

PA FBLA--Bruce Boncal

To: adviserlist@mailman.intradatechnologies.com
Subject: RLC Update #10 -- RLC Registration Opens Wednesday, November 12 (instructions attached)
Attachments: 15-16_RLC_Registration_Procedures.pdf
Importance: High

Dear FBLA Advisers

A set of step-by-step online registration procedures is attached. If you have not registered students for the RLC before, I would encourage you to print the instructions and follow them to register your students correctly for the RLC.

To register students for the competitive events, you must:

1. Have your members entered in the PA FBLA membership registration system
 - a. **Adviser area---student registration and dues**
2. You must use the same username and password that you used to enter members into the membership registration system. If you are unsure, e-mail the state office at bboncal@pafblla.us
3. To register members AND advisers/guests/chaperones for your RLC:
 - a. **Adviser area—RLC registration**
 - b. Once you get into that area, you will see 4 choices:
 - i. Adviser registration
 - ii. Chaperone/guest registration (other than advisers)
 - iii. Student registration
 - iv. Registration report (final report of what you have registered for the RLC)
4. There are no cost calculations for the RLC as fees vary from region to region.
5. More details instructions will be sent to you in a separate e-mail.
6. You will be notified by e-mail when your RLC registration will close.

Your members' dues **do not have to be paid** at the time you enter the students in the online registration system. Their dues, however, must be paid before the date of your Regional Leadership Conference, which gives you some breathing room. That means you can continue to enter members in the competitive events up to the date your RLC online registration closes.

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