**REGISTERING MEMBERS ONLINE FOR THE**
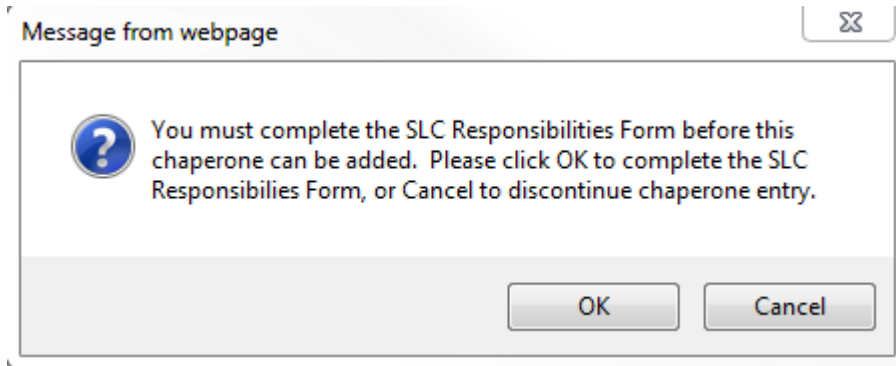**2017 PA FBLA STATE LEADERSHIP CONFERENCE**

**Step 1:  Make Sure You Know Your User Name and Password**
*This is the same username and password that you used to register your students in the online membership processing system and for your Regional Leadership Conference.*  If you don't remember your username and password, please e-mail Bruce Boncal at bboncal@pafbla.us.

**Step 2:  Register Your Chapter Advisers, Other Chaperones/Guests, and Students for the SLC**

a.   Go the to PA FBLA website, www.pafbla.org.

b.   At the left, click on the words "**adviser area**."

c.   When the submenu appears, choose "**SLC Registration**."

d.   A screen titled "State Leadership Conference Registration" appears.  You will see five options on that screen:

   **a.  SLC Advisor Registration**
   **b.  SLC Chaperone/Guest Registration**
   **c.  SLC Student Registration**
   **d.  SLC Registration Invoice**
        i.   (only use this option when you have completed entering all SLC attendees and are ready to print an invoice for registration fees for all attendees) This is the last thing you will do regarding registration.
   **e.  SLC Registration Report**
        i.   Use this option to display and print a list of attendees; you can print this report at any time.

2.   **Register your chapter's advisers** by clicking on the "SLC Advisor Registration" link.

   a.   Enter your user name and password when prompted.
   b.   A screen titled "browsing State Leadership Conference Advisor registration."
   c.   Click the "insert record" button.
   d.   A pull-down menu appears with the names of all advisers listed for your chapter.
   e.   Choose an adviser's name and then click "insert."
   f.   Repeat the process for each adviser planning to attend.
   g.   When done, click the "return to SLC registration page" to register other guests/chaperones and students.
   h.   When you register an adviser, you will see the following message appear:

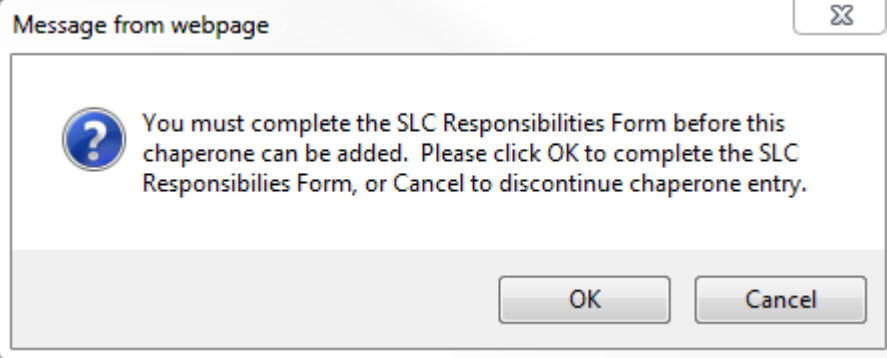    i.   Click OK. The following screen will appear:



    j.  If it does not matter what events, roles, or miscellaneous duties the adviser(s) wishes to administrator, just click the submit button.
        a.  If the adviser has preferences, the adviser may choose specific **objective tests** to assist with the administration and may choose specific roles.
        b.  If the adviser has preferences, the adviser may choose specific **performance events** to assist with administration and may choose specific roles.
        c.  If the adviser has preferences, the adviser may choose specific **miscellaneous duties** to perform at the SLC.

3.  **Register your chapter's chaperones/guests** (use this for everyone not listed as an adviser) by clicking on the "SLC Chaperone/Guest Registration" link.

    a.  Enter your user name and password when prompted.
    b.  A screen titled "browsing State Leadership Conference chaperone/guest registration."
    c.  Click the "insert record" button.

d. Enter the information for first name/last name only.  There is no need to fill in address information.
e. When finished, click "insert."
f. Repeat the process for each chaperone/guest planning to attend.
g. When done, click the "return to SLC registration page" to register other advisers and students.
h. When you register an guest/chaperone, you will see the following message appear:



i. Click OK. The following screen will appear:



**Chaperone SLC Responsibilty Form**

Each advisor/chaperone is required to complete this SLC Responsibility Form before being accepted as an advisor/chaperone. PLease complete each of the following items to continue.

Objective Test 1st Choice — Does Not Matter; Any Event
Objective Test 2nd Choice — Does Not Matter; Any Event
Objective Test 3rd Choice — Does Not Matter; Any Event

Choose Your Role For Objective Test Duty — Does Not Matter; Any Role

Performance Test 1st Choice — Does Not Matter; Any Event
Performance Test 2nd Choice — Does Not Matter; Any Event

Choose Your Role For Performance Test Duty — Does Not Matter; Any Role

Miscellaneous Duty 1st Choice — Does Not Matter; Any Choice
Miscellaneous Duty 2nd Choice — Does Not Matter; Any Choice

Submit

j. If it does not matter what events, roles, or miscellaneous duties the guest/chaperones(s) wish to administrator, just click the submit button.
   a. If the guest/chaperone has preferences, the adviser may choose specific **objective tests** to assist with the administration and may choose specific roles.
   b. If the guest/chaperone has preferences, the adviser may choose specific **performance events** to assist with administration and may choose specific roles.
   c. If the guest/chaperone has preferences, the adviser may choose specific **miscellaneous duties** to perform at the SLC.

4. **Register your chapter's students** by clicking on the "SLC Student Registration" link.

   a. Enter your user name and password when prompted.
   b. A screen titled "browsing State Leadership Conference Student registration."
   c. Click the "insert record" button.
   d. A pull-down menu appears with the names of all students listed for your chapter.
   e. Choose a student's name, choose the student's event, choose the student's delegate status, and then click "insert."
   f. Repeat the process for each student planning to attend.
   g. When done, click the "return to SLC registration page" to print your registration report and/or print your registration invoice.

5. **Print your chapter's registration report** by clicking on the "SLC Registration Report."
   a. This report can be printed at any time and will show a list of those you have registered for the conference.

6. **Print your chapter's registration invoice** by clicking on the "SLC Registration Invoice."
   a. Do this as the final item in the process—after you have entered all names in the system—and plan to request a check from the business office for your attendees.
   b. Once you click the "**print invoice**" button, it will calculate totals for those registered to that point.
      i. If you add students after you print the first invoice and choose the "print invoice" button, only the newly registered advisers/guests/chaperones/students will appear on the invoice. This is similar to the process that is used regarding membership status.
   c. If you need to "**reprint**" your registration invoice after you printed it the first time, click on the following link titled "**SLC Registration Invoice Reprint**." You may use this link to reprint your invoice as many times as you need to reprint.

## State Leadership Conference Registration

SLC Advisor Registration *Requires Login
SLC Chaperone/Guest Registration *Requires Login
SLC Student Registration *Requires Login

SLC Registration Invoice *Requires Login
SLC Registration Invoice Reprint *Requires Login
SLC Registration Report *Requires Login

SLC Lodging Sheet *Requires Login
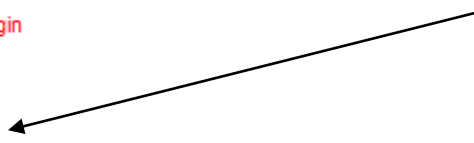
## Step 3:  Submit Your Payment to the PA FBLA Executive Director

a. Print your invoice(s) and request your check.  You may also pay by credit card, and a 3% convenience fee will be automatically added in to the cost.

b. Send a copy of your invoice with your check.  If paying by credit card, complete the credit card authorization form and e-mail it to the PA FBLA Executive Director.

**Step 4:  Check the Status of Your Chapter's Registration** after you have submitted your payment.

a.  To check the status of your chapter members for the SLC, do the following:
   a.  Go to the home page of the PA FBLA website, [www.pafbla.org](www.pafbla.org)
   b.  Click on the "Am I Registered?" button.
   c.  Choose the name of your school from the pull-down menu.
   d.  You will see the names of your members appear.
   e.  Click on a student's name, and you will see the following information about the student:  (1) dues payment status, (2) the event in which the student is entered, (3) registration payment received, (4) emergency form received, (5) etc.

**OR**

b.  **Print a copy of your chapter's registration report** by repeating the steps shown above.

c.  You will eventually see information indicating that we have received the emergency form for students, emergency forms for advisers, emergency forms for guests/chaperones, and the accompanying form.  All will eventually appear in the registration report as those items are received in the state office and have been processed.

**Step 5:  Problems?**

a.  If you are having problems, contact Bruce Boncal by e-mail or call his cell phone at 570.279.6998.

**Things to Remember About Online Registration**:
1.  The spelling of names is the same as when the adviser entered those in the online membership registration system.  Check the spelling of names and notify the Executive Director's office of any corrections that need to be made.
2.  Always register a student for his/her competitive event first rather than one of the secondary items.  For example, if a student qualifies to attend the SLC as an Accounting I competitor and as a state officer candidate, the student's should be registered as an Accounting I competitor.
3.  Please make sure a student is eligible to attend the SLC before registering the student.  There will be a separate list of eligibility guidelines that will be mailed to advisers.
4.  You may alter and update your registration as many times as you need until registration closes on January 20, 2017.
   a.  Advisers have the ability to delete students from registration.  To the left of the name at registration, click the "trash can."
   b.  Advisers have the ability to change a student's competitive event.  Click the icon that looks like a sheet of paper to the left of the student's name.
5.  Please make sure to choose two (2) voting delegates.
   a.  Your chapter's voting delegates must come from among your chapter's competitors.  For example, if your chapter has 10 qualifying competitors, the two voting delegates must come from among those 10 competitors.
   b.  If your chapter does not have two competitors or from among other special areas who would serve as voting delegates, the chapter is entitled to bring two voting delegates.

c. In no event may a chapter bring two additional students as voting delegates if the chapter has at least two students already qualifying to attend the State Leadership Conference.

6. Both incoming and outgoing **Region Presidents and Secretaries** automatically qualify to attend the State Leadership Conference.  No other region officers qualify to attend.

## STATE CONFERENCE ELIGIBILITY GUIDELINES

The following are eligible to attend the State Leadership Conference:
*if there are any discrepancies between what is published here and the PA FBLA State Handbook, the information in the Handbook takes precedence.

1. **Plan A:  First-, second-, and third-place winners from the Region Leadership Conference in:**
   **Plan B:  Fourth-place winners eligible to attend**
   **Plan C:  Fifth-place winners eligible to attend**
   **Plan D:  Sixth-place winners eligible to attend**
   a. Accounting I
   b. Accounting II
   c. Advertising
   d. Agribusiness
   e. Business Calculations
   f. Business Communication
   g. Business Law
   h. Computer Problem Solving
   i. Cyber Security
   j. Economics
   k. FBLA Principles and Procedures
   l. Health Care Administration
   m. Help Desk
   n. Insurance and Risk Management
   o. Introduction to Business
   p. Introduction to Business Communication
   q. Introduction to Business Procedures
   r. Introduction to Financial Math
   s. Introduction to Information Technology
   t. Introduction to Parliamentary Procedure
   u. Journalism
   v. Networking Concepts
   w. Organizational Leadership
   x. Personal Finance
   y. Securities and Investments
2. **Plan A, B, C:  First-place winners from the Region Leadership Conference in:**
   **Plan D:  Second-place winner eligible to attend**
   a. Client Service
   b. Impromptu Speaking
   c. Job Interview
   d. Public Speaking I
   e. Public Speaking II

3. **Plan A:  First- and second-place winners from the Region Leadership Conference in:**
   **Plan B, C:  Third-place winner eligible to attend**
   **Plan D:  Fourth-place winner eligible to attend**
   a. Computer Applications
   b. Database Design and Applications
   c. Future Business Leader *(Plans A, B, C – 1st and 2nd only; Plan D – 1st, 2nd, and 3rd)
   d. Graphic Design *(Plans A, B, C – 1st and 2nd only; Plan D – 1st, 2nd, and 3rd)
   e. Publication Design *(Plans A, B, C – 1st and 2nd only; Plan D – 1st, 2nd, and 3rd)
   f. Spreadsheet Applications
   g. Word Processing
4. **Plan A, B:  First-place winning teams from the Region Leadership Conference in:**
   **Plan C, D:  Second-place winner eligible to attend**
   a. Banking and Financial Systems
   b. Business Ethics
   c. Emerging Business Issues
   d. Entrepreneurship
   e. Global Business
   f. Hospitality Management
   g. Management Decision Making
   h. Management Information Systems
   i. Marketing
   j. Network Design
   k. Parliamentary Procedure
   l. Sports and Entertainment Management
5. **The Top 10 Finalists from the state-only events in:**
   a. 3D Animation
   b. American Enterprise Project
   c. Business Financial Plan
   d. Business Plan
   e. Coding and Programming
   f. Community Service Project
   g. Computer Game and Simulation Programming
   h. Digital Video Production
   i. E-business
   j. Electronic Career Portfolio
   k. Introduction to Business Presentation
   l. LifeSmarts NLC Qualifiers (top 1 from fall/spring if qualified for the NLC as announced by the national office)
   m. Microsoft Office User Specialist (MOS) Excel (top 4 as announced by national office)
   n. Microsoft Office User Specialist (MOS) Word (top 4 as announced by national office)
   o. Mobile Application Development
   p. Partnership with Business Project
   q. Public Service Announcement
   r. Sales Presentation

     s.   Social Media Campaign

     t.   Virtual Business Challenge NLC Qualifiers (top 1 from fall/spring if qualified for the NLC as announced by the national office)

     u.   Web Site Design Finalists

**6.   The following region officers may attend:**
    a.  2016-17 Outgoing Region President
    b.  2017-18 Incoming Region President
    c.  2016-17 Outgoing Region Secretary
    **d.**  2017-18 Incoming Region Secretary

**7.   The following state officers/state officer candidates may attend:**
    a.  2016-17 State Officers
    b.  Approved 2017-18 State Officer Candidates

**8.   The following special events qualify students to attend:**
    a.  Member(s) at Large (if chapter meets membership incentive and files the application)
    b.  Students selected by PA FBLA to serve as Cybis or hospitality management interns
    c.  Top 3 individuals/teams from the special digital video contest"
    d.  **Each chapter is entitled to two (2) voting delegates based on the following criteria**:
        i.  If the chapter has two or more students qualified to attend the SLC in one of the categories above, then the two voting delegates must come from those students.
       ii.  If the chapter has only one (1) student qualified to attend the SLC in one of the categories above, then that student must be a voting delegate, and the chapter may bring another student serve as the second voting delegate.
      iii.  If the chapter has no students qualified to attend the SLC in any of the categories above, then the chapter may bring two (2) students to serve as the voting delegates.


<u>**For Your Information:**</u>
        **The top 4 award winners in all objective test only competitive events AND the top 4 awards winners in all team/performance events are eligible to attend the National Leadership Conference in Anaheim, California, in June 2017.**

<h1 style="text-align:center">ADVISER MISCELLANEOUS DUTIES OPTIONS</h1>

1. Assist with Conference Registration
2. Staff the Conference Information Table
3. Monitor the Campaign Booth Area
4. Check Dress Code at Breakfast
5. Check Dress Code at Lunch
6. Check Dress Code at Dinner
7. Check Dress Code at the Opening Session
8. Check Dress Code at the Business Session
9. Check Dress Code at the Awards Program
10. Monitor the Member Social After the Awards Program (there is no dance this year)

<h1 style="text-align:center">ADVISER OBJECTIVE TEST DUTY OPTIONS</h1>

**Monday, April 3, 2017**
Accounting II – Monday (Online Objective Test) – 5:15p-6:30p
Agribusiness – Monday (Online Objective Test) – 2:45p-4:00p

Banking and Financial Systems – Monday (Online Objective Test) -- 8:30a-9:45a

Business Calculations – Monday (Online Objective Test) -- 5:15p-6:30p
Business Communication – Monday (Online Objective Test) -- 4:00p-5:15p

Computer Applications – Monday (Online Objective Test) -- 11:00a-12:15p
Computer Problem Solving – Monday (Online Objective Test) – 4:00p-5:15p
Database Design and Applications – Monday (Online Objective Test) -- 11:00-12:15a

Entrepreneurship – Monday (Online Objective Test) -- 11:00a-12:15p

Future Business Leader – Monday (Online Objective Test) -- 8:30a-9:45a

Global Business – Monday (Online Objective Test) -- 8:30a-9:45a

Health Care Administration – Monday (Online Objective Test) – 5:15p-6:30p
Help Desk – Monday (Online Objective Test) – 2:45p-4:00p
Hospitality Management – Monday (Online Objective Test) -- 11:00a-12:15p

Introduction to Information Technology – Monday (Online Objective Test) – 2:45p-4:00p
Introduction to Parliamentary Procedure – Monday (Online Objective Test) – 4:00p-5:15p

Management Decision Making – Monday (Online Objective Test) -- 9:45a-11:00a
Management Information Systems – Monday (Online Objective Test) -- 9:45a-11:00a
Marketing – Monday (Online Objective Test) -- 9:45a-11:00a

Network Design – Monday (Online Objective Test) -- 12:15p-1:30p
Networking Concepts – Monday (Online Objective Test) – 1:30p-2:45p

Parliamentary Procedure – Monday (Online Objective Test) -- 1:30p-2:45p

Securities & Investments – Monday (Online Objective Test) -- 1:30p-2:45p
Sports & Entertainment Management – Monday (Online Objective Test) -- 12:15-1:30p
Spreadsheet Applications – Monday (Online Objective Test) -- 8:30a-9:45a

Word Processing – Monday (Online Objective Test) -- 12:15p-1:30p

**Tuesday, April 4, 2017**
Accounting I – Tuesday, (Online Objective Test) 7:45a-9:00a

Business Law – Tuesday (Online Objective Test) – 9:00p-10:15a

Cyber Security – Tuesday (Online Objective Test) – 9:00a-10:15a

Economics – Tuesday (Online Objective Test) – 11:30a-12:45p

FBLA Principles and Procedures – Tuesday (Online Objective Test) – 10:15a-11:30a

Insurance & Risk Management (Online Objective Test) – 7:45a-9:00a
Introduction to Business – Tuesday (Online Objective Test) – 9:00a-10:15a
Introduction to Business Communication – Tuesday (Online Objective Test) – 10:15a-11:30a
Introduction to Business Procedures – Tuesday (Online Objective Test) – 10:15a-11:30a
Introduction to Financial Math – Tuesday (Online Objective Test) – 11:30a-12:45p

Personal Finance – Tuesday (Online Objective Test) – 7:45a-9:00a

## ADVISER PERFORMANCE EVENT DUTY OPTIONS

**Monday, April 3, 2017**
3-D Animation – Monday (Final Performances) -- 9:00a-1:30p

American Enterprise Project – Monday (Final Performances) -- 9:00a-12:00p

Banking and Financial Systems – Monday (Final Performances) -- 2:00p-6:45p
Business Ethics – Monday (Preliminary Performances) -- 1:15p-4:30p
Business Financial Plan – Monday (Final Performances) -- 9:00a-1:00p
Business Plan – Monday (Final Performances) -- 9:00a-1:00p

Client Service – Monday (Preliminary Performances) -- 9:00a-12:00p
Community Service Project – Monday (Final Performances) -- 9:00a-1:00p
Computer Game and Simulation Programming – Monday (Final Performances) -- 1:15p-5:30p

Desktop Application Programming – Monday (Final Performances) -- 9:30a-11:45a
Digital Video Production – Monday (Final Performances) -- 9:00a-1:30p

E-Business – Monday (Final Performances) -- 9:00a-1:00p

Electronic Career Portfolio – Monday (Final Performances) -- 9:00a-1:00p
Emerging Business Issues – Monday (Preliminary Performances) -- 2:45p-6:00p

Future Business Leader – Monday (Preliminary Performances) -- 1:15p-4:00p

Global Business – Monday (Final Performances) -- 2:00p-6:45p
Graphic Design – Monday (Preliminary Performances) -- 1:45p-5:30p

Impromptu Speaking – Monday (Preliminary Performances) -- 9:00a-12:00p
Introduction to Business Presentation – Monday (Final Performances – 9:00a-1:00p)

Job Interview – Monday (Preliminary Performances) -- 9:00a-12:00p

Management Information Systems – Monday (Final Performances) -- 2:00p-6:45p
Mobile Application Development – Monday (Final Performances) -- 1:00p-4:00p

Partnership with Business Project – Monday (Final Performances) -- 1:30p-5:00p
Public Service Announcement – Monday (Final Performances) -- 2:00p-6:00p
Public Speaking I – Monday (Preliminary Performances) -- 11:45a-1:30p
Public Speaking II – Monday (Preliminary Performances) -- 9:00a-11:15p
Publication Design – Monday (Preliminary Performances) -- 9:00a-12:45p

Sales Presentation – Monday (Final Performances) -- 2:45p-6:00p
Social Media Campaign – Monday (Final Performances) -- 2:45p-6:00p

Web Site Design – Monday (Final Performances) -- 9:00a-1:00p

**Tuesday, April 4, 2017**
Business Ethics – Tuesday (Final Performances) – 8:00a-12:15p

Client Service – Tuesday (Final Performances) – 8:00a-10:45a

Emerging Business Issues – Tuesday (Final Performances) – 8:00a-12:15p
Entrepreneurship – Tuesday (Final Performances) – 8:00a-12:00p

Future Business Leader – Tuesday (Final Performances) – 8:00a-12:30p

Graphic Design – Tuesday (Final Performances) – 8:00a-12:00p

Help Desk – Tuesday (Final Performances) – 8:00a-10:45a
Hospitality Management – Tuesday (Final Performances) – 8:00a-12:30p

Impromptu Speaking – Tuesday (Final Performances) – 8:00a-11:30p

Job Interview – Tuesday (Final Performances) – 8:00a-12:30p

Management Decision Making – Tuesday (Final Performances) – 8:00a-12:30p
Marketing – Tuesday (Final Performances) – 8:00a-12:30p

Network Design – Tuesday (Final Performances) – 8:00a-12:45p

Parliamentary Procedure – Tuesday (Final Performances) – 8:00a-12:15p
Public Speaking I – Tuesday (Final Performances) – 1:00p-3:30p
Public Speaking II – Tuesday (Final Performances) – 8:00a-11:30a
Publication Design – Tuesday (Final Performances) – 11:00a-3:00p

Sports & Entertainment Management – Tuesday (Final Performances) – 8:00a-12:30p

## ADVISER OBJECTIVE TEST/PERFORMANCE EVENT DUTY ROLES

### Chief Administrator
Responsible for picking up materials, being in charge administering the test or performance, and determining the results.  Provides orientation for judges if chief administrator of a performance event.

### Assistant Administrator
Responsible for assisting the chief administrator in administering the written test or the performance and determining the results; may assist with the orientation of judges if involved in a performance event.

### Proctor
Responsible for assisting with the written portion of a test, but does not assist with determining the results; assists with the administration of a performance-related event.

## REGISTRATON/LODGING REFUND DATES
**January 20, 2017, no later than 11:59 pm** – Last Day for a 100% Registration Refund
**January 31, 2017, no later than 11:59 pm** – Last Day for a 100% Lodging Refund

**March 20, 2017** – Last Day for a 50% Registration/Lodging Refund
No registration/lodging refunds will be issued March 21 2017, or later.

**For registration questions, please call, text, or e-mail**:

Bruce Boncal
PA FBLA Executive Director
bboncal@pafbla.us
570.279.6998 cell/texts

Janet Skiles
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