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

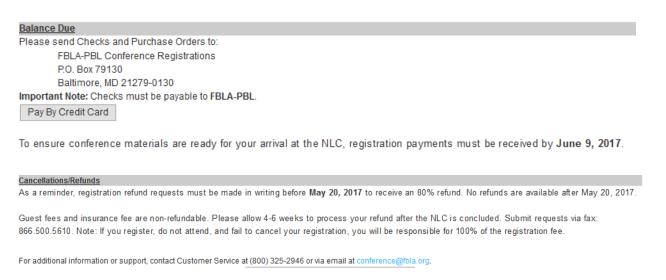


- · Forgot your Chapter number?
- 4. Once you enter the login information, the following will appear. Choose "conference registration."
- 5. Click on the following:

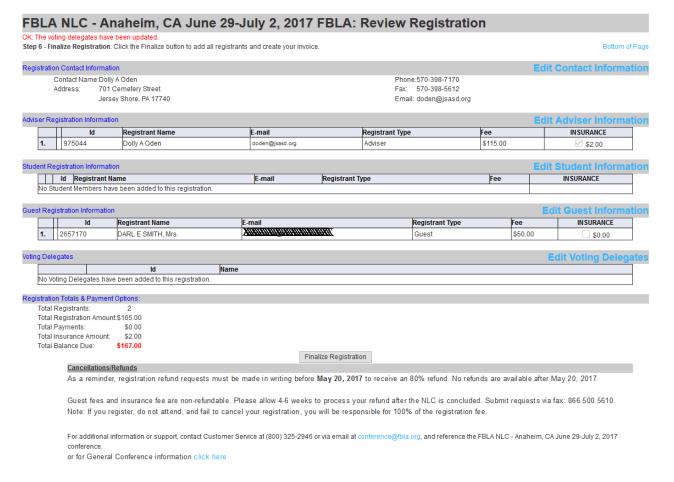
Meeting	Location	Start Date	
FBLA NLC - Anaheim, CA	Anaheim, CA	6/29/2017	View/Add Registrants.
June 29-July 2, 2017			

- 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 <u>essential</u> 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. <u>Local chapters must pay the national office directly for any registration</u>. 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:



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



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