

PA FBLA STATE LEADERSHIP CONFERENCE

Step-by-Step Lodging Procedures

1. Go to 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: (illustrations are not current year images)**

Billing Information
Enter Contact and Billing Information
Select Plan Package A - lodging preference + 5 meals
Select Plan Package B - lodging; NO meals
Lodging Preference
Plan Package A - select lodging preferences 1 - 7
Plan Package B - select OPTIONAL meal purchases
Room List
Assign advisers to single, double, or triple rooms
Assign students to double, triple, or quad rooms
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 - Pennsylvania FBLA Virtual Chapter
Name: Bruce Boncal
Home Phone: Your Cell: 570.279.6998
School Name: Pennsylvania FBLA Virtual Chapter
School Phone: 570.398.4652 School Fax: 570.398.4652
Address: PO Box 5085
Jersey Shore, PA 17740
Plan Package A includes five meals/Plan Package B does not include meals but you can purchase add-on meals.
Plan Package: Package A - lodging preference + 5 meals
Prev Step Save Billing Information Next Step
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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.

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 - Pennsylvania FBLA Virtual Chapter

Name: Bruce Boncal bboncal@jsasd.org	Home Phone:	Your Cell: 570-279-6998
School Name: Pennsylvania FBLA Virtual Chapter	School Phone: 570.398.4652	School Fax: 570.398.4652
Address: PO Box 5085 Jersey Shore, PA 17740		

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


Plan Package: **Package A - lodging preference + 5 meals** ▼

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



Pennsylvania

Future Business Leaders of America



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

2013 - 2014 Pennsylvania Future Business Leaders of America

State Leadership Conference
 Hershey Lodge & Convention Center
 April 7 - April 9, 2014

Billing Information

1 Enter Contact and Billing Information
 Select Plan Package A - lodging preference + 5 meals
 Select Plan Package B - lodging; NO meals

Lodging Preference

2 Plan Package A - select lodging preferences 1 - 7
 Plan Package B - select OPTIONAL meal purchases

Room List

3 Assign advisers to single, double, or triple rooms
 Assign students to double, triple, or quad rooms

Financial Summary

4 Review Entries and View Total Amount Due.

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

PLAN A Lodging Preference - Pennsylvania FBLA Virtual Chapter
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: ----- No Sharing School Selected -----

Special Needs Requests

Prev Step Save Lodging Preferences Next Step

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11. You "must" identify the priority order of your lodging by ranking all items from 1 to 8.

12. If you want your school to share with another school, choose that school's name from 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:

2013 - 2014 Pennsylvania Future Business Leaders of America
State Leadership Conference
Hershey Lodge & Convention Center
April 7 - April 9, 2014

Billing Information
1 Enter Contact and Billing Information
Select Plan Package A - lodging preference + 5 meals
Select Plan Package B - lodging; NO meals
Enter Billing Information

Lodging Preference
2 Plan Package A - select lodging preferences 1 - 7
Plan Package B - select OPTIONAL meal purchases
Enter Lodging Preference

Room List
3 Assign advisers to single, double, or triple rooms
Assign students to double, triple, or quad rooms
Assign Guests to Rooms

Financial Summary
4 Review Entries and View Total Amount Due.
Financial Summary

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

Room List - Pennsylvania FBLA Virtual Chapter

Guest Type: -----Select One----- Room Type: -----Select One----- Add A Room

ROOM & TYPE	ARRIVAL	DEPARTURE	GUEST NAME	SUNDAY CHECK-IN
<div>Prev Step Next Step</div>				

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16. To enter advisers/guests/students into rooms, follow these steps:

- Click “**guest type**” and choose adviser (adviser/guest/chaperone) or student.
- Choose “**room type**.” The following options will be available to you:
 - Adviser—single room/double room/triple room
 - Student—double room/triple room/quad room
- Click “**add room**.” You will see the following screen:

Select 1 advisers for this room.

Advisers	Guests/Chaperones
<input type="checkbox"/> Bruce Boncal	<input type="checkbox"/> Geraldine Hubler

☐ Optional Sunday Check-In

Assign To Room

ADMIN LOGIN | LOGOUT

17. You must remember that you must have advisers/guests/chaperones and students registered for the conference to put them in rooms.

- If you do not see any names, it is likely that you have not completed online registration.
- If you do not see students, it is likely 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.”

Room List - Pennsylvania FBLA Virtual Chapter

Guest Type: Room Type:

ROOM & TYPE	ARRIVAL	DEPARTURE	GUEST NAME	SUNDAY CHECK-IN
1: Adviser - Single	04/07/2014	04/09/2014	Maura Angle	YES
2: Adviser - Single	04/07/2014	04/09/2014	Bruce Boncal	YES

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21. Repeat the process for other rooms. You will see a list of rooms and their occupants build on the screen.

Room List - Pennsylvania FBLA Virtual Chapter

Guest Type: Room Type:

ROOM & TYPE	ARRIVAL	DEPARTURE	GUEST NAME	SUNDAY CHECK-IN
1: Adviser - Single	04/07/2014	04/09/2014	Maura Angle	YES
2: Adviser - Single	04/07/2014	04/09/2014	Bruce Boncal	YES
3: Student - Double	04/07/2014	04/09/2014	Matthew Vork(M) Timothy Worrell(M)	YES
4: Student - Triple	04/07/2014	04/09/2014	Mark Egan(M) William Selden(M) Luke Skerpon(M)	YES
5: Student - Quad	04/07/2014	04/09/2014	Angie Boncal(F) Candace Claar(F) Kristi Ryland(F) Janet Skiles(F)	YES

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22. Click the “next step” button.

23. 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.

Financial Summary - Pennsylvania FBLA Virtual Chapter

Reservation Deadline: January 11, 2014

Plan A - Meals included in price

Part A. Monday-Wednesday, April 7 - April 9, 2014 (Payment Calculation)

Qty of Guests	Room Type	Amount Due:
2	Single Room - Advisers @ \$502.00 (1 bed) =	1004.00
0	Double Room - Advisers @ \$334.00 per person (2 beds) =	0.00
0	Triple Room - Advisers @ \$292.00 per person (2 beds) =	0.00
2	Double Room - Students @ \$334.00 (1 bed) =	668.00
3	Triple Room - Students @ \$292.00 (2 beds) =	876.00
4	Quad Room - Students @ \$273.00 (2 beds) =	1092.00
Part A. TOTAL		3640.00

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

Qty of Rooms	Room Type	Amount Due:
5	One to Four Persons @ \$164.00 per room Lodging only - meals are NOT included	820.00
Part B. TOTAL		820.00

Part A Total + Part B Total = TOTAL AMOUNT DUE 4460.00

[Prev Step](#) [Submit/Print Forms](#)

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24. You may revise your lodging forms as many times as you wish.
25. You are able to remove occupants from rooms by clicking the X box to the left of a name.
26. 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.
27. 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.
28. Lodging reservations will not be accepted until your region's RLC is complete.
29. 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.
30. When you click the “submit/print” forms button, a PDF of your completed forms will appear for you to print. **THIS IS YOUR INVOICE!**

PLAN A	Pennsylvania Future Business Leaders of America 2014 State Leadership Conference Lodging Information/Financial Summary/Original Invoice Hershey Lodge & Convention Center - April 7-9, 2014		
Reservation Deadline: January 11, 2014		Office Use Only	
<i>Plan A Package includes: 2 nights lodging & 5 meals (1 breakfast, 2 lunches, and 2 dinners), taxes and gratuities, around-the-clock security, refreshments, shuttle buses, equipment/room rentals, liability insurance, and administrative and other conference expenses. For specific details, refer to the SLC Registration/SLC Lodging Reservation Details posted online in the SLC Materials.</i>			
INSTRUCTIONS:			
All lodging reservation requests MUST be completed ONLINE <u>after</u> your RLC. No Exceptions. Mail all reservation forms to PA FBLA. (see address below) No reservations will be accepted by e-mail, phone, or fax. Reservations will be accepted without payment. Individual hotels cannot accept reservations by phone. Only completed forms will be accepted. Full payment is due no later than January 18, 2014 . Rooms may not be available after that date. Failure to have payment to the Executive Director's office by the due date will result in loss of priority lodging position. Acceptable forms of payment include: school check, personal check, money order, school purchase order, or debit or credit card (PayPal). Debit or credit card users MUST complete a Credit Card Processing Form. Parents are welcome to use a credit card for payment. Sharing rooms is not required. Students (and advisers) will be matched ONLY upon request. If you plan to share a room(s) with another school, you must identify the school with which you are sharing. Student and adviser pricing is per person based on the number of individuals housed in each room. ONLY advisers may select a SINGLE room; ONLY students may select a QUAD room. All lodging changes must be made in writing on or before January 11, 2014. All cancellations must be in writing using the SLC Refund Request form and will be accepted as printed in the SLC Refund Policy. The final postmark date for a 50% refund on registration / lodging is March 22 . No registration/lodging refunds will be given for requests postmarked March 23 or later. No refunds will be given for cancellations made while checking in to the hotel on April 6 (if applicable), April 7, or April 8.			
BILLING INFORMATION: (adviser's contact information)			
Name: Bruce Boncal School: Pennsylvania FBLA Virtual Address: PO Box 5085 City: Jersey Shore		School Phone: 570.398.4652 Fax Number: 570.398.4652 E-Mail: bboncal@jsasd.org State: PA Zip: 17740	
LODGING PREFERENCE		Plan A Package Rates: (price is per person)	
1	Comfort Inn	4	Days Inn
7	Hampton Inn & Suites	2	Hershey Lodge
5	Hilton Garden Inn	8	Holiday Inn Express
3	Hotel Hershey	6	SpringHill Suites
		SINGLE: (adviser ONLY) 1 adviser in room \$ 502.00 DOUBLE: 2 advisers or 2 students in room \$ 334.00 TRIPLE: 3 advisers or 3 students in room \$ 292.00 QUAD: (students ONLY) 4 students in room \$ 273.00	
ORIGINAL INVOICE - FINANCIAL SUMMARY			
Part A: Monday-Wednesday, April 7-April 9, 2014. (Payment Calculation) City of people:			
2	SINGLE - Advisers ONLY - 1 adviser in room @ \$502.00 =	\$ 1004.00	
2	DOUBLE - 2 advisers or 2 students in room @ 334.00 pp. =	\$ 668.00	
3	TRIPLE - 3 advisers or 3 students in room @ 292.00 pp. =	\$ 876.00	
4	QUAD - Students ONLY - 4 students in room @ 273.00 pp. =	\$ 1092.00	
Part A. TOTAL		\$ 3640.00	
Part B: Optional Sunday Night's Lodging. (Payment Calculation) City of Rooms:			
5	One to four persons in room @ \$164.00 PER ROOM (not per person)	820.00	
PART B. TOTAL		820.00	
Part A (Package Total) + Part B (Extra Night's Lodging) = Total Amount Due		TOTAL AMOUNT DUE	\$ 4460.00
PAYMENT INFORMATION: Final payment must be RECEIVED by January 18, 2014			

Make checks payable to: PA FBLA

Mail checks along with Lodging Information/Financial summary to:

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

PLAN A	Pennsylvania Future Business Leaders of America 2014 State Leadership Conference Lodging Information/Financial Summary/Original Invoice Hershey Lodge & Convention Center - April 7-9, 2014
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ROOMING LIST						
School Name: Pennsylvania FB		Sharing With:				
Mail both forms (cover and rooming list) to: PA FBLA SLC Reservations Bruce E. Boncal, Executive Director P.O. Box 5085, Jersey Shore, PA 17740 E-mail: bboncal@pafbala.us				Lodging questions MUST be directed to: Janet F. Skiles PA FBLA Conference Coordinator 412-576-2826 (cell), 772-492-8873 (fax) E-mail: jskiles@pafbala.us		
ROOM #	ROOM TYPE	ARRIVAL	DEPART	GUEST TYPE	GENDER	NAME
1	Single	04/06/2014	04/09/2014	A		Maura Angle
2	Single	04/06/2014	04/09/2014	A		Bruce Boncal
3	Double	04/06/2014	04/09/2014	Student	M	Matthew Vork Timothy Worrell
4	Triple	04/06/2014	04/09/2014	Student	M	Mark Egan William Selden Luke Skerpon
5	Quad	04/06/2014	04/09/2014	Student	F	Angie Boncal Candace Claar Kristi Ryland Janet Skiles