



# BUSINESS ACHIEVEMENT AWARDS (BAA)

## What are the Business Achievement Awards?

BAA focuses on the words on the FBLA crest: Service, Education, and Progress.

A heavy emphasis on education with integrated classroom projects is reflected in the program's four levels: Future, Business, Leader, and America.

## Why should members participate?

- BAA is a great way to learn new skills and increase community involvement.
- No paperwork! Everything is based online.
- Looks great on a résumé.
- Can be accessed/completed via computer, smartphone, or tablet.

## Awards

- **Future**—online certificate\*, pin awarded at the local level
- **Business**—online certificate\*, pin awarded at the local level
- **Leader**—online certificate\*, pin awarded at the state level
- **America**—online certificate\*, pin awarded at the National Leadership Conference



## \*Printing online certificates

- Click on *Review LEVEL Award Registrations* for the level you want.
- Select the *Submitted LEVEL* tab at the top of the table.
- Click the word *Certificate* to the right of the student's name.
- Click on Certificate.
- CTRL+P to open print dialogue box. Adjust settings for your printer and print.
- *Note: If a student name is not listed, login and submit the member's entry. You will then be able to print a certificate.*

## FAQ

### How do I register my chapter?

1. Go to [go.fbla.org/BAA](http://go.fbla.org/BAA) and select *Adviser Login*.
2. If you have previously registered, login with your chapter number, username, and password.
3. If you have not previously registered, select *Need to register for this area?* Click [HERE](#) to register.
4. Complete all required fields. You will receive a confirmation email with login credentials.
5. Login using the credentials and register members for the appropriate level(s).

### How do I register members?

*NOTE: Only paid members may participate in BAA*

1. Login using your credentials and click *Do NEW LEVEL Award Registrations*.
2. Select member from dropdown menu and complete registration.
3. Once registered, adviser will receive a confirmation email with member login credentials to share with member.
4. Advisers must register members for each level of BAA.

### How do I submit an entry?

1. Click the name of the award level.
2. Select member to submit.
3. Click "Submit."
4. If there is no submit button, the entry has not been completed. Entries are **not complete** unless an adviser submits the members' entries.
5. Once an entry is submitted, advisers may print a certificate of recognition for the student.
6. View all BAA recipients at [go.fbla.org/BAA](http://go.fbla.org/BAA) > [Winners](#).

### What if members forget their passwords?

You can find member passwords by the BAA Adviser Login and clicking *Review LEVEL Award Registrations*. The text in the *Key/Review* column next to a member's name is his/her password.