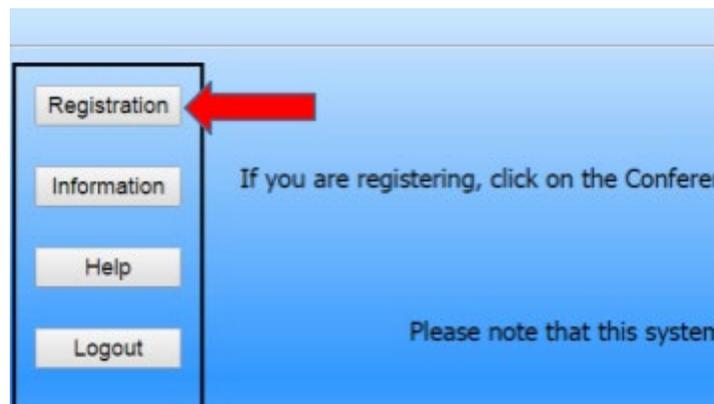


STEPS TO REGISTER YOUR CHAPTER FOR 2024 FBLA ARIZONA DELEGATION NATIONAL LEADERSHIP CONFERENCE (NLC) Orlando, Florida June 27- July 3, 2024

STATE REGISTRATION OPENS: **Monday, April 15, 2024 for NLC**

STEPS FOR REGISTERING FOR ARIZONA DELEGATION FOR NLC:

1. Go to: <https://www.registermychapter.com/fbla/aznlc>
2. Click on "Registration" Tab



3. **If this is the first time registering for NATIONALS, you must click "Add My Chapter".** The red arrow denotes the link for registering your chapter for the first time.
4. **If you have already started your registration for NLC** you can simply type in your User Name and Password (yellow arrow) and then it will take you to your registration.

A screenshot of a registration form. On the left, there is a vertical list of buttons: "Registration", "Information", "Help", and "Logout". Below these buttons are links for "Back to Admin". The main content area has a blue background. It starts with "Registration Type: Standard". Below that is a red instruction: "If you have not registered this chapter for the Conference before and do not have a user name and password, click [Add My Chapter](#) to add your chapter. Otherwise, please log in with the user name and password you selected when you registered." Below this is the text "Please enter your username and password". There are two input fields: "User Name" and "Password". A yellow arrow points to the "User Name" field. Below the "Password" field is a "Login" button. A red arrow points to the "Add My Chapter" link in the instruction text.

- To add your chapter, put in all the required information (*). This screen is where you will create a user name and password (red arrow). It can be anything you want that you will remember. **Make sure you put your chapter name in "School Name" area**, especially if there are more than two chapters at your school (yellow arrow). For example: XYZ Union School & XYZ Media Chapter denotes 2 different chapters.

Please provide the following information

Adviser - First Name _____ Last Name _____

Cell Phone _____

School Name * _____

Address 1 _____

Address 2 _____

City _____ State _____ Zip _____

Email * _____

Phone _____ Ext _____

Fax _____

School Type Middle school

User Name * _____

Password * _____

Chapter ID _____

Area (region or district) Please Select ... *

Special Needs _____

Submit

- Your registration will come up for the adviser. You will go in and add any optional excursions and this is where you will order shirts from the EDIT AND SELECT EVENTS Button (yellow arrow). Then click "Add New Name" to put in all your students (red arrow).

Registration

Information

Help

Logout

Registration for Sample School

(Click the above link to edit your chapter information)

NOTE: Registration will not be completed until you click the SUBMIT button below.

NOTE: To add names to this list, click ADD NEW NAME below.

ID	Name	Status	Events	Item Selection		
0020000	Adviser, Sample	A	0	Prepaid Meals	\$0.00	Edit & Select Events Delete

[Add New Name](#)

[Select Chapter Events](#)

[Save and Finish Later](#)

[View Registration](#) **Balance Due: \$35.00**

[Submit](#)

[Back to Admin](#)

- Put in all the information for each student. Spell names correctly. Choose what type of participant (red arrow) they are by using the down arrow- High School Member, Current State Officer, Adviser or Chaperone. How you register the participant will be directly related to the fee. Make sure you put the correct grade for each competitor, but you don't need their email (only advisers). List any special needs per competitor in this section.

- For each competitor, scroll down and **select** (red arrow) which events they will do. Please remember each competitor can do only 1 event unless they are also doing a chapter report. Repeat the process until you have registered each person.
- After you enter the students, you can go in and add prepaid meals and/or order Conference Shirts individually under each student. **These items must be registered for in advance**, as you won't be able to purchase them the day of.

Edit & Select Events

First Name* Jason MI Last* Maskowsky Phonetic Pronunciation

Participant Type* [AZ Package & NLC Student Registration]

T-Shirt Size* [XL]

Gender [Male]

Grade [Junior]

Email (Required for Advisers, AZ Package & NLC Adviser Registration)

Phone (Required for AZ Package & NLC Adviser Registration)

Special Needs

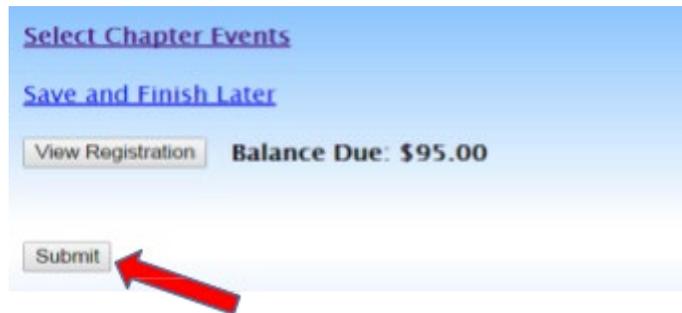
Team # should remain 1 unless you are sending more than one team to compete in the same event ([Click here for help with Teams](#))

Remember, a student can only compete in one competitive event at the National Leadership Conference.

Select	Team #	Event Name	Min Entries	Max Entries	Max # of Teams
Chapter Event					
<input type="checkbox"/>	1	Annual Chapter Activities Presentation (ACAR)	1	3	1
<input type="checkbox"/>	1	Community Service Presentation (CSF)	1	3	1
Chapter Projects-Quad E (NLC Qualifier)					
<input type="checkbox"/>	1	American Enterprise Project (AEP)	1	3	8
<input type="checkbox"/>	1	Community Service Project (CSP)	1	3	8

- After each student has been added, you will have the option to select housing. We are assigned as a state to one hotel which is the Hilton Orlando and you must stay there with the group to participate in NLC To begin, click on housing on your main registration page. It will then prompt you to select students to put in rooms as well as room type
- Please double check your registration and choices.

**REGISTRATION MUST BE SUBMITTED BY WEDNESDAY, May 1, 2024
@ 5:00 PM.**



13. Please note this is for state registration only. We also need to complete the national registration in their system by May 7th. The national system will be the official registration site to get the students registered for their events. You will ignore the national registration fee charge you will see on the national registration as we are invoicing you for that on the Arizona Site.
14. Once this has been done and verified, I will send you the steps to input your students into the final NLC registration system so they are officially registered.

If you have any questions regarding registration, contact Competitive Event Coordinator, Seth Filo @ seth.filo@azfbla.org or 480-685-0798.