STEPS TO REGISTER YOUR CHAPTER FOR
2024 FBLA STATE CONFERENCE-MIDDLE LEVEL

REGISTRATION OPENS: Thursday, February 1, for the FBLA State Conference-Middle Level.

STEPS FOR REGISTERING:

STEP #1-Click on the correct Registration Link below:

https://www.registermychapter.com/fbla/az-mlslc

STEP #2-Click on "Registration" Tab

- **If registering for the first time in the system, click "Add My Chapter".** This will allow you to create a log in and password for Spring Registration. The red arrow denotes the link for registering your chapter for the first time.
    - **Make a note of your username and password.**

- **If you have already started your registration for SLC,** you can simply type in your User Name and Password (yellow arrow) and then it will take you to your registration.

STEP #3-To add your chapter, put in all the required information (*).

- **Make sure you put your chapter name in "School Name" area, especially if there are more than two chapters at your school (yellow arrow).**
    - Remember, you can combine 2 of the school's chapters if they are at the same school, not same District.

- o <mark>NEW:</mark> Make sure you include your Chapter ID
  - ▪ This should be your Chapter Number from Nationals, or you can just make up a number/text.
    - ● Without a Chapter ID Number, your student's names will not be pulled over to Judge Pro for scoring.
- o <mark>NEW:</mark> Make sure you put "Arizona" in for the State.

- ● <u>WARNING:</u> Be careful not to Autofill. If you do this, it will change your Chapter Name to your own name and also not fill in each required line. Each cell should be typed in individually. Do NOT use Autofill!

- ● After you "Save", you will enter your information as the Adviser and select "Participant Type".

STEP #4-Put in all the information for each student.

- ● Click "Add New Name" to put in all your students.
- ● Choose what type of participant (red arrow on next page) they are by using the Down Arrow-High School Member, Chaperone, Adviser.
- ● How you register the participant will be directly related to the fee.
  - o Registration fee is $50 per student and includes a free shirt.
    - ▪ <mark>Note: Advisers are $35 with shirt and Chaperones are free (no shirt), or $35 for Chaperones with a shirt.</mark>
      - ● Chaperones may be asked to judge or assist.
- ● Make sure you put the correct grade for each competitor, but you don't need the member's email (**only adviser's is required**).
- ● List any special needs per competitor in the "Special Needs" section.

Add New Name

First Name*
Participant Type* Please Select...
Grade Please Select...
Email   (Required for Advisors)
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)
For Performance Events, please follow the entry guidelines below:

STEP #5: Free Shirt Included with registration! Please add your shirt size for each participant on the home registration screen. Click on "*Free T-Shirt & Optional Meals*" to put in your size.

Put "1" in the correct size for each participant. You can also do a total for each size under the Adviser name instead of clicking on each student's name.

STEP #6: **Buffet-style meals are available at El Conquistador during the SLC**, but MUST be pre-ordered. Use the same "*Free T-Shirt & Optional Meals*" to select the meals you would like per participant. Just click in the "Quantity" box under each participant's name**.**

Note, there are not a lot of food options without leaving the Hotel and no meals are included without purchasing them. Contact Missey about this if you have any questions regarding meals.
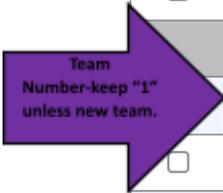
STEP #7-For each competitor, scroll down and select which events each member will compete in.

1. For each competitor, scroll down and **select** which events each student will compete in.
   • Please remember each competitor can do up to 5 Events for SLC.
   • Two of the events can either be Team and/or Individual events from the Performance sections
      • *-1 team captain per team, can be anyone on the team.*
      • Teams consist of 1-3 students.
      • Keep the Team # "1" unless you want to add another team to that event. Then you would put "2" and so on.
      •

Repeat the process until you have registered each student in your chapter.
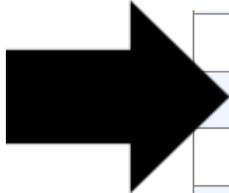
	Team Number		Event			
☐			Exploring Computer Science (EXCS)	1	99	
☐			Exploring Economics (EXECON)	1	99	
☐			Exploring Technology (EXTECH)	1	99	
☐			FBLA Concepts (FBLACON)	1	99	
☐			Financial Literacy (FINLIT)	1	99	
☐			Interpersonal Communications (INTPCOM)	1	99	
☐			Leadership (LEAD)	1	99	
☐			Learning Strategies (LEARN)	1	99	
☐			Running an Effective Meeting (RUN)	1	99	
Team Performance						
☐	1	☐	Business Ethics (BETHICS)	1	3	25
☐	1	☐	Critical Thinking Skills (CTHK)	1	3	25
☐	1	☐	Exploring Business Issues (EBI)	1	3	25
☐	1	☐	Marketing Mix Challenge (MMC)	1	3	25
☐	1	☐	ML MULTIMEDIA & WEBSITE DEVELOPMENT (MWD)	1	3	25
☐	1	☐	Video Game Challenge (VGC)	1	3	25

Team Number-keep "1" unless new team.

Save

STEP #8-Middle School Timeline

o Registration Opens: <u>Thursday, February 1, 2024</u>.

- Remember, Advisers can "Submit" as many times as you like and still go back and make changes, then submit again all the way up until Registration closes on 3/7.
- If you have questions email Seth at seth.filo@azfbla.org

Key Dates:

February 5, 2024:	SLC Registration Opens
February 19, 2024:	SLC Online Testing Opens
March 7, 2024:	SLC Registration Closes
March 6, 2024:	All chapter Project Material/Awards Due – Uploaded to Website by 5:00 p.m.
March 22, 2024	SLC Online Testing Closes at 5:00 p.m.
March 25-26, 2024:	State Leadership Conference

STEP #9-After you check the accuracy of all your students and made sure you followed the Chapter Limits per event, submit your registration.

<p style="text-align:center; color:red">FINAL REGISTRATION MUST BE SUBMITTED BY
Thursday, March 7, 2024 @ 5:00 PM.</p>

- **Please note, your registration is not complete until you hit "Submit".**
    - **But remember, you can "Submit" as many times as you like up until Registration closes.**

- You will receive an invoice at a later date, but you should have a PO in place before you do a "Final" submit. Hitting "Submit" will generate a quote.

Save and Finish Later

View Registration   **Balance Due: $95.00**
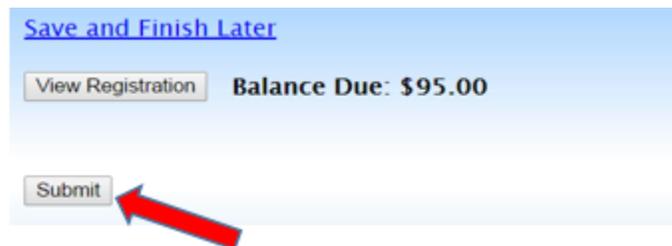
Submit

STEP #10-Note, you can make changes to registration even after you have submitted up until the Registration closes @ 5:00 pm on 03/07/24.

- With each adviser cleaning up their registration, it helps the Competitive Events Coordinator getting the results done faster in headquarters because then we know we are not missing a student's event score.
- The adviser's help with making sure students are registered correctly is appreciated.

STEP #12-If you have any questions regarding registration, contact Competitive Event Coordinator, Seth Filo @ seth.filo@azfbla.org or 480-685-0798