

REGISTERING MEMBERS ONLINE FOR THE 2008 PA FBLA STATE LEADERSHIP CONFERENCE

Step 1: Register a User Name and Password

(****skip** this step if you already have established a user name and password to register your members on the PA FBLA site). *This is the same username and password that you used to register your students for your Regional Leadership Conference.* If you don't remember your username and password, please e-mail Bruce Boncal at pafbلا@comcast.net.

- a. Go to the PA FBLA website, www.pafbلا.org.
- b. At the left, click on the words "adviser area."
- c. When the submenu appears, choose "chapter adviser registration."
- d. Complete the form with the requested information. **Make sure you pull down and choose the name of your school from the pull-down menu above the title pull-down menu.**
 - a. E-mail address #1 is the address to which a confirmation of your account activation will be mailed.
- e. When finished, click "send."
- f. An e-mail is sent to Bruce Boncal indicating that you have requested a user name and password. Within 24 hours, you will receive a response indicating your account is now active.
- g. All chapter advisers from your chapter should appear on this list. If an adviser does not, please have him/her register using the steps listed above. As soon as he/she does that, he/she will appear on the list of advisers. There is no limit to the number of advisers a chapter may have registered.
- h. New this year to the registration process: the **chapter adviser and other chaperones/guests** must identify how he/she will help with the administration of the state conference before registration can be submitted for students. Each adviser must do the following:
 - a. Identify their top three preferences for assisting with an objective test at the SLC
 - b. Identify their top two preferences for assisting with a performance event at the SLC
 - c. Identify their top two preferences for assisting with miscellaneous duties at the SLC
 - i. Includes, but not limited, to: (1) checking dress code, (2) chaperoning the dance, (3) staffing the information table, etc.

Step 2: Register Your Chapter Advisers, Other Chaperones/Guests, and Students for the SLC

- i. Go to the PA FBLA website, www.pafbلا.org.
- j. At the left, click on the words "adviser area."

- k. When the submenu appears, choose “State Leadership Conference Registration.”
 1. A screen titled “State Leadership Conference Registration” appears. You will see five options on that screen:
 - a. SLC Advisor Registration
 - b. SLC Chaperone/Guest Registration
 - c. SLC Student Registration
 - d. SLC Registration Invoice
 - i. (only use this option when you have completed entering all SLC attendees and are ready to print an invoice for registration fees for all attendees)
This is the last thing you will do regarding registration.
 - e. SLC Registration Report
 - i. Use this option to display and print a list of attendees; you can print this report at any time.
 2. Register your chapter’s advisers by clicking on the “SLC Advisor Registration” link.
 - a. Enter your user name and password when prompted.
 - b. A screen titled “browsing State Leadership Conference Advisor registration.”
 - c. Click the “insert record” button.
 - d. A pull-down menu appears with the names of all advisers listed for your chapter.
 - e. Choose an adviser’s name and then click “insert.”
 - f. Repeat the process for each adviser planning to attend.
 - g. When done, click the “return to SLC registration page” to register other guests/chaperones and students.
 3. Register your chapter’s chaperones/guests (use this for everyone not listed as an adviser) by clicking on the “SLC Chaperone/Guest Registration” link.
 - h. Enter your user name and password when prompted.
 - i. A screen titled “browsing State Leadership Conference chaperone/guest registration.”
 - j. Click the “insert record” button.
 - k. Enter the information for first name/last name only. There is no need to fill in address information.
 - l. When finished, click “insert.”
 - m. Repeat the process for each chaperone/guest planning to attend.
 - n. When done, click the “return to SLC registration page” to register other advisers and students.
 4. Register your chapter’s students by clicking on the “SLC Student Registration” link.
 - o. Enter your user name and password when prompted.
 - p. A screen titled “browsing State Leadership Conference Student registration.”
 - q. Click the “insert record” button.
 - r. A pull-down menu appears with the names of all students listed for your chapter.
 - s. Choose a student’s name, choose the student’s event, choose the student’s delegate status, and then click “insert.”
 - t. Repeat the process for each student planning to attend.

- u. When done, click the “return to SLC registration page” to print your registration report and/or print your registration invoice.
- 5. Print your chapter’s registration report by clicking on the “SLC Registration Report.”
 - a. This report can be printed at any time and will show a list of those you have registered for the conference.
- 6. Print your chapter’s registration invoice by clicking on the “SLC Registration Invoice.”
 - a. **Do this as the final item in the process**—after you have entered all names in the system—and plan to request a check from the business office for your attendees.
 - b. Once you click the “print invoice” button, it will calculate totals for those registered to that point.
 - i. If you add students after you print the first invoice and choose the “print invoice” button, only the newly registered advisers/guests/chaperones/students will appear on the invoice. This is similar to the process that is used regarding membership status.

Step 3: Submit Your Payment to the PA FBLA Executive Director

- m. Print your invoice(s) and request your check.
- n. Send a copy of your invoice with your check.

Step 4: Check the Status of Your Chapter’s Registration after you have submitted your payment.

- o. To check the status of your chapter members for the SLC, do the following:
 - a. Go to the home page of the PA FBLA website, www.pafbla.org
 - b. Click on the “Am I Registered?” button.
 - c. Choose the name of your school from the pull-down menu.
 - d. You will see the names of your members appear.
 - e. Click on a student’s name, and you will see the following information about the student: (1) dues payment status, (2) the event in which the student is entered, (3) registration payment received, (4) emergency form received, (5) etc.

OR

- p. Print a copy of your chapter’s registration report by repeating the steps shown above.
- q. You will eventually see information indicating that we have received the emergency form for students, emergency forms for advisers, emergency forms for guests/chaperones, and the accompanying form. All will eventually appear in the registration report as those items are received in the state office and have been processed.

Step 5: Problems?

- r. If you are having problems, contact Bruce Boncal by e-mail or call his cell phone at 570.279.6998.