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## REGISTERING MEMBERS ONLINE FOR THE 2019 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](mailto:bboncal@pafbla.us).

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

- a. Go to the PA FBLA website, [www.pafbla.org](http://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 the following options on that screen:

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### **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

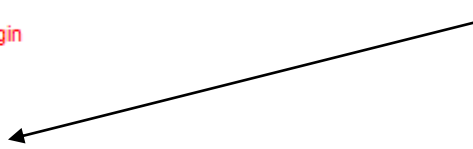
- a. **SLC Registration Invoice**
    - i. Only use this option when you have completed entering all SLC attendees and are ready to print an invoice for registration fees for all attendees. This is the last thing you will do regarding registration.
  - b. **SLC Registration Invoice Reprint**
    - i. Only use this option when you have completed entering all SLC attendees and have printed your initial registration invoice. If you delete or add attendees, use “SLC Registration Invoice Reprint” from that point forward.
  - c. **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.

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- 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.
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.
  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.

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- 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](http://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.

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### **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, 2019.
    - 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.
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## **STATE LEADERSHIP CONFERENCE ELIGIBILITY GUIDELINES**

### **Attendance Policy**

The following attendance policy will be used for the SLC:

1. State officers and candidates for state and national office.
2. Outgoing regional presidents and secretaries.
3. Newly-elected regional president and secretaries.
4. **Regional Winners (based on state membership dues postmarked by chapters in your region per your region deadline in addition to no later than DECEMBER 31).**

	<b>Number of Chapters and</b>		<b>Number of Members</b>		
	<b>Less than 500</b>	<b>500-575</b>	<b>576-699</b>	<b>700-899</b>	<b>900+</b>
0-10 chapters	Plan A	Plan B	Plan B	Plan C	Plan D
11-13 chapters	Plan A	Plan B	Plan B	Plan C	Plan D
14-16 chapters	Plan A	Plan B	Plan C	Plan C	Plan D
17+ chapters	Plan A	Plan B	Plan C	Plan D	Plan D

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## PLAN A

- a. **First, second, and third place winners of:**
- |                             |   |
|-----------------------------|---|
| Accounting I                | Introduction to Business Communication  |
| Accounting II               | Introduction to Business Procedures     |
| Advertising                 | Introduction to FBLA                    |
| Agribusiness                | Introduction to Financial Math          |
| Banking & Financial Systems | Introduction to Information Technology  |
| Business Calculations       | Introduction to Parliamentary Procedure |
| Business Communication      | Journalism                              |
| Business Law                | Management Decision Making              |
| Computer Problem Solving    | Management Information Systems          |
| Cyber Security              | Marketing                               |
| Economics                   | Network Design                          |
| Entrepreneurship            | Networking Concepts                     |
| Global Business             | Organizational Leadership               |
| Health Care Administration  | Parliamentary Procedure                 |
| Help Desk                   | Personal Finance                        |
| Hospitality Management      | Political Science                       |
| Insurance & Risk Management | Securities and Investments              |
| Introduction to Business    | Sports & Entertainment Management       |
- b. **First and second place winners of:**
- |                                 |                                       |
|---------------------------------|---------------------------------------|
| Broadcast Journalism            | Introduction to Business Presentation |
| Client Service                  | Job Interview                         |
| Future Business Leader          | Public Speaking                       |
| Graphic Design                  | Publication Design                    |
| Impromptu Speaking              | Sales Presentation                    |
| Introduction to Public Speaking | Social Media Campaign                 |
- c. **First and second place winners of:**
- |                                  |                          |
|----------------------------------|--------------------------|
| Computer Applications            | Spreadsheet Applications |
| Database Design and Applications | Word Processing          |
- d. **First place winning teams of:**
- |                 |                          |
|-----------------|--------------------------|
| Business Ethics | Emerging Business Issues |
|-----------------|--------------------------|

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## PLAN B

- a. **First, second, third, and fourth place winners of:**
- |                             |   |
|-----------------------------|---|
| Accounting I                | Introduction to Business Communication  |
| Accounting II               | Introduction to Business Procedures     |
| Advertising                 | Introduction to FBLA                    |
| Agribusiness                | Introduction to Financial Math          |
| Banking & Financial Systems | Introduction to Information Technology  |
| Business Calculations       | Introduction to Parliamentary Procedure |
| Business Communication      | Journalism                              |
| Business Law                | Management Decision Making              |
| Computer Problem Solving    | Management Information Systems          |
| Cyber Security              | Marketing                               |
| Economics                   | Network Design                          |
| Entrepreneurship            | Networking Concepts                     |
| Global Business             | Organizational Leadership               |
| Health Care Administration  | Parliamentary Procedure                 |
| Help Desk                   | Personal Finance                        |
| Hospitality Management      | Political Science                       |
| Insurance & Risk Management | Securities and Investments              |
| Introduction to Business    | Sports & Entertainment Management       |
- b. **First and second place winners of:**
- |                                 |                                       |
|---------------------------------|---------------------------------------|
| Broadcast Journalism            | Introduction to Business Presentation |
| Client Service                  | Job Interview                         |
| Future Business Leader          | Public Speaking                       |
| Graphic Design                  | Publication Design                    |
| Impromptu Speaking              | Sales Presentation                    |
| Introduction to Public Speaking | Social Media Campaign                 |
- c. **First, second, and third place winners of:**
- |                                  |                          |
|----------------------------------|--------------------------|
| Computer Applications            | Spreadsheet Applications |
| Database Design and Applications | Word Processing          |
- d. **First place winning teams of:**
- |                 |                          |
|-----------------|--------------------------|
| Business Ethics | Emerging Business Issues |
|-----------------|--------------------------|

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## PLAN C

- a. **First, second, third, fourth, and fifth place winners of:**
- |                             |   |
|-----------------------------|---|
| Accounting I                | Introduction to Business Communication  |
| Accounting II               | Introduction to Business Procedures     |
| Advertising                 | Introduction to FBLA                    |
| Agribusiness                | Introduction to Financial Math          |
| Banking & Financial Systems | Introduction to Information Technology  |
| Business Calculations       | Introduction to Parliamentary Procedure |
| Business Communication      | Journalism                              |
| Business Law                | Management Decision Making              |
| Computer Problem Solving    | Management Information Systems          |
| Cyber Security              | Marketing                               |
| Economics                   | Network Design                          |
| Entrepreneurship            | Networking Concepts                     |
| Global Business             | Organizational Leadership               |
| Health Care Administration  | Parliamentary Procedure                 |
| Help Desk                   | Personal Finance                        |
| Hospitality Management      | Political Science                       |
| Insurance & Risk Management | Securities and Investments              |
| Introduction to Business    | Sports & Entertainment Management       |
- b. **First and second place winners of:**
- |                                 |                                       |
|---------------------------------|---------------------------------------|
| Broadcast Journalism            | Introduction to Business Presentation |
| Client Service                  | Job Interview                         |
| Future Business Leader          | Public Speaking                       |
| Graphic Design                  | Publication Design                    |
| Impromptu Speaking              | Sales Presentation                    |
| Introduction to Public Speaking | Social Media Campaign                 |
- c. **First, second, and third place winners of:**
- |                                  |                          |
|----------------------------------|--------------------------|
| Computer Applications            | Spreadsheet Applications |
| Database Design and Applications | Word Processing          |
- d. **First and second place winning teams of:**
- |                 |                          |
|-----------------|--------------------------|
| Business Ethics | Emerging Business Issues |
|-----------------|--------------------------|

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## PLAN D

- a. **First, second, third, fourth, fifth, and sixth place winners of:**
- |                             |   |
|-----------------------------|---|
| Accounting I                | Introduction to Business Communication  |
| Accounting II               | Introduction to Business Procedures     |
| Advertising                 | Introduction to FBLA                    |
| Agribusiness                | Introduction to Financial Math          |
| Banking & Financial Systems | Introduction to Information Technology  |
| Business Calculations       | Introduction to Parliamentary Procedure |
| Business Communication      | Journalism                              |
| Business Law                | Management Decision Making              |
| Computer Problem Solving    | Management Information Systems          |
| Cyber Security              | Marketing                               |
| Economics                   | Network Design                          |
| Entrepreneurship            | Networking Concepts                     |
| Global Business             | Organizational Leadership               |
| Health Care Administration  | Parliamentary Procedure                 |
| Help Desk                   | Personal Finance                        |
| Hospitality Management      | Political Science                       |
| Insurance & Risk Management | Securities and Investments              |
| Introduction to Business    | Sports & Entertainment Management       |
- b. **First, second, and third place winners of:**
- |                                 |                                       |
|---------------------------------|---------------------------------------|
| Broadcast Journalism            | Introduction to Business Presentation |
| Client Service                  | Job Interview                         |
| Future Business Leader          | Public Speaking                       |
| Graphic Design                  | Publication Design                    |
| Impromptu Speaking              | Sales Presentation                    |
| Introduction to Public Speaking | Social Media Campaign                 |
- c. **First, second, third, and fourth place winners of:**
- |                                  |                          |
|----------------------------------|--------------------------|
| Computer Applications            | Spreadsheet Applications |
| Database Design and Applications | Word Processing          |
- e. **First and second place winning teams of:**
- |                 |                          |
|-----------------|--------------------------|
| Business Ethics | Emerging Business Issues |
|-----------------|--------------------------|
6. 3-D Animation. (By notification only)
7. American Enterprise Project finalists. (By notification only)
8. Business Financial Plan finalists. (By notification only)
9. Business Plan finalists. (By notification only)
10. Coding and Programming finalists. (By notification only)
11. Community Service Project finalists. (By notification only)
12. Computer Game and Simulation Programming finalists. (By notification only)
13. Digital Video Production finalists. (By notification only)
14. E-business finalists. (By notification only)



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15. Electronic Career Portfolio finalists. (By notification only)
  16. LifeSmarts NLC finalists. (By notification only)
  17. Mobile Application Development finalists. (By notification only)
  18. Partnership with Business Project finalists. (By notification only)
  19. Public Service Announcement finalists. (By notification only)
  20. Special Digital Video Contest (when offered) (By notification only)
  21. Virtual Business Finance Challenge NLC finalist(s). (By notification only)
  22. Virtual Business Management Challenge NLC finalist(s). (By notification only)
  23. Web Site Design finalists. (By notification only)
  24. Additional members based on the approved Membership Incentive Program (by notification only)
  25. Two voting delegates (permitted to attend only if no students qualify in the categories above; otherwise, voting delegate responsibilities must be assigned to one of the students who qualify in the categories above).

**For Your Information:**

**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 San Antonio, Texas, in June 2019.**

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**REGISTRATON/LODGING REFUND DATES**

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**January 20, 2019, no later than 11:59 pm** – Last Day for a 100% Registration Refund

**January 31, 2019, no later than 11:59 pm** – Last Day for a 100% Lodging Refund

**March 27, 2019** – Last Day for a 50% Registration/Lodging Refund

No registration/lodging refunds will be issued March 28, 2019, or later.

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

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