STATE LEADERSHIP WORKSHOP
ONLINE REGISTRATION AND ONLINE LODGING INSTRUCTIONS

Quick View (all items found in the Adviser Area of the PA FBLA web site)

1. Process membership first (student registration and dues)
2. Process SLW registration (SLW registration)
3. Process SLW lodging (SLW lodging)

State Leadership Workshop materials are posted in the downloadables section of the PA FBLA website. The registration deadline is **September 23**. **There is no attendance cap**. Middle-level members are encouraged to attend and participate.

All who attend the State Leadership Workshop must be in the membership system, and then you must register the members online (even if you submitted the paper registration).

Step #1: Enter Members in the Membership System

Enter the names of the members attending the SLW in the membership system. Click here for a copy of the membership processing instructions. In summary, go to the "adviser area" at the left side of the PA FBLA web site; choose "student registration and dues," log in, check the accuracy statement, and then begin entering your members' names and other demographic information. Remember, once you edit a record, you do not have the ability to correct any errors; all changes must be made through the PA FBLA Executive Director's office. E-mail all changes to bboncal@pafbla.us.

Step #2: Enter Members in the SLW Online Registration System

To register students and advisers for the State Leadership Workshop (once you have members entered into the membership system), go to the "adviser area" and choose "SLW registration." Follow the steps to register your chapter members and advisers. Once the students are in the membership side of the system, you will be able to use a pull-down menu to select those that are planning to attend the SLW. It is a similar process to what an adviser does for the state conference registration.

Step #3: Complete the SLW Online Lodging Forms

To complete online lodging forms for students and advisers for the State Leadership Workshop (once you have members entered into the membership system AND after you have members registered for the SLW), go to the "adviser area" and choose "SLW lodging."

At the main page, you will see four options:

1. **enter billing information** (compare billing information already entered/enter cell phone)
2. **identify special needs** requests and choose school sharing with, if applicable.
3. **create room list**
    a. choose "guest type"
    b. choose "room type"
    c. click "add room"
    d. choose names from the list (names will only appear from those registered)
4. **review financial summary**
    a. click "submit/print" forms when finished

Even if you have sent the paperwork for SLW registration and lodging, please go online and enter your SLW attendees' names into the membership system, register your students for the SLW, and then complete the lodging forms. You will then be able to generate a registration/lodging invoices.

It is from this online database that all name tags, certificates, and other related documents will be printed for the State Leadership Workshop.