

**Pennsylvania FBLA
REGION EDUCATIONAL SERIES
How do I register students for the RLC?**

To register students for the competitive events, you must:

Have your members entered in the PA FBLA membership registration system

Adviser area---student registration and dues

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@pafbla.us

To register members AND advisers/guests/chaperones for your RLC:

Adviser area—RLC registration

Once you get into that area, you will see 4 choices:

Adviser registration

Chaperone/guest registration (other than advisers)

Student registration

Registration report (final report of what you have registered for the RLC)

There are no cost calculations for the RLC as fees vary from region to region.

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.

Registration for the 2016-17 Region Leadership Conferences will open: November 10, 2016

Registration will close on a varying schedule depending on your region's RLC. Specific closing dates will be announced by your region adviser and the state office.

Region Leadership Conference Timelines:

November 01, 2016: RLC school-site test request may be submitted to the state office

<https://pafbla.wufoo.com/forms/m1a4cswx1efzqqv/>

Advisers must use this form to identify school-site test administrator and # of tests needed.

Deadline is no later than 3 days before your region's school-site test window opens.

November 10, 2016: RLC online registration opens for all regions

November 15, 2016: RLC school-site testing may begin

Computer Applications, Database Applications, Spreadsheet Applications, Word Processing production tests may be administered.

November 17, 2016: RLC online testing may begin

School-site testing passcodes will be distributed to advisers or region advisers 1-2 days before the region's online testing window begins.

December 01, 2016: RLCs may begin to be held (first available day)

January 09, 2017: Final date for RLCs to be held

Final date for region advisers to report original winner's list

February 01, 2017: Final date for region adviser to report competitive events changes in attendees attending the State Leadership Conference.

I want to remind you that PA FBLA's online registration is the "official" competitive events registration for your Region Leadership Conference. Any other day provided by your region adviser is not correct. Registration is open for ALL REGIONS starting November 10; the closing will vary by region (and your region advisers should provide that date). For some regions, the earliest closing date will be this Sunday, November 13. For other regions, it could extend into December based on when your region's RLC will be held.