

STEPS TO REGISTER YOUR CHAPTER FOR The 2023 FBLA NLC CONFERENCE

REGISTRATION OPENS: Wednesday, 4/13/23

REGISTRATION CLOSES: **Monday, 5/1/23 @ 6:00 pm**

STEPS FOR REGISTERING FOR NLC:

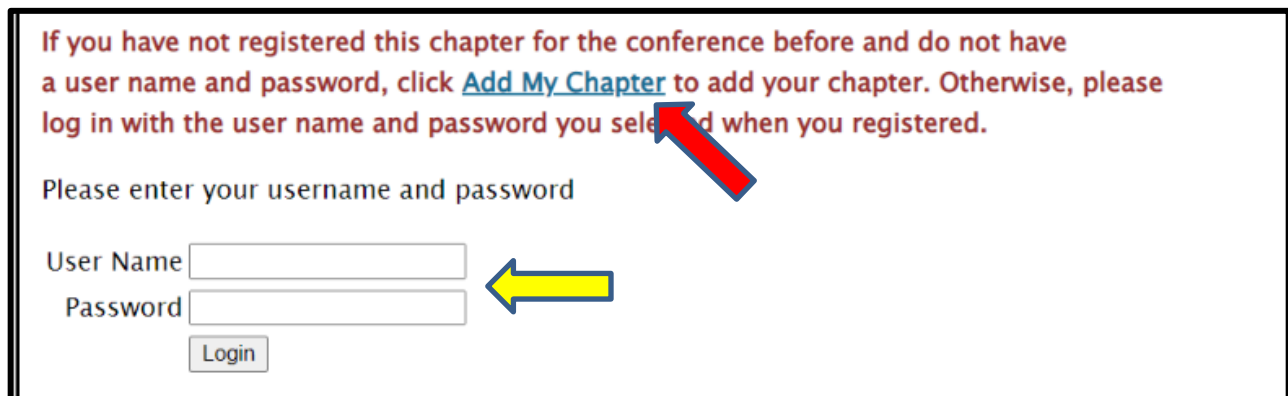
1. Click on Registration Link: <https://www.registermychapter.com/fbla/aznlc>
2. Add Your Chapter, can create whatever username and password you want

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.

Please enter your username and password

User Name

Password



1. To add your chapter, put in all the required information (*); also circled in Red below.
 - This screen is where you will create your username and password. It can be anything you want that you will remember.
 - **Make sure you put your chapter name exactly how it appears in the national database system in “School Name” area**, especially if there are more than two chapters at your school.
 - 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 * SCHOOL NAME **School Name, Not Adviser**
Address 1
Address 2
City State Zip
Email *
Phone Ext
Fax
School Type Middle School **Change to "High School"**
User Name *
Password *
Chapter ID
Area (region or district) Please Select... **Change to "Arizona"**
Special Accommodations Please Select...
for Chapter Arizona
(add individual accommodations under their name)


- Your registration will come up for the adviser, put in your name, shirt size, **Arrival/Departure Date of 6/25/2023-7/1/2023 (important)**, and click on the box that you are agreeing to pay by May 22, 2023.
 - NOTE: Do NOT use Autofill, type in all information.**
- Register yourself for the conference** and select "Adviser" for the Registration type, by clicking "Add New Name", then fill out your Name, Shirt Size, contact information, and what Arizona Package you are selecting. Also, add your email and phone number- required for Advisers.

Registration for Sample Chapter

(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.

There are currently no entries



[Save and Finish Later](#)

- You MUST complete housing before you can submit

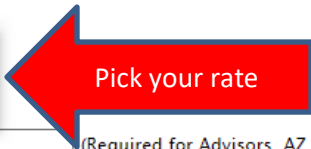
Balance Due: \$0.00

Sample Chapter

(Click the above link to edit your chapter information)

Add New Name

First Name* MI Last*

Participant Type*  **Pick your rate**

Gender

Grade

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

Phone (Required for AZ Package & NLC Adviser Registration)

Special Needs

4. **Save and register your students.**

- Put in all the information for each attendee from your Chapter.
- Choose what type of participant they are (*student, adviser, or guest*) by using the down arrow- Note, this is the Arizona Package & NLC Registration plus 1 lunch.
- List any special needs per competitor in this section.
- "Save" after each entry

- For each competitor, scroll down and **select** what event each student will compete in.
 - Please remember each competitor is limited to 1 event at NLC.
 - Teams of 1-3 should be Team #1 unless you have more than one team in the same event.

First Name* MI Last*
 Participant Type*
 T-Shirt Size*
 Gender
 Grade
 Date of Birth (Format: mm/dd/yyyy)
 Email (Required for Advisors, AZ Package-Single Rate (Adviser))
 Phone (Required for AZ Package-Single Rate (Adviser))
 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 Projects-Quad E					
<input type="checkbox"/>	<input type="text" value="1"/>	American Enterprise Project (AEP)	1	3	8
<input type="checkbox"/>	<input type="text" value="1"/>	Community Service Project (CSP)	1	3	8
<input type="checkbox"/>	<input type="text" value="1"/>	Local Annual Chapter Business Report (LCABR)	1	3	1
<input type="checkbox"/>	<input type="text" value="1"/>	Partnership with Business Project (PWB)	1	3	8
Individual Objective					
<input type="checkbox"/>		Accounting I (AC1)	1	99	
<input type="checkbox"/>		Accounting II (AC2)	1	99	
<input type="checkbox"/>		Advertising (ADV)	1	99	
<input type="checkbox"/>		Agribusiness (AGP)	1	99	

- Next you will need to fill out the Housing Section (hotel) on the Home Page.

- You **MUST** complete housing before you can submit

- Click on the Room Type, then select the room number.
 - Note, if you need 5 rooms, start with room lowest room number available, then work your way down so you have all 5 rooms putting in each room type separately with occupants.
 - You can also click on each name and group them into a Quad, Triple, or Double per room.
 - The Housing Page has instructions for how to add a room (see next page screen shot)

Housing for Sample Chapter

INSTRUCTIONS:

1. Below are two (2) lists. The first list displays individuals that have been assigned to a room and the second list displays individuals that have NOT been assigned to a room
2. Select a Room Type, Room Number and Select the checkbox located beside each Individual that you want to put in the selected room
3. Click on the **Add To Room** button and the selected individuals will be added to the room
4. As you continue to assign individuals to rooms, the Housing total will automatically update
5. You **MUST** click on the **Submit Hotel Reservation** button to complete your reservation

Listed below are the individuals that have NOT been assigned to a room yet:

Select Room Type

Select Room #

Select	Name
<input checked="" type="checkbox"/>	Sample Student

Add students from another Chapter to fill room ONLY if you have approval from the other adviser

[Add from another chapter](#) (Allows you to add someone from another chapter to this reservation)

Housing Invoice Detail

8. Fill out the rooms for each student. **PLEASE NOTE: You will see a button that says Add from another chapter to make your Quad/Triple/Double, etc. However, DO NOT do this UNLESS you have talked to the adviser of that chapter first. This causes a lot of problems when people just start adding names without clearing it with the adviser first. If you have a state officer they will be staying together with the other state officers.**
9. **IMPORTANT: Make sure you fill the room with students per Type.**
 - If you put down for a Quad, it is the Adviser's responsibility to fill that room with 4 people.
 - If you fail to fill up the Room Type, you will be charged for the number in the room.
 - For example, if you put down for a Quad Room, and there is only 1 person in the room you will be charged \$1,614 instead of \$440 for that room.
 - The amount per student will go down as you add students to the room.
 - You will see the price difference in the on the housing if you only put 3 in a Quad Room, etc.
10. Once done with all your housing (meaning all your rooms are to capacity per room type), click "Submit Hotel Reservation".

Hotel Name: Palmer House a Hilton Hotel

Chapter Arriving 6/27/2022 12:00 AM Departing 7/3/2022 12:00 AM [\[Edit\]](#)

Room	Name
#1 (Triple)	Student #1 (\$586.00) (6/27 - 7/3 [6 Nights]) [Remove] [Override Dates]
	Student #2 (\$586.00) (6/27 - 7/3 [6 Nights]) [Remove] [Override Dates]
	Student #3 (\$586.00) (6/27 - 7/3 [6 Nights]) [Remove] [Override Dates]
#2 (Single)	Sample Adviser (\$1,614.00) (6/27 - 7/3 [6 Nights]) [Remove] [Override Dates]

HOTEL CHARGES	
Room Charge	\$3,372.00
Housing Total	\$3,372.00



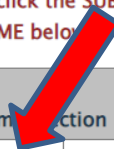
11. Next select any excursions.

- Select the student, click on the "Excursion" button on the main registration page, then select which Excursion you would like to sign up for.
- The Adviser can also do a total for the group as well under their name.

Registration for
Sample Chapter
(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	TShirt Size	Events	Item	Amount	Action
0010000	Celaya, Tracey	ADV	S	0	Excursions	\$0.00	Edit & Select Events Delete
0010001	#1, Student	STR	XL	1	Excursions	\$0.00	Edit & Select Events Delete
0010002	#2, Student	STR	L	1	Excursions	\$0.00	Edit & Select Events Delete
0010003	#3, Student	STR	M	1	Excursions	\$0.00	Edit & Select Events Delete



Select Excursions for Tracey Celaya		
Description	Price	Quantity
Excursions		
2-Hr Bus Tour-360 Chicago	\$75.00	<input type="text" value="0"/>
Blue Man Group	\$100.00	<input type="text" value="0"/>
Chicago Cubs Game	\$75.00	<input type="text" value="0"/>
Shedd Aquarium	\$30.00	<input type="text" value="0"/>
<input type="button" value="Save"/>		

11. After you check the accuracy of all your students, then you can submit your registration.
- Click “Save & Finish Later” while you are working on your registration; however, once you are done you can hit “Submit”.
 - You can “Submit” Multiple times before Registration Closes.
 - **The System will not let you submit if you have not done your Hotel Submission**
 - A Quote will be generated for you as you hit “Submit”, but you will not receive an invoice until after Registration has closed.
 - You can make changes any time during registration opening, but a “Final” submit should be made by the 5/1/23, 5:00 pm deadline.

[Save and Finish Later](#) Use as working on Registration

- You **MUST** complete housing before you can submit

Balance Due: \$4,460.98

Use when done with Registration

FINAL REGISTRATION MUST BE SUBMITTED BY Monday, MAY 1, 2023, BY 6:00 PM.

If you have any questions regarding registration, contact the FBLA State Adviser, Missey Goodman @ missey.boucher-goodman@azed.gov or 602-364-2339.