

# PA FBLA STATE LEADERSHIP CONFERENCE

## Step-by-Step Lodging Procedures

### New This Year:

PA FBLA will not search the attendee database to match students to complete rooms.

If chapters wish to share, they must prearrange that sharing with other schools and place the same information on each schools' lodging forms.

Advisers may only select single rooms or double rooms.

Students may be placed in single rooms, double rooms, triple rooms, or quad rooms.

1. Go to [www.pafbla.org](http://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)**



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

### 2017 - 2018 Pennsylvania Future Business Leaders of America

State Leadership Conference  
Hershey Lodge & Convention Center  
April 9 - April 11, 2018

#### 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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6. **Click on step 1—"Billing Information." You will see the following screen:**



ADMIN LOGIN | LOGOUT

### Billing Information - PA FBLA State Office Test Chapter 2

Name: Bruce Boncal  
[bruce.boncal@gmail.com](mailto:bruce.boncal@gmail.com)

Home Phone: 570.398.4652

Your Cell:

School Name: PA FBLA State Office Test Chapter 2

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:

Prev Step

Save Billing Information

Next Step

#### 7. Check for the following items in the "Billing Information" area:

- Is the adviser name and e-mail address correct?
- Is the school name correct?
- Is the school address correct?
- Is the adviser home phone correct?
- Is the school phone correct?
- Is the school fax correct?
- Have you entered your cell phone number in the space provided? If it is already entered, is it correct?

\*\*\*If you find any incorrect information, please e-mail all changes to: [bboncal@pafbla.us](mailto: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.



ADMIN LOGIN | LOGOUT

### Billing Information - PA FBLA State Office Test Chapter 2

Name: Bruce Boncal  
[bruce.boncal@gmail.com](mailto:bruce.boncal@gmail.com)

Home Phone: 570.398.4652

Your Cell:

School Name: PA FBLA State Office Test Chapter 2

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:

Prev Step

Save Billing Information

Next Step

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



2013 - 2014 Pennsylvania Future Business Leaders of America

ADMIN LOGIN | LOGOUT

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 B Meals NOT Included - PA FBLA State Office Test Chapter 2**

**Plan B only lodging choice is Day's Inn - Hershey**

**Optional - Purchase Add-on meals**

Qty. of meals

2

- Monday, 4/9 LUNCH @ \$32.00 ea.
- Monday, 4/9 DINNER @ \$41.00 ea.
- Tuesday, 4/10 BREAKFAST @ \$22.00 ea.
- Tuesday, 4/10 LUNCH @ \$32.00 ea.
- Tuesday, 4/10 DINNER @ \$41.00 ea.

Sharing Rooms With:

PA FBLA will not automatically assign students to share rooms for advisers and students. PA FBLA staff will no longer search the housing database looking for schools to share sleeping rooms. PA FBLA will accept pre-arranged room sharing made between advisers of the schools wishing to share.

The following guidelines must be followed:

1. Schools wishing to share must be pre-determined and agreed upon by all chapters BEFORE submitting the lodging forms.
2. Advisers of sharing schools must communicate with each other to determine how shared rooms will be organized BEFORE submitting lodging forms.
3. The sharing information must be entered in the SPECIAL NEEDS text box on both/all sharing schools lodging forms.
4. Each chapter must submit their own lodging forms.
5. Without the above documentation, sharing will not be permitted.
6. Chapters will be billed for the actual number of individuals in a room as shown on the Financial Summary/Invoice.
7. Lodging placement will be determined by the latest first submission date of those schools that are sharing.

Special Needs Requests  
Room Sharing Configurations (if applicable)

11. For groups that choose "Plan B," the hotel automatically assigned is the Days Inn. If that hotel is completely full, the state staff will assign schools to one of the other hotels from the 10 that are listed.
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:



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



ADMIN LOGIN | LOGOUT

**3 Room List - PA FBLA State Office Test Chapter 1**

Guest Type: -----Select One----- Room Type: -----Select One-----

ROOM & TYPE	ARRIVAL	DEPARTURE	GUEST NAME	SUNDAY CHECK-IN
<input type="button" value="Prev Step"/> <input type="button" value="Next Step"/>				

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

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

**FBIA** Pennsylvania  
*Future Business Leaders of America*

ADMIN LOGIN | LOGOUT

Select 2 advisers for this room.

Advisers	Guests/Chaperones
<input checked="" type="checkbox"/> Bruce Boncal	<input checked="" type="checkbox"/> Angelyn Boncal

Optional Sunday Check-In

Assign To Room

**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.”

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

**Room List - PA FBLA State Office Test Chapter 2**

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

ROOM & TYPE	ARRIVAL	DEPARTURE	GUEST NAME	SUNDAY CHECK-IN
1: Adviser - Single	04/08/2018	04/11/2018	☒ Bruce Boncal	YES
2: Adviser - Single	04/09/2018	04/11/2018	☒ Angelyn Slegal-Boncal	NO
3: Student - Double	04/08/2018	04/11/2018	☒ Jeremy Boncal(M) ☒ Patrick Boncal(M)	YES
4: Student - Quad	04/08/2018	04/11/2018	☒ Sharon Boncal(F) ☒ Pam Boncal(F) ☒ Maureen Boncal(F) ☒ Kelli Boncal(F)	YES
5: Student - Single	04/08/2018	04/11/2018	☒ Tori Boncal(F)	YES
6: Student - Double	04/09/2018	04/11/2018	☒ Ben Boncal(M) ☒ Chad Boncal(M)	NO

Prev Step Next Step

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.

4

**Financial Summary - PA FBLA State Office Test Chapter 2**

**Plan B - Meals not included in price - Optional**

Reservation Deadline: November 30, 2017

**Part A. Monday-Wednesday, April 9 - April 11, 2018 (Payment Calculation)**

**Make Checks Payable To: PA FBLA**

Qty of Guests		Amount Due:
<input type="text" value="2"/>	Single Room - Advisers @ \$420.00 (1 bed) =	<input type="text" value="840.00"/>
<input type="text" value="0"/>	Double Room - Advisers @ \$240.00 per person (2 beds) =	<input type="text" value="0.00"/>
<input type="text" value="1"/>	Single Room - Student @ \$420.00 per person (1 bed) =	<input type="text" value="420.00"/>
<input type="text" value="4"/>	Double Room - Students @ \$240.00 (1 bed) =	<input type="text" value="960.00"/>
<input type="text" value="0"/>	Triple Room - Students @ \$190.00 (2 beds) =	<input type="text" value="0.00"/>
<input type="text" value="4"/>	Quad Room - Students @ \$160.00 (2 beds) =	<input type="text" value="640.00"/>
Part A. TOTAL		<input type="text" value="2860.00"/>

Mail Checks along with Lodging Summary To:

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

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

Qty of Rooms		Amount Due:
<input type="text" value="4"/>	One to Four Persons @ \$180.00 per room Lodging only - meals are NOT included	<input type="text" value="720.00"/>
Part B. TOTAL		<input type="text" value="720.00"/>

**Part C. Optional Meals Total (Payment Calculation)**

Qty of Meals		Amount Due:
<input type="text" value="3"/>	Monday, 4/9 LUNCH @ \$32.00 ea.	<input type="text" value="96.00"/>
<input type="text" value="2"/>	Monday, 4/9 DINNER @ \$41.00 ea.	<input type="text" value="82.00"/>
<input type="text" value="11"/>	Tuesday, 4/10 BREAKFAST @ \$22.00 ea.	<input type="text" value="242.00"/>
<input type="text" value="4"/>	Tuesday, 4/10 LUNCH @ \$32.00 ea.	<input type="text" value="128.00"/>
<input type="text" value="5"/>	Tuesday, 4/10 DINNER @ \$41.00 ea.	<input type="text" value="205.00"/>
Part C. TOTAL		<input type="text" value="753.00"/>

**Part A Total + Part B Total + Part C Total = TOTAL AMOUNT DUE**

- 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.
31. When “submit/print” has been clicked, a copy of the form will be emailed to the adviser and to the Executive Director and Conference Coordinator.

**PLAN B** **Pennsylvania Future Business Leaders of America**  
**2018 State Leadership Conference Lodging Information/Financial Summary/Original Invoice**  
**Hershey Lodge & Convention Center - April 9-11, 2018**

**Reservation Deadline: November 30, 2017** Office Use Only

*Plan B Package includes: 2 nights lodging, (meals are NOT included), around-the-clock security, refreshments, shuttle buses, equipment/room rentals, liability insurance, and administrative and other conference expenses. For specific details, refer to the Plan B SLC Registration / SLC Lodging Reservation Details posted online in the SLC Materials. Individual meals may be purchased.*

**INSTRUCTIONS:**

All lodging reservation requests MUST be completed ONLINE after your RLC. No Exceptions. Rooms will be sold first-come on an availability basis.  
 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 POSTMARKED no later than **January 31, 2018**. 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, debit card or credit card, or chapter payment plan. PO payment is due no later than **March 9, 2018**. 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 if chapters prearrange the lodging. PA FBLA staff will not search for roommates. Student and adviser pricing based on the number of individuals housing in each room. Advisers may only select single or double rooms. Students may select single, double, triple or quad rooms.  
**All lodging changes must be made in writing on or before November 30, 2017.**  
 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 27, 2018**. No registration/lodging refunds will be given for requests postmarked March 28 or later. No refunds will be given for cancellations made while checking in to the hotel on April 8 (if applicable), April 9, or April 10.

**BILLING INFORMATION: (adviser's contact information)**

Name: <b>Bruce Boncal</b>	School Phone: <b>570.398.4652</b>	Home Phone: <b>570.398.4652</b>
School: <b>PA FBLA State Office Test</b>	Fax Number: <b>570.398.4652</b>	Cell Phone: <b>570.123.4567</b>
Address: <b>PO Box 5085</b>	E-Mail: <b>bruce.boncal@gmail.com</b>	
City: <b>Jersey Shore</b>	State: <b>PA</b>	Zip: <b>17740</b>

LODGING - DAYS INN - HERSHEY	Optional - Purchase Add-On Meals
Plan B Package Rates: (price is per person)	Qty. of meals
Single: 1 adviser or 1 student in room \$ 420.00	3
Double: 2 advisers or 2 students in room \$ 240.00	2
Triple: (students ONLY) - 3 students in room \$ 190.00	11
Quad: (students ONLY) 4 students in room \$ 160.00	4
	5
	Monday, 4/9 LUNCH @ 32.00 ea \$ 96.00
	Monday, 4/9 DINNER @ 41.00 ea \$ 82.00
	Tuesday, 4/10 BREAKFAST @ 22.00 ea \$ 242.00
	Tuesday, 4/10 LUNCH @ 32.00 ea \$ 128.00
	Tuesday, 4/10 DINNER @ 41.00 ea \$ 205.00

**ORIGINAL INVOICE - FINANCIAL SUMMARY**

Part A. Monday-Wednesday, April 9-April 11, 2018, (Payment Calculation)		Amount Due:	Special Needs Request:
3	SINGLE - 1 adviser or 1 student in room @420.00 =	\$ 1260.00	
4	DOUBLE - 2 advisers or 2 students in room @ 240.00 pp. =	\$ 960.00	
0	TRIPLE - Students ONLY - 3 students in room @ 190.00 pp. =	\$ 0.00	
4	QUAD - Students ONLY - 4 students in room @ 160.00 pp. =	\$ 640.00	
<b>Part A. TOTAL</b>		<b>\$ 2860.00</b>	
Part B: Optional Sunday Night's Lodging, (Payment Calculation)		Amount Due:	
(Lodging Only: meals are NOT Included)			
4	One to four persons in room @ \$180.00 PER ROOM (not per person)	720.00	
<b>PART B. TOTAL</b>		<b>720.00</b>	
<b>Part C. Optional Add-on Meals</b>		<b>PART C. TOTAL</b>	<b>\$ 753.00</b>
Part A (Package Total) + Part B (Extra Night's Lodging) + Part C (Add-on meals) =		<b>TOTAL AMOUNT DUE</b>	<b>\$ 4333.00</b>
<b>PAYMENT INFORMATION: Final payment must be RECEIVED by January 31, 2018</b>			

**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 B**

**Pennsylvania Future Business Leaders of America**  
**2018 State Leadership Conference Lodging Information/Financial Summary/Original Invoice**  
 Hershey Lodge & Convention Center - April 9-11, 2018

**ROOMING LIST**School Name: **PA FBLA State Of**

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	04/08/2018	04/11/2018	A		Bruce Boncal
2	Single	04/09/2018	04/11/2018	C		Angelyn Slegal-Boncal
3	Double	04/08/2018	04/11/2018	Student	M	Jeremy Boncal Patrick Boncal
4	Quad	04/08/2018	04/11/2018	Student	F	Sharon Boncal Pam Boncal Maureen Boncal Kelli Boncal
5	Single	04/08/2018	04/11/2018	Student	F	Tori Boncal
6	Double	04/09/2018	04/11/2018	Student	M	Ben Boncal Chad Boncal