

PA FBLA Membership Processing Instructions 2014-2015 Membership Year

In order to process your membership, you will need PA FBLA web site username and password. Follow these steps to process your membership:

1. Go to www.pafbla.org
2. At the left, look for "adviser area" and click the arrow to the right of those words. The menu will expand.
3. Click on "student registration and dues."
4. If your log-in was successful, the first screen that you will see in the following. You must read the statement and check the box indicating that you understand that all names you submit will be invoiced and any changes must be made by the state office. Therefore, it is essential that you make sure you have names correctly spelled before clicking the "submit" button.



5. Once you click "continue," the following screen will appear:



6. To add a student to the membership database, click on the "insert record" button. The following screen will appear:

The screenshot shows a web browser window titled "Adding New Student Record - Windows Internet Explorer". The address bar shows the URL "http://www.pafbla.org/chapter/students/insert.php". The page has a header with the Pennsylvania FBLA logo and the text "Future Business Leaders of America". Below the header, there are navigation links: "FBLA HOME", "FBLA ADVISOR AREA", "MEMBERSHIP PROCESSING AREA", "ADMIN LOGIN", and "LOGOUT". The main content area is titled "Adding New Student Record" and contains a form with the following fields:

- Chapter:
- First Name:
- Middle Initial:
- Last Name:
- Grade Level:
- Gender:
- Ethnicity:
- Office Held:
- E-mail Address:

At the bottom of the form, there are buttons for "Insert", "Reset", and "Cancel". Below the form, there is a "NAVIGATION" section with a link to "pafbla.org home" and a copyright notice: "Copyright © 2001-2009 Pennsylvania Future Business Leaders of America".

7. You will see the following appear:

- Your school name preceded by your chapter number.
- A series of 8 data boxes.

8. The fields are:

- First Name (required)
- Middle Initial (not required, but helpful since we do have students with identical names)
- Last Name (required)
- Grade Level (required)
- Gender (required)
- Ethnicity (not required, but helpful in determining who our customers are)

-----ethnicity: don't ask the student/informal observation by adviser is acceptable

-----the choices are:

- CAUC (Caucasian)
- AFAM (African-American)
- ASIA (Asian)
- HISP (Hispanic)
- AMIN (American Indian)
- OTHR (Other)

FBLA Office Held (not required; only choose from the following)

- President
- Vice President
- Secretary
- Treasurer
- Historian
- Reporter
- Parliamentarian
- Other

E-mail address (not required, but helpful in communicating with members about FBLA events; advisers will be able to add this information later)

9. Once you enter the data fields, your form will look like the following:

Adding New Student Record

Chapter: 7632 Western Wayne High School

First Name: MI:

Last Name:

Grade Level:

Gender:

Ethnicity:

Office:

E-mail Address:

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10. Click "insert."

11. Once you click "insert," the following screen will appear (and the list will continue to build as you add members):

Student Admin

Record Saved Successfully

Chapter	Member	Chapter	First Name	MI	Last Name	Gender	Ethnicity	Email	Grade Level	Office
7632		Western Wayne High School	Bruce	E	Borcal	M	CAUC	pafbla@comcast.net	12	Other

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12. To add additional members, click on the "insert record" button again and repeat the steps listed above.

13. To the left of each name you will notice two buttons, "edit" and "display to print." Edit is the first button at the left and looks like a sheet of paper with a pencil over it. When you click on that, the only item you can edit is the student e-mail address. It will look like the following:

Adding New Student Record

Chapter: 7632 Western Wayne High School

First Name: Bruce M. E.

Last Name: Boncal

Grade Level: 12

Gender: M

Ethnicity: CAUC

Office Hold: Other

E-mail Address: pafbia@comcast.net

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14. Nothing happens when you click the "reset" button; clicking "cancel" will take you out of the individual membership form.

15. If you wish to generate a dues invoice, click the "dues invoice button. It will look like the following:

Membership Information

Western Wayne High School
RR 8 Box 9175
Lake Ariel, PA 18436
Phone: 570.937.4112
Fax: 570.937.4707

Chapter #: 7632

Advisor ID	First Name	Last Name	ID	E-Mail Address	Date Entered

Student ID	First Name	Middle Initial	Last Name	Grade Level	Gender	Ethnicity	Office Held	Dues Received	Date Entered	Email Address
74750	Bruce	E	Boncal	12	M	CAUC	Other	No	2009-09-08	pafbia@comcast.net

DUES CALCULATION

State Dues Amount: \$6.00 per member National Dues Amount: \$6.00 per member

Your Total Balance Due:

of members: 1 x \$12.00 = \$12

Make your check payable to: **PA FBPA**

Beginning August 2004, PA FBPA chapters will pay state and national dues to PA FBPA in one check. PA FBPA will then upload members and submit national dues for those members to the national office.

Mr. Bruce E. Boncal
PA FBPA Executive Director
P.O. Box 5085
Jersey Shore, PA 17740

Deadline Date For Competitive Events:
January 31, 2010, or prior to your region leadership conference.

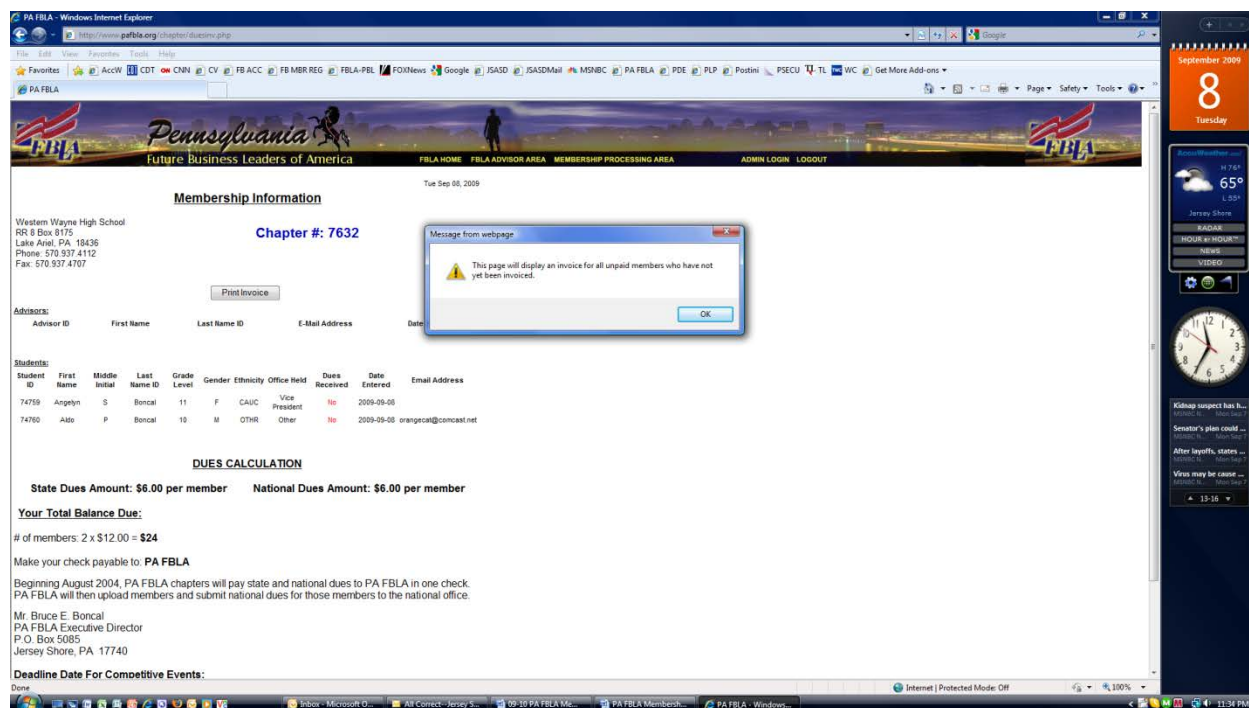
Message from webpage:
This page will display an invoice for all unpaid members who have not yet been invoiced.

16. Click "ok" on the message box.

17. If you wish to print the invoice, you can click the "print" button.

18. At the bottom of the invoice, you will see a button titled "membership processing area" to return to enter more students.

19. If you remember, we generated an invoice for 1 person--Bruce Boncal. We now have added 2 more members. If you want an invoice for these 2 members only, click on "dues invoice" again, and it will generate a new invoice for all those who had not been previously invoiced. It will look like the following:



PA FBLA - Windows Internet Explorer

http://www.pafbla.org/chapter/duesinv.php

PA FBLA

Western Wayne High School
RR 8 Box 9175
Lake Ariel, PA 18436
Phone: 570.937.4112
Fax: 570.937.4107

Chapter #: 7632

Print Invoice

Message from webpage:
This page will display an invoice for all unpaid members who have not yet been invoiced.

Advisor(s):

Advisor ID	First Name	Last Name	ID	E-Mail Address	Date					
74759	Angelyn	S	Boncal	11	F	CAUC	Vice President	No	2009-09-08	
74760	Aiko	P	Boncal	10	M	OTHR	Other	No	2009-09-08	orangeat@comcast.net

Students:

Student ID	First Name	Middle Initial	Last Name	Grade Level	Gender	Ethnicity	Office Field	Dues Received	Date Entered	Email Address
74759	Angelyn	S	Boncal	11	F	CAUC	Vice President	No	2009-09-08	
74760	Aiko	P	Boncal	10	M	OTHR	Other	No	2009-09-08	orangeat@comcast.net

DUES CALCULATION

State Dues Amount: \$6.00 per member National Dues Amount: \$6.00 per member

Your Total Balance Due:

of members: 2 x \$12.00 = \$24

Make your check payable to: PA FBLA

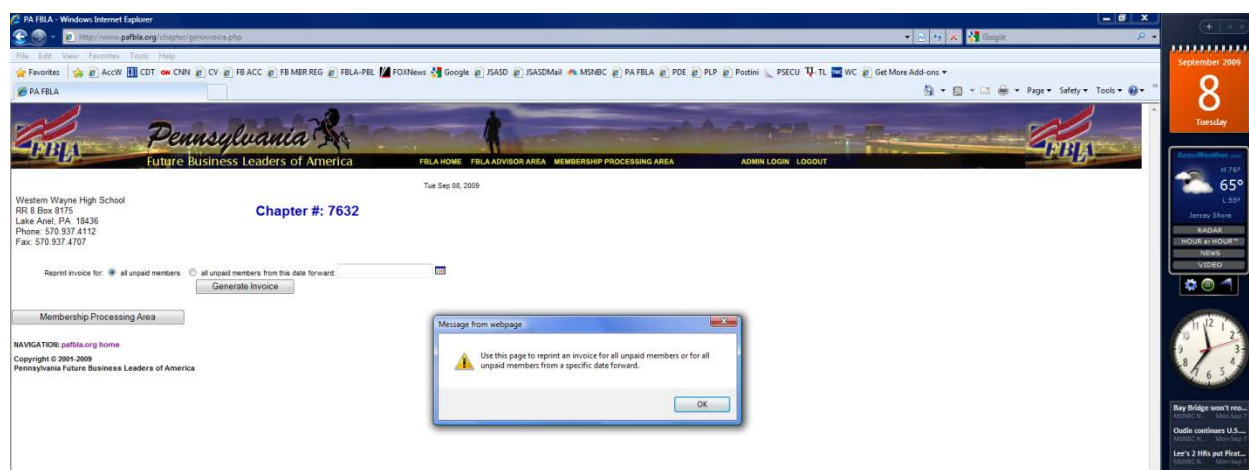
Beginning August 2004, PA FBLA chapters will pay state and national dues to PA FBLA in one check. PA FBLA will then upload members and submit national dues for those members to the national office.

Mr. Bruce E. Boncal
PA FBLA Executive Director
P.O. Box 5085
Jersey Shore, PA 17740

Deadline Date For Competitive Events:

Done

20. Now let's say you want to generate a new invoice for all 3 members--not just the last 2 members. If that is the case, you can click on "re-generate an invoice" and put in a date range." The screen will look like the following:



PA FBLA - Windows Internet Explorer

http://www.pafbla.org/chapter/generateinvoice.php

PA FBLA

Western Wayne High School
RR 8 Box 9175
Lake Ariel, PA 18436
Phone: 570.937.4112
Fax: 570.937.4107

Chapter #: 7632

Reprint invoice for: ☐ all unpaid members ☐ all unpaid members from this date forward:

Generate Invoice

Membership Processing Area

NAVIGATION: [pafbla.org home](http://www.pafbla.org/home)

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Message from webpage:
Use this page to reprint an invoice for all unpaid members or for all unpaid members from a specific date forward.

21. Simply enter a date as you see in the screen shown below and click "generate an invoice." Your new invoice will look like the following:

PA FBLA - Windows Internet Explorer

http://www.pafbla.org/chapter/getinvoice.php

PA FBLA

Western Wayne High School
RR 8 Box 8175
Lake Ariel, PA 18436
Phone: 570.937.4112
Fax: 570.937.4707

Chapter #: 7632

Print Invoice

Message from webpage

Use this page to reprint an invoice for all unpaid members or for all unpaid members from a specific date forward.

OK

Students:

Student ID	First Name	Middle Initial	Last Name	Grade Level	Gender	Ethnicity	Office Field	Dues Received	Date Entered	Email Address
74755	Bruce	E	Boncal	12	M	CAUC	Other	No	2009-09-08	paflba@comcast.net
74759	Angelyn	S	Boncal	11	F	CAUC	Vice President	No	2009-09-08	
74760	Aldo	P	Boncal	10	M	OTHR	Other	No	2009-09-08	orangeccat@comcast.net

DUES CALCULATION

State Dues Amount: \$6.00 per member National Dues Amount: \$6.00 per member

Your Total Balance Due:

of members: 3 x \$12.00 = \$36

Make your check payable to: PA FBLA

Beginning August 2004, PA FBLA chapters will pay state and national dues to PA FBLA in one check. PA FBLA will then upload members and submit national dues for those members to the national office.

Mr. Bruce E. Boncal
PA FBLA Executive Director
P.O. Box 5095
Jersey Shore, PA 17740

Deadline Date For Competitive Events:
January 31, 2010, or prior to your region leadership conference.

Membership Processing Area

22. If you want to see the status of your dues and the dates they were entered into the system, click the "show all dues" button and the following will be displayed. You can print this if you choose to do so.

PA FBLA - Windows Internet Explorer

http://www.pafbla.org/chapter/getinfo.php

PA FBLA

Western Wayne High School
RR 8 Box 8175
Lake Ariel, PA 18436
Phone: 570.937.4112
Fax: 570.937.4707

Chapter #: 7632

Membership Information

Advisors:

Advisor ID	First Name	Last Name	E-Mail Address	Date Entered
1521	Bj	McFadden		
1408	Theresa	Lubash	tlubash@westernwayne.org	0000-00-00
483	Fran	Vitovsky	fvitovsky@westernwayne.org	0000-00-00

Students:

Student ID	First Name	Middle Initial	Last Name	Grade Level	Gender	Ethnicity	Office Field	Dues Received	Date Entered	Email Address
74755	Bruce	E	Boncal	12	M	CAUC	Other	No	2009-09-08	paflba@comcast.net
74759	Angelyn	S	Boncal	11	F	CAUC	Vice President	No	2009-09-08	
74760	Aldo	P	Boncal	10	M	OTHR	Other	No	2009-09-08	orangeccat@comcast.net

Membership Processing Area

NAVIGATION: [pafbla.org home](#)

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23. If you see incorrect school address information at any time on one of your invoices, please send the state office an e-mail.

Membership Processing Policies

1. Once the adviser clicks the "submit" button, the chapter will be invoiced for that member.
2. Once the adviser clicks the "submit" button, the chapter adviser will not be able to edit any student information. Edit can only be done through the state office. If there is a spelling correction to be made, you must notify the state office of the change to be made.
3. Once the adviser clicks the "submit" button, the chapter adviser will be able to add the student e-mail address after the "submit" button is clicked. That is the only editable portion of the student record that the adviser may change.
4. **Membership is not transferrable**. Advisers may not substitute one student's name for another name once invoiced. If a student leaves a school system where he/she was an FBLA member and enrolls in another school system where an FBLA chapter exists, the national office will transfer the student from one chapter to another.
5. **A copy of the invoice must accompany the dues check**. Submit one copy to your school as documentation to generate the check; keep another copy to submit with the check.
6. **Dues may be paid with credit cards**. Click on the "credit cards payments" menu at the left side of the page at www.pafbla.org. Make sure you complete the credit card documentation form for membership processing and e-mail it to Bruce Boncal, PA FBLA Executive Director. Remember, there is a 3% convenience fee for using credit cards. Otherwise, chapters should submit a check made payable to "Pennsylvania FBLA" for membership dues for \$12 per person.
7. Remember to allocate enough time for membership to be processed to meet state and national deadlines.
8. Membership can be submitted as many times as an adviser wishes during the school year. However, all membership must be entered and paid by the regional deadlines posted on the PA FBLA web site in order to participate in the 2014-2015 RLC competitive events. In addition, all names of members submitting entries for the state-only competitive events must be on the web site and paid no later than the December 5, 2014, RECEIVED BY deadline.
9. Once the state office receives your check, we will export your membership from the state site to the national site. **Advisers are not to enter membership on the national site**.
10. **Membership is unified**. A member must be a member of both the state and national chapters--not one or the other.
11. Questions? E-mail Bruce Boncal at bboncal@pafbla.us.