items Due: 8/8							
E-Testing:	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.

4 Issues Close

If you have any questions, please contact your District Board Representative. Contact information found on your District's page at www.coloradofbla.org/dlc