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
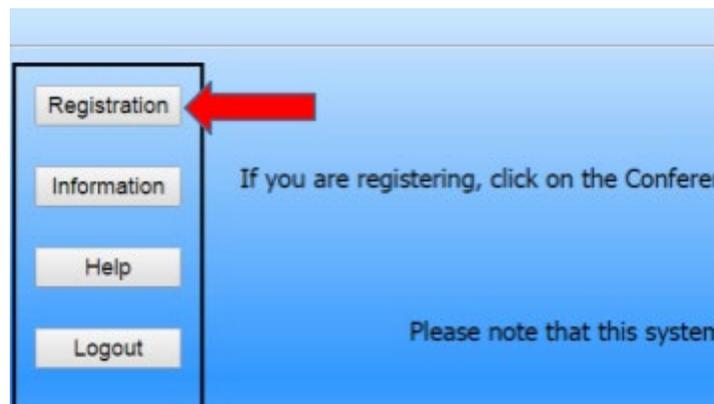
3. **If this is the first time registering for NATIONALS, you must click "Add My Chapter".** The red arrow denotes the link for registering your chapter for the first time.

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.

5. 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.*

6. 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).

7. **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.

8. 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.

9. 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.

10. 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

11. Please double check your registration and choices.

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

Select Chapter Events

Save and Finish Later

View Registration   **Balance Due: $95.00**

Submit
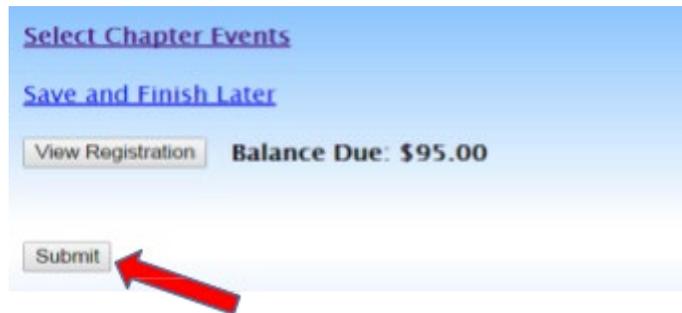
13. Please note this is for state registration only. We also need to complete the national registration in their system by May 7th. The national system will be the official registration site to get the students registered for their events. You will ignore the national registration fee charge you will 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.