

# 2012 STATE LEADERSHIP CONFERENCE

## Step-by-Step Procedures

1. Go to [www.pafbla.org](http://www.pafbla.org)
2. At the left, expand the “adviser area.”
3. Choose “SLC Lodging Registration.”
4. You will be prompted for a username and password. This is the same username and password that you used to complete the SLC Registration and RLC Registration.
5. Once you log in, you will see this screen:



- 1 **Billing Information**  
Enter Contact and Billing Information  
Select Plan Package A - lodging preference + 5 meals  
Select Plan Package B - lodging; NO meals
- 2 **Lodging Preference**  
Plan Package A - select lodging preferences 1 - 7  
Plan Package B - select OPTIONAL meal purchases
- 3 **Room List**  
Assign advisers to single, double, or triple rooms  
Assign students to double, triple, or quad rooms
- 4 **Financial Summary**  
Review Entries and View Total Amount Due.

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6. Click on step 1—“Billing Information.” You will see the following screen:

**Billing Information - Central Columbia High School**

Name: **Brenda DeWire**  
bdewire@ccsd.cc Home Phone: (570) 759-1358 Your Cell:

School Name: **Central Columbia High School** School Phone: 570.784.2833 School Fax: 570.784.3570

Address: **4777 Old Berwick Road**  
Bloomsburg, PA 17815

Plan Package A includes five meals/Plan Package B does not include meals but you can purchase add-on meals.

Plan Package: **Package B - lodging: NO meals**

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7. Check for the following items in the “Billing Information” area:
  - a. Is the adviser name and e-mail address correct?
  - b. Is the school name correct?

- c. Is the school address correct?
- d. Is the adviser home phone correct?
- e. Is the school phone correct?
- f. Is the school fax correct?
- g. Have you entered your cell phone number in the space provided?

\*\*\*\*If you find any incorrect information, please e-mail all changes to: [bboncal@pafbla.us](mailto:bboncal@pafbla.us).

8. On the same page, you will need to make a choice from the “plan package” pull-down menu. See the illustration below. Choosing the correct plan is important to completing the lodging form.

**Billing Information - Central Columbia High School**

Name: **Brenda DeWire** Home Phone: **(570) 759-1358** Your Cell:   
 bdewire@ccsd.cc


School Name: **Central Columbia High School** School Phone: **570.784.2833** School Fax: **570.784.3570**

Address: **4777 Old Berwick Road**  
**Bloomsburg, PA 17815**

**Plan Package A includes five meals/Plan Package B does not include meals but you can purchase add-on meals.**

Plan Package:  ←

9. Once complete, click “save billing information.” That will bring you back to the following screen:





[ADMIN LOGIN](#) | [LOGOUT](#)

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State Leadership Conference  
 Hershey Lodge & Convention Center  
 April 16 - April 18, 2012

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<b>1</b>	<b>Billing Information</b> Enter Contact and Billing Information Select Plan Package A - lodging preference + 5 meals Select Plan Package B - lodging; NO meals	<input type="button" value="Enter Billing Information"/>	
<b>2</b>	<b>Lodging Preference</b> Plan Package A - select lodging preferences 1 - 7 Plan Package B - select OPTIONAL meal purchases	<input type="button" value="Enter Lodging Preference"/>	
<b>3</b>	<b>Room List</b> Assign advisers to single, double, or triple rooms Assign students to double, triple, or quad rooms	<input type="button" value="Assign Guests to Rooms"/>	
<b>4</b>	<b>Financial Summary</b> Review Entries and View Total Amount Due.	<input type="button" value="Financial Summary"/>	

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10. Click step 2—“enter lodging preferences.” You will see the following screen appear:

**PLAN A Lodging Preference - Central Columbia High School**

Rank lodging preference using a (1) for your first choice and (7) for your last choice.

2 ? ▾ Comfort Inn      ? ▾ Days Inn      ? ▾ Hampton Inn & Suites  
 ? ▾ Hershey Lodge      ? ▾ Hilton Garden Inn      ? ▾ Holiday Inn Express  
 ? ▾ Hotel Hershey

Sharing Rooms With:

Special Needs Requests

11. You “must” identify the priority order of your lodging by ranking all items from 1 to 7.
12. If you want your school to share with another school, choose that school’s name form the “sharing rooms with” pull-down menu.
13. If you have “special needs,” please complete the “special needs requests” area.
14. Once you are done, click “save lodging preferences.” The following screen will then appear:

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- |   |  |  |
|---|--|--|
| <p><b>1 Billing Information</b><br/>                 Enter Contact and Billing Information<br/>                 Select Plan Package A - lodging preference + 5 meals<br/>                 Select Plan Package B - lodging; NO meals</p> | <input type="button" value="Enter Billing Information"/> |  |
| <p><b>2 Lodging Preference</b><br/>                 Plan Package A - select lodging preferences 1 - 7<br/>                 Plan Package B - select OPTIONAL meal purchases</p>  | <input type="button" value="Enter Lodging Preference"/>  |  |
| <p><b>3 Room List</b><br/>                 Assign advisers to single, double, or triple rooms<br/>                 Assign students to double, triple, or quad rooms</p>   | <input type="button" value="Assign Guests to Rooms"/>    |  |
| <p><b>4 Financial Summary</b><br/>                 Review Entries and View Total Amount Due.</p>  | <input type="button" value="Financial Summary"/>         |  |

15. Click step 3—“assign guests to rooms.” The following screen will appear:

16. To enter advisers/guests/students into rooms, follow these steps:
  - a. Click “guest type” and choose adviser (adviser/guest/chaperone) or student.
  - b. Choose “room type.” The following options will be available to you:
    - i. Adviser—single room/double room/triple room
    - ii. Student—double room/triple room/quad room
  - c. Click “add room.” You will see the following screen:

17. You must remember that you must have advisers/guests/chaperones and students registered for the conference to put them in rooms.
  - a. If you do not see any names, odds are you have not completed online registration.
  - b. If you do not see students, odds are that you did not enter a “gender” when you completed online registration.
18. If the names do appear, place a check mark next to the names of the individuals you wish to place in the room.
19. If you are arriving on Sunday, click the “optional Sunday check in.”
20. Once that room is complete, click “assign to room.”
21. Repeat the process for other rooms. You will see a list of rooms and their occupants build on the screen.
22. Once you have completed the rooms, you will see the “financial summary” appear. Review the information. If all is complete, click “submit/print forms.” Bruce Boncal and Janet Skiles will receive an e-mail notification that your forms have been submitted, and they will have a date and time stamp applied to your submission.



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**Financial Summary - Central Columbia High School**

Reservation Deadline: January 20, 2012

**Plan A - Meals included in price**

**Part A. Monday-Wednesday, April 16 - April 18, 2012 (Payment Calculation)**

**Make Checks Payable To: PA FBLA**

Qty of Guests		Amount Due:
<input type="text" value="0"/>	Single Room - Advisers @ \$471.00 (1 bed) =	<input type="text" value="0.00"/>
<input type="text" value="0"/>	Double Room - Advisers @ \$312.00 per person (2 beds) =	<input type="text" value="0.00"/>
<input type="text" value="0"/>	Triple Room - Advisers @ \$274.00 per person (2 beds) =	<input type="text" value="0.00"/>
<input type="text" value="0"/>	Double Room - Students @ \$312.00 (1 bed) =	<input type="text" value="0.00"/>
<input type="text" value="0"/>	Triple Room - Students @ \$274.00 (2 beds) =	<input type="text" value="0.00"/>
<input type="text" value="0"/>	Quad Room - Students @ \$257.00 (2 beds) =	<input type="text" value="0.00"/>
Part A. TOTAL		<input type="text" value="0.00"/>

Mail Checks along with Lodging Summary To:

PA FBLA SLC  
 Bruce E. Boncal  
 P.O. Box 5085  
 Jersey Shore, PA 17740

**Part B. Optional Sunday Night's Lodging (Payment Calculation)**

Qty of Rooms		Amount Due:
<input type="text" value="0"/>	One to Four Persons @ \$151.00 per room Lodging only - meals are NOT included	<input type="text" value="0.00"/>
Part B. TOTAL		<input type="text" value="0.00"/>

Part A Total + Part B Total = TOTAL AMOUNT DUE

Prev Step

Submit/Print Forms

23. You may revise your lodging forms as many times as you wish.
24. You are able to remove occupants from rooms by clicking the X box to the left of a name.
25. For each time that you submit lodging, an historical list of lodging submissions is recorded for your chapter. We will always use the last submitted lodging forms to assign final lodging.
26. Chapters will be placed in lodging order based on the initial date and time stamp of their first lodging submission. Revising, deleting, or adding attendees will not affect a chapter's sequence of lodging once the initial form is submitted.
27. Lodging reservations will not be accepted until your region's RLC is complete.
28. When final lodging assignments are made, chapters that have not paid by the deadline will have lodging reservations pulled and placed at the end of the line.