

## REGION LEADERSHIP CONFERENCE REGISTRATION PROCEDURES

1. Open your web browser and go to the PA FBLA website, [www.pafbla.org](http://www.pafbla.org).
2. Hover over the words “adviser area” and wait for the submenu to appear. Choose “Region Leadership Conference Registration” from the submenu.

ADMIN LOGIN | LOGOUT

Am I Registered? **Yes!**

**Pennsylvania Future Business Leaders of America**  
PO Box 5085, Jersey Shore, PA 17740  
570.398.4652 phone/fax | [bboncal@pafbla.us](mailto:bboncal@pafbla.us)  
State Officer E-mail Access

Our mission is to bring business and education together in a positive working relationship through innovative leadership and career development programs.

**Pennsylvania FBLA Headlines**

[Competitive Events Newsletter -- What's New in a Nutshell](#) **NEW!**

**Chapter officers, complete this online form** to receive direct information from the PA FBLA state office. Officers will be listed in a directory of local chapter officers.

3. A page will appear with three choices: (1) adviser registration; (2) guest/chaperone registration; (3) student registration. **If you have others serving as advisers, please make sure you have them registered as advisers so that they appear on the list. To do that, please contact Bruce Boncal with the adviser's name and e-mail address.**

ADMIN LOGIN | LOGOUT

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**Regional Leadership Conference Registration**

[RLC Advisor Registration](#) \*Requires Login  
[RLC Chaperone/Guest Registration](#) \*Requires Login  
[RLC Student Registration](#) \*Requires Login

[RLC Registration Report](#) \*Requires Login

[RLC Event Winner Listing Report](#) \*Requires Login and user to be a regional advisor

4. **To register an adviser**, click on the link for “adviser registration.” At that time, you will be prompted for a user name and password.



ADMIN LOGIN | LOGOUT

## Adviser Admin Login

Register Adviser Account  
Forgot Username/Password

Login:

Password:

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**010833**  
MyComputer.com

- a. If you forget your username and password, e-mail me at: [bboncal@pafbla.us](mailto:bboncal@pafbla.us).
- b. Once you are in, your screen will look like the following:



## Browsing Regional Leadership Conference Advisor Registration

Display  Per Page    Search \*  for

No records to display.

NAVIGATION: [pafbla.org home](#) / [RLC Advisor Registration](#) / [RLC Chaperone/Guest Registration](#) / [RLC Student Registration](#) / [RLC Registration Report](#)

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5. Click **insert record**. You will see a list of chapter advisers appear in the form of a pull-down menu. Choose the name of the each adviser scheduled to attend and click "insert." DISREGARD the two entry boxes below the pull-down menu.

Use the navigation links at the bottom to go to the other sections of RLC registration.



### Regional Leadership Conference Advisor Registration

Advisor Attendee  
Andrew Belolan

School Site Adm Name

School Site Adm Email

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6. To register a [quest/chaperone](#) other than an adviser, click on that link. Choose “insert record.” A form will be displayed. Complete only the “first name” and “last name” fields. You do not need to complete any other fields.
  
6. To register a [student](#), return to the page with the three options. Click “insert record.” There are three things you must do register a student: (1) Choose a student’s name from the pull down menu. (2) When a student’s name is displayed, choose the “event” in which the student is to participate. (3) If the student is to be a voting delegate, choose “yes” from the pull-down menu.
  - a. When you register a student for one of the six school-site competitive events (Computer Applications, Database Applications, Desktop Publishing, Spreadsheet Applications, Word Processing I, Word Processing II), you will be required to enter a school-site test administrator name AND e-mail address before you can move on.
  
  - b. Only fill in the school-administrator field and e-mail address for the six items listed above.
  
  - c. Only students who have been entered in to the membership registration system will appear on the list. If a student’s name is not on the list, they are not a member. You must enter a student into the membership system first.
  
7. Repeat the process for each student planning to participate at the RLC.
  
8. In the event section, there are seven special choices to make if your students are attending the RLC but not competing. Everyone should fall into one of these categories if not competing at your RLC:
  - a. Delegate, voting; not competing
  
  - b. Officer candidate; attending, not competing
  
  - c. Other; attending RLC (not competing)
  
  - d. Region president; attending, not competing
  
  - e. Region vice president; attending, not competing
  
  - f. Region secretary; attending, not competing
  
  - g. Region treasurer; attending, not competing
  
9. At the end, you can click on “registration report” to get a list of attendees.
  
10. When you are done, send me an e-mail indicating you registered your chapter. When registration closes for your region, I will be exporting the data and sending it to your region adviser.