

# NLC ONLINE REGISTRATION INFORMATION/PROCEDURES

1. All chapters must register online at <http://www.fbla-pbl.org/conferences1/nlc/>
2. Look for and click on the following:



3. What is shown below will appear. In the box found below, enter your “chapter number.” The password is: service

## Membership and National Conference Registration

Chapter#:

Password:

- [Forgot your Chapter number?](#)

4. Once you enter the login information, the following will appear. Choose “conference registration.”
5. Click on the following:

Meeting	Location	Start Date	
FBLA NLC - Anaheim, CA June 29-July 2, 2017	Anaheim, CA	6/29/2017	<a href="#">View/Add Registrants.</a>

6. The first thing you will be prompted to do is identify the primary contact for all NLC correspondence. Even if parents are attending, the adviser should continue to be the main point of contact regarding the NLC.
7. You will then be taken to the screen to identify any advisers that should be registered for the NLC. If no adviser is attending, simply continue to “step 3.”
8. At step 3, you will be asking to identify which students will be attending the NLC. All you need to do is place a check in the column titled “register.” You have the choice to choose optional insurance for \$2.
9. At step 4, you will have the opportunity to register any “guests” at a reduced \$50 fee. Advisers and active members are not entitled to register for the \$50 fee. Those who are eligible for “guest” status are parents, siblings, any school staff who are not FBLA advisers; etc. What’s the value of registering as a guest? If the guest plans to attend the Opening Session and the Awards Program, register and pay the \$50 fee. If the guest only wants to attend the Awards Program, save money; do not register the person as a guest and buy a \$25 ticket for the Awards Program only in Anaheim (can’t be done online).
10. At step 5, you may enter optional demographic information.
11. Also at Step 5, it is essential that your chapter identify its local chapter voting delegates to cast votes at the Eastern Region voting session.

12. At step 6, you will see a summary of your registration and the balance due. You need to click the “finalize registration” button to submit.
13. **Local chapters must pay the national office directly for any registration.** Payment may be made by check or by credit card. PA FBLA will not pay the registration fee for any chapter. It is the local chapter’s responsibility to make sure registration is paid to ensure that the student may compete in his/her event.
- a. All registration checks should be mailed to the address found on the invoice the adviser will receive. The address is:

**Balance Due**

Please send Checks and Purchase Orders to:  
 FBLA-PBL Conference Registrations  
 P.O. Box 79130  
 Baltimore, MD 21279-0130

**Important Note:** Checks must be payable to FBLA-PBL.

[Pay By Credit Card](#)

To ensure conference materials are ready for your arrival at the NLC, registration payments must be received by **June 9, 2017**.

**Cancellations/Refunds**

As a reminder, registration refund requests must be made in writing before **May 20, 2017** to receive an 80% refund. No refunds are available after May 20, 2017.

Guest fees and insurance fee are non-refundable. Please allow 4-6 weeks to process your refund after the NLC is concluded. Submit requests via fax: 866.500.5610. Note: If you register, do not attend, and fail to cancel your registration, you will be responsible for 100% of the registration fee.

For additional information or support, contact Customer Service at (800) 325-2946 or via email at [conference@fbla.org](mailto:conference@fbla.org).

14. SNAPSHOT OF WHAT THE REGISTRATION SUMMARY PAGE MAY LOOK LIKE:

**FBLA NLC - Anaheim, CA June 29-July 2, 2017 FBLA: Review Registration**

OK: The voting delegates have been updated.

Step 6 - Finalize Registration: Click the Finalize button to add all registrants and create your invoice. [Bottom of Page](#)

**Registration Contact Information** [Edit Contact Information](#)

Contact Name: Dolly A Oden  
 Address: 701 Cemetery Street  
 Jersey Shore, PA 17740  
 Phone: 570-398-7170  
 Fax: 570-398-5612  
 Email: doden@jjasd.org

**Adviser Registration Information** [Edit Adviser Information](#)

	Id	Registrant Name	E-mail	Registrant Type	Fee	INSURANCE
1.	975044	Dolly A Oden	doden@jjasd.org	Adviser	\$115.00	<input checked="" type="checkbox"/> \$2.00

**Student Registration Information** [Edit Student Information](#)

	Id	Registrant Name	E-mail	Registrant Type	Fee	INSURANCE
No Student Members have been added to this registration.						

**Guest Registration Information** [Edit Guest Information](#)

	Id	Registrant Name	E-mail	Registrant Type	Fee	INSURANCE
1.	2657170	DARL E SMITH, Mrs.		Guest	\$50.00	<input type="checkbox"/> \$0.00

**Voting Delegates** [Edit Voting Delegates](#)

	Id	Name
No Voting Delegates have been added to this registration.		

**Registration Totals & Payment Options:**

Total Registrants: 2  
 Total Registration Amount: \$165.00  
 Total Payments: \$0.00  
 Total Insurance Amount: \$2.00  
 Total Balance Due: **\$167.00**

[Finalize Registration](#)

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 or for General Conference information [click here](#)

15. When you are done, please make sure you click “finalize registration.”